



## Contact the librarian

We will answer your queries about finding information, carrying out searches, using electronic documents and databases:

**In person:** at the office within the reading room

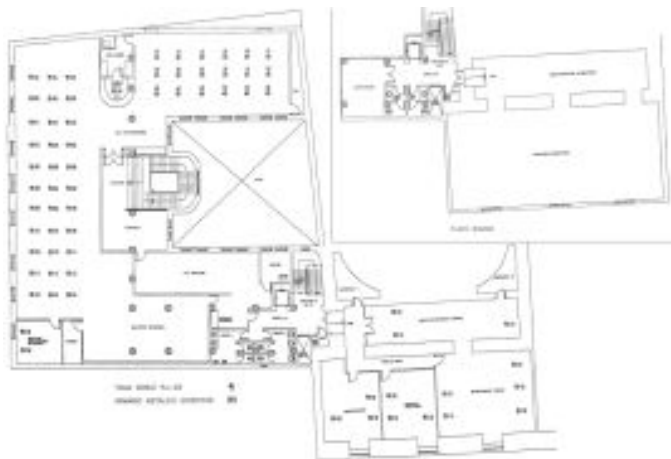
**By telephone:** 00-34-91 394 66 35 (school days from 08.30 to 20.30)

**More information and forms at:**

- [www.ucm.es/bucm/foa](http://www.ucm.es/bucm/foa)
- [www.ucm.es/BUCM/necesitoayuda.php](http://www.ucm.es/BUCM/necesitoayuda.php)



## Library map



## Reading rooms and places

### Reading rooms

We have **73** reading places distributed as follows:

1st FLOOR:

- reading room: **33** places
- training room: **25** places
- meeting room: **15** places

### Places

GROUND FLOOR

- conference room: **80** places
- exhibition room: **20** display cabinets



## Collections and codes

### Books in the deposit collections

- Manuscripts BH MSS
- Incunabula BH INC
- Engravings and drawing books BH GRA, GRL
- Printed works collections from 16<sup>th</sup> century to 1830
  - General BH FOA
  - Law Sciences BH DER
  - Philology BH FLL
  - Medicine BH MED
  - Francisco Guerra BH FG

### Open access collections

- Reference BH R
- Simón Díaz BH SD
- Facsímiles BH R FAC

### How to find a book?

- **Modern holdings:** through Library's online catalogue CISNE  
<http://cisne.sim.ucm.es/>

- **16<sup>th</sup> century to 1830 holdings:** through Rare books On-line Catalogue  
<http://www.ucm.es/BUCM/foa/21488.php>

It gathers approximately 75 % of the library's holdings. The rest is available on the manual catalogues located in the reading room. These are arranged according to their previous location until the conversion process, currently taking place, is finished. Information demands: [buc\\_foa@buc.ucm.es](mailto:buc_foa@buc.ucm.es)

- **Digitalized books:** through Dioscórides Digital Library catalogue. It gathers more than 3500 full text books, as well as a 40.000 engravings database, indexed according to the illustrations subjects.  
<http://www.ucm.es/BUCM/foa/21488.php>



## Other UCM Libraries



Biblioteca Complutense is the biggest university library in Spain, with 30 faculty libraries, 9,700 reading places, 3,000,000 titles, 1,000 computers. And most importantly it's staffed by 517 qualified librarians at your service.



## UNIVERSIDAD COMPLUTENSE DE MADRID Library

[www.ucm.es/bucm/foa](http://www.ucm.es/bucm/foa)

guide

# Biblioteca Histórica



Alfonso X, Rey de Castilla  
Libros del Saber de Astronomía S.XIII  
MSS 156

### LIBRARY OPENING HOURS:

**School days:** 8.30 to 21:00

### READING ROOM OPENING HOURS:

**School days:** 8:30 to 20:30

Special timetables apply during exam periods, Christmas, Easter and in summer, to be announced in advance.

**Address:** 3, Noviciado St.  
28015 Madrid (Spain)

### Phones:

- Library Information: 00-34-91946612
- Loans: 00-34-91 394 66 35
- Technical procedure: 00-34-913946644
- Sub-Directorate: 00-34-91 394 66 42
- Directorate: 00-34-91 394 66 12

**Fax:** 00-34-91 394 65 99

**E-mail:** [buc\\_foa@buc.ucm.es](mailto:buc_foa@buc.ucm.es)

### Transport

SUBWAY  
- **Line 2:** Noviciado  
- **Lines 3 & 10:** Plaza España

E.M.T. BUSES  
- **Lines 147, M1** (San Bernardo), **1, 2, 44, 46, 74, 75, 133 & 148** (Gran Vía y Plaza España)

PARKINGS  
- Plaza de los Mostenses & Plaza España

More information and forms available at the help desks  
and on our website: [www.ucm.es/bucm/foa](http://www.ucm.es/bucm/foa)



## How to use the library

Biblioteca Histórica's aim is both to protect and spread the knowledge of Complutense's bibliographical heritage.

Our in-house materials are used in the reading room, where a free access Reference Collection, specialized in bibliographical heritage, can be found.

