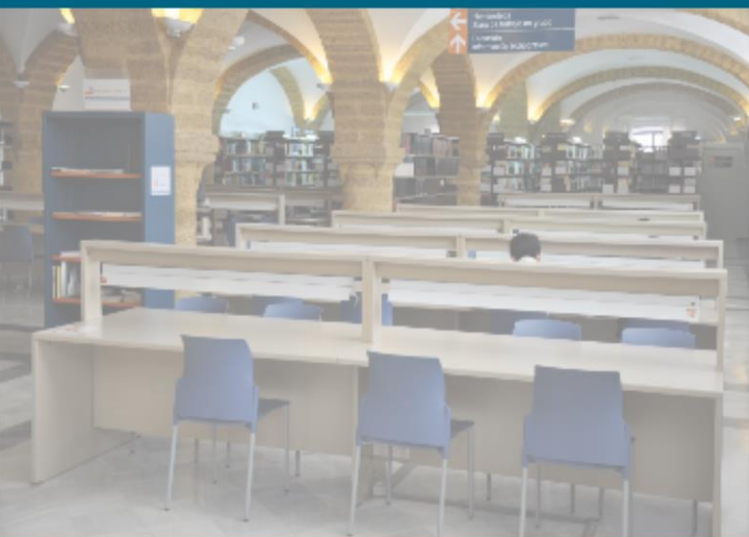


Biblioteca de

**Humanidades**

Welcome  
to the Library



Área de Biblioteca, Archivo  
y Publicaciones  
Biblioteca de Humanidades  
Campus de Cádiz

## Welcome to the Humanities Library

We form apart of the University of Cádiz Library of which you are now a registered user.

Our job is to provide you with the information you will need for your studies or future research work. Here, we shall show you how to access this information, where to obtain it, and, furthermore, offer you some resources to support you studies.

Below, we shall make some observations for your consideration regarding our services.

### YOUR ACCOUNT

As a library user, you have a unique account so as to manage your loans and to be contactable if so required.

Please check your data, and modify it if were necessary by clicking onto: **Mi cuenta** (My Account), on the Library website.

If you are only living temporarily during the course in Cádiz, we will require your address, and both your local and permanent phone number of your country of residency.

It is important that you have an e-mail account with the University of Cadiz, as there are services (like workrooms) that you can only access via this account.

## OUR SERVICES

As user of the Library of Humanities\*, you can access these services:

- ✓ Use of the catalog
- ✓ Reading Rooms
- ✓ Home loans
- ✓ Laptops loans
- ✓ Access to e-resources
- ✓ Users Training
- ✓ Bibliography Information
- ✓ Interlibrary Loans
- ✓ Workrooms
- ✓ Equipment for reading and reproduction of microforms
- ✓ Equipment for people with visual deficiencies

\* some of these services may not be available to all users

## CONTACT US

You can contact the library via the mediums listed at the end of this pamphlet (phone, e-mail, WhatsApp).

You can also send complaints, suggestions or even congratulations using the **Buzón de atención al usuario** - BAU (Customer Care Mailbox), on the University website (tag: **+UCA/Complaints, suggestions, congratulations**).

Lastly, during the library open hours, you can use the **chat** on our website to solicit information or make queries.

# INFORMATION ABOUT THE LIBRARY

Apart from access to the University of Cádiz Library catalogue, you can also access a wide range of information about our other services on the website:

<http://biblioteca.uca.es>

Likewise, in this website you can obtain information about the Library of Humanities on our webpage.

## USEFUL GUIDES

On the Library of Humanities website, you can find the following information (in PDF format) that provides helpful tips on how to use the library:

- Basic guide of the library
- Book holds and renews
- CDU, the library classification system
- The library's rules of conduct
- A guide for Latin and Greek authors
- Loans using E-Libro/Ebook Central (borrowing e-books)

You can also download a map of the library that displays the reading rooms and collection layouts.

Some of these guides are available only in Spanish.

## E-MAIL ACCOUNT

Keep in mind that communication with the library is via your e-mail, so it is important you check your account regularly and not miss important notifications.

If you wish to redirect your UCA e-mail to a different e-mail account, the follow is important:

- Configure your account so that once you redirect your e-mails you delete them from your UCA account. If not, your UCA account will become saturated and the system will reject further emails you receive.
- Check that the account you chose to use (the one where you actually consult your e-mails), does not consider UCA e-mails, and especially those from the Library, as spam.

In your personal library account, verify the messaging preferences.

## APPLICABLE RULES

The relationship between the users and the Library is reflected in the *Normativa del Servicio de Préstamo y uso de las instalaciones* (Rules of the Loan Service and Use of the Facilities) that you should know.

You can find it, alongside other applicable rules, using the tag: **Conócenos/Gestión y organización** (About us/Management and organization) on the Library web page.

# Área de Biblioteca, Archivo y Publicaciones

Biblioteca de Humanidades  
Campus de Cádiz

Facultad de Filosofía y Letras  
Avda. Doctor Gómez Ulla 1  
11003 Cádiz

Teléfono:

Servicio de Préstamo: 956 01 56 27

Correo electrónico:

[biblioteca.humanidades@uca.es](mailto:biblioteca.humanidades@uca.es)



Scan this QR in order to add the library  
contact information to your mobile device

WhatsApp Campus Cádiz: 608 327 653

