



## Contact the librarian

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

**In person:** At the help desks.

**By telephone:** 913941781 (school days from 9 to 21).

**Internet: Chat and e-mail:** [buc\\_opt@buc.ucm.es](mailto:buc_opt@buc.ucm.es)

**More information and forms at:**

- <http://www.ucm.es/BUCM/opt>
- <http://www.ucm.es/BUCM/necesitoayuda.php>



## Library map



## Reading rooms and places

We have **222** reading places distributed in the following way:

- Free access: **132** places.
- Hemeroteca, Mediateca: **32** places.
- Working groups rooms: **30** places
- Researchs room: **24** places



## Collections and codes

- Books: 9.800
- Serials: 133
- CDs: 466
- Films: 264
- DVDs: 42
- Special materials: 8.100

The catalogue code indicates where the title can be found. For Example:

### LA 612.84 AGU

- The first letters indicate the collection (in this case **LA** stand for 'open access'),
- the numbers show the subject (**612.84**: Ocular physiology),
- and the last letters represent the author **AGU** (Aguilar, Mariano).



## Other UCM Libraries



The Complutense Library is the biggest university library in Spain, with 35 faculty libraries, 9,700 reading places, 3,000,000 of titles, 1,000 computers, and most importantly a staff of 517 people at your service.



COMPLUTENSE UNIVERSITY OF MADRID

Library

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

# guide Optics



### Library hours

**School days:** 9 a 21 h.

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

### Address:

C/Arcos de Jalón, n 118  
28037 Madrid

### Tel.:

- Library information: 913946870
- Interlibrary loans: 913946870
- Technical procedure: 913946870
- Library Director: 913946896

**Fax:** 913946885 (general)

**e-mail:** [buc\\_opt@buc.ucm.es](mailto:buc_opt@buc.ucm.es)

### Transport:

METRO

- **Line 7:** San Blas.

E.M.T. BUSES

- **Line 4**  
Ciudad Lineal-Vicálvaro

- **Line 48**  
Manuel Becerra-Canillejas

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



## How to use the library

**Who.** All members of our university community may use all our services and borrow books by means of a valid **library card** which is personal and non-transferable. For access to our online collections off campus a PIN number is required. Members of the UCM Alumni Association and Friends of the UCM have access to some of our services such as home loan.

Our materials can be used by everybody in the reading rooms (restrictions may be in force during examination periods). Visitors who wish to use other services or borrow books must be introduced by a professor or by the Library Director.

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

The library organizes occasional guided tours by prior arrangement



## Training courses

The library organizes **free courses** on the use of its online resources. More information regarding membership, etc. can be found at the help desks and at [buc\\_opt@buc.ucm.es](mailto:buc_opt@buc.ucm.es)

Courses:

- Library: organization, use of catalogues, databases and online journals.
- Introduction use of information resources for research in optics and optometry and related sciences.

Our website offers guides for using our resources



## Where to find the collections

**Books:** the most recent and in-demand titles can be found in the open access room (scodes R, LA). Earliner titles are in the bookstack (code D), please request these at circulation desk.

**Journals** (code PP): the latest numbers are available on the hemeroteca. Earlier copies can be found on restricted access shelves and should be request at the circulation desk.

**CD-Rom, DVD and other materials:** (codes V, I, O): can be requested at the circulation desk.

For other materials please consult: [www.ucm.es/bucm/opt](http://www.ucm.es/bucm/opt)



## Tell us what you think

**Purchase requests.** Please let us know which titles we may acquire to complete our collection or which titles need more copies.

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



## Services for the disabled

We are making every effort to ensure that our premises are adapted to the needs of disabled persons. **JAWS** and **MAGIC** software is available for sight-impaired users. More info at [buc-discapacidad@buc.ucm.es](mailto:buc-discapacidad@buc.ucm.es)



## Use the library from home



Our website enables you to:

- Renew and reserve loan books.
- Access our online collection (over 50.000 books, 40.000 journal titles, theses, databases...).

- Consult a librarian via Chat Service
  - Request general or specialized information about a topic or about how to use the electronic resources (databases...) via **formularios**.
  - Browse the web resources selected by the library (**Complured, Delicious**).
  - Keep informed and participate in our **blog, Facebook, Tuenti, Twitter**.
  - **Self-training: there are a number of guides and tutorials to help you with the use of the library resources**
- Some services require PIN.



## Research support

You can use our online service to find out about availability of your **course bibliographies**.

The Complutense Library will arrange **special opening hours at some libraries** during examination periods (Saturdays, Sundays, at night).



## Loans, renewals and reserving

**Loan conditions:**

Reference books (encyclopaedias ...), journals, unpublished theses, and works of special value cannot be taken out on loan.

**Fines:**

Two days for each day overdue.

**Library Opening Hours** Monday to Friday , 9 a 21 h.

**Deadlines and number of titles:**

- Students: 8 titles (7 days).
- Researchers and administrative personnel: 12 (15 days)
- Teachers: 25 (2 months)

**Renewals and reserving.**

Reservations and renewals of books in the catalogue may be made using your PIN.



## Using the computers

Our computers are available for public use to access the Internet and search our online collections. 6 laptops are also available. The library offers Wi-Fi Internet access through the UCM network.

Library hours: 9 to 20,30



## Documents reproduction

A photocopier is available for public use. We remind users that maintenance of this machine is not responsibility of the Library.



## Research support

The Bibliography service can help you find referenced books and documents. Stay up to date by subscribing to the e-mail summary and new additions service.



## Inter-library loans

We can obtain documents from other national and international libraries which are not in our collections.

Contact with [bucpipt@buc.ucm.es](mailto:bucpipt@buc.ucm.es)



## Electronic publishing

If you would like to publish your research online we can help you through our **electronic publishing service**. Working with the UCM Publications Service, we will arrange to publish your theses, journal articles, pre-prints and books: ISBN management ... ([buc-edición@buc.ucm.es](mailto:buc-edición@buc.ucm.es))