### LDTU Facilities (Facilities Catalogue)

#### User's Attention in Library Rooms

Basic set of service facilities to users coming to the LDTU dependences.

There are several services available, either with allowed or controlled access, such as consultation of publications and collections in deposit store, use of the reading room and associate reprography (both self-service and performed by library staff).

#### Personal Loan

Loan of original materials for an established, renewable, period of time, from the EEAD printed monograph catalogue, located in the store of either the library or department/researcher. The administrative management related to bookings, renewals or complaints is included.

There are some documentary typologies not included in the loan service: old books, doctoral thesis and reference books, being those limited to their consultation in the reading room and, in some cases, with associate reprography.

#### Reference and Bibliographical Information

Free access to reference printed bibliographic material invariably available in the reference room, where it is also allowed the use of computers connected to the Internet for bibliographic consultations.

A key factor for the Service Facility operating is the continuous implementation and maintenance of the EEAD LDTU website, where all the products and information resources are compiled, together with their accesses, being of potential interest for EEAD researches within their specialization. Through its website, the Unit has especially disseminated the “CSIC Virtual Library's” platform (with its associate tools, Metalib, SFX and PAPI), making it visible as the main access way for all the electronic information products and resources of the CSIC Library Network (e-resources, e-books, e-journals).

#### Retrospective Bibliographical Information and Selective Dissemination of Information with Personalised Attention

**a) Retrospective Bibliographical Information:** bibliographic consultations, for a determinate period, assisted by the specialized library staff, who provide the appropriate results in the necessary export or visualization formats.

The library technical staff in charge, expert in documentary recovery, adjust the natural interrogation languages to documentary ones, thus preventing problems with linguistic homonymies and synonymies as well conceptual hierarchy problems or any other issue not foreseen by the scientific user.

**b) Selective Dissemination of Information:** this part of the service depends in most cases on the user’s willingness after a satisfactory intermediated bibliographic retrospective search. It enables the obtaining of common bibliographic information, with limited access for the EEAD staff, from specialized databases accessed by the Institute according to personalised bibliographic profiles, previously agreed by interview.

It leads to a monthly information alert system that, managed by the user, may require regular checks.

#### Obtaining of Documents through Inter-Library Loan or Supply by Specialized Documentation Centres
Access, only for CSIC staff, to documents that, through not existing in its own collection, can be found in other CSIC library preferably (own library system: free charge) or in other external information centres or networks:

- Use of IEDCYT (CSIC Institute of Documentary Studies on Science and Technology) as an intermediary in the management to the obtaining of non-urgent documents from external information systems, preferably nationwide. Management of the Unit's own account; free charge.
- Use of NRCC-CISTI (National Research Council of Canada – Canada Institute for Scientific and Technical Information) as payment provider for the acquisition of urgent documents from external information systems, preferably at the international level. Management of the Unit's own account; it has a cost.

Electronic and digital formats will be preferably used for the copies.

Documents Supply through Inter-Library Loan to other Libraries and Information Centres

It enables other Information Centres to be provided with originals or copies of books, journals or documents in general from the EEAD collections. As for the copies, they are delivered by electronic transmission, after scanning and converting them to digital format.

The Service Facility operates according to the criteria established for the CSIC Libraries Network, applying REBIUN charges, yearly updated.

Users Training

Creation of digital manuals and guides, available in the LDTU website, related to products and services; organisation and development of divulging activities related to scientific information resources and products present or accessible from the EEAD: seminars, presentations and courses; service for institutional visits.

Library-Documentary Outreaching Activities

Organisation and celebration of exhibitions related to the collections, or as part of them, integrated in the EEAD documentary store, seeking its outreach and appreciation.

Delegated Archive in Digital.CSIC Repository of the Institute’s Scientific Production

Collaboration with EEAD researchers in the standardised store of the scientific production with a “open access” dissemination aiming to give as most visibility as possible to the Institute’s scientific activities.

Collaboration with the Institute’s Activities Outreach


b) Management of contents within the Institute’s website: compilation, maintenance and outreach, through the website, of information related to the Institute and its activities. Connection with EEAD research groups and cooperation with the Computer Service, technically in charge of implementations and scheduling of updates.