**Who** can use the library:

1. Holders of UCM Library's card
  - Teachers and PAS: Free access
  - Scholars, students and visitors need a written request
2. Teachers from universities of Comunidad de Madrid with "pasaporte Madroño"
3. Scholars who can justify the need of using the library will receive a provisional card

Who can obtain the **card**:

- Teachers from Spanish or foreign universities
- Members of Reales Academias, CSIC...
- ANY scholar that justifies the need of using our holdings with a letter of introduction.

**Requirements** to obtain the card:

- National identity card or passport
- Application form
- (teacher or researcher) Professional Identification
- (students). Letter of introduction.

Improper use of materials or inappropriate behaviour towards our staff or other users constitutes gross misconduct and will be dealt with by academic or legal authorities (Library Rules).



## Get to know your library

In order to the general acquaintance with our holdings the library has established a program of **exhibitions, visits, conferences** and **publications**. For this purpose we have arranged a 175 sqm exhibition hall, that can actually be enlarged, and an 80 seats conference room provided with simultaneous translation and audiovisual resources, both located on the ground floor and with free access.

**Exhibitions** will offer the scholar the chance to admire items that cannot usually be seen displayed together, and will allow the learned public an approach to books which are not frequently lent due to preservation reasons. **Visits**, therefore, will be focussed on these exhibitions and occasionally show the running of the library's different services.

Library's holdings, as well as Book and Written Culture's history will focus **conferences** and **courses**, be them specialized or informative.

The library's **publishing service** is intended to help the scholar, as well as spread our bibliographical heritage through researches and copies on diverse media.

**Preservation & conservation department:** Professional staff and the latest implements carry out the preservation and conservation of Biblioteca Histórica holdings. This service is considered essential to the accessibility of the collections to the intellectual and scientific communities and for the preservation and conservation of this unique collection.



## Where to find the collections

Biblioteca Histórica of UCM owns the second most important collection in Madrid of books printed before the 19th century. It is only surpassed in number by the Biblioteca Nacional de España. Biblioteca Histórica ranks as one of the five main Spanish libraries. The bibliographical collection entails 6100 **manuscripts**, 732 **incunabula** and **printed works** from 16th to 18th centuries, nearly 100.000 volumes. Moreover, this library holds a small collection of **engravings** and **drawing books**

<http://www.ucm.es/BUCM/foa/21522.php>



## Tell us what you think

**Purchase requests.** Please let us know which titles we should acquire to complement our catalogue, or which titles need more copies.

**Complaints or suggestions.** You may complain or make suggestions in person, or by e-mail. We will contact you as soon as possible.

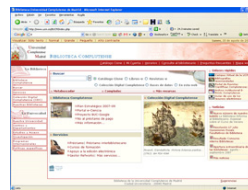
[buc\\_foa@buc.ucm.es](mailto:buc_foa@buc.ucm.es)



## Use the library from home

Our website enables you to:

- access our **Rare books On-line Catalogue**
- access **Dioscórides Digital Library Catalogue**: more than 3100 full text books, as well as an engravings database, indexed according to the illustrations subjects
- **Consult** a librarian: [buc\\_foa@buc.ucm.es](mailto:buc_foa@buc.ucm.es)
- Information about the **cultural activities** in the Library: exhibitions, lectures,...
- Professional publications by Biblioteca Histórica: **Pecia Complutense** (Professional Informative Bulletin), **Working Papers & catalogues of the Exhibitions**
- To keep informed and participate via our blogs
- And much more ...



## Loans, renewals and reserving

**Loan conditions:**

Biblioteca Histórica's aim is both to protect and spread the knowledge of Complutense's bibliographical heritage.

Our **in-house materials** are used in the reading room, where a free access Reference Collection, specialized in bibliographical heritage, can be found.

**Library Hours:** From 8.30 to 20.30



## Using the computers

Our computers are available for public use to access the Internet and search our online collections. **12 laptops** are also available. The library offers Wi-Fi Internet access through the UCM network.



## Photocopying

**Reproduction service:** This service is carried out by Unidad de Proyectos, Digitalización y Acceso al Documento del Patrimonio Bibliográfico. For research or study purposes Rare books are either microfilmed or digitalized within the Dioscórides Digital Library project. All digital images in this collection are submitted to the current Spanish Copyright Acts. Reproduction restrictions of certain items can also be determined by conservation purposes.

<http://www.ucm.es/BUCM/foa/21505.php>

**Photocopy:** Only modern books and microfilms.



## Research support

**Bibliography service:** the library's bibliography and rare book history specialized staff will comply any time with scholars' information demands

[buc\\_foa@buc.ucm.es](mailto:buc_foa@buc.ucm.es)

**Library's Training Room:** teachers and pupils may approach original sources within the Library's Training Room



## Inter-library loans

We can obtain documents from other national and international libraries which are not in our collections only related to modern books.

Contact: [bucpi\\_foa@buc.ucm.es](mailto:bucpi_foa@buc.ucm.es)



## Electronic publishing

**Biblioteca Histórica's publications:**

If you would like to publish online your researches about our written cultural heritage, we can help you through our professional publications: **Pecia Complutense** (Professional Informative Bulletin) & **Biblioteca Histórica's Working Papers**

<http://www.ucm.es/BUCM/foa/21497.php>