

LIBRARY ACCESS

Access **ONLY** with **"Lucian Blaga" Central University**
Library Cluj-Napoca library card

The library card can be purchased:

- 1). from the main building of the Library (str. Clinicilor, nr.2)
- 2). from the Economics and Business Administration branch Library (here)
- 3). from the Literature branch Library (str. Horea, nr. 31)
- 4). **Online registration** using the following addresses: stiintec@yahoo.com

(for the Faculty of Economics and Business Administration)

Documents for **registration**:

- + passport / ID (Identity card)
- + student book (students)/certificate issued by the institution you are enrolled in or PhD student card (PhD students)/ certificate issued by the institution you work for or service card (University teaching staff, researches etc.)

✚ registration form (you can download it from www.bcucIuj.ro
section **User Information** —> **Library Registration** —>
Registration form OR ask it from the librarian)

Documents for **renewal**:

- ✚ passport/ID (Identity card)
- ✚ library card
- ✚ student book (students)/certificate issued by the institution
you are enrolled in or PhD student card (PhD students)/
certificate issued by the institution you work for or service
card (University teaching staff, researches etc.)

WHAT WE OFFER

LIBRARY COLLECTIONS AND MATERIAL RESOURCES

- ✚ 75934 books, 4623 periodicals and 167 electronic resources
- ✚ bookstand free – over 10000 books
- ✚ over 1450 loan publications
- ✚ over 600 PhD thesis
- ✚ access to roughly 19 online databases within the library, all “Babeș-Bolyai” University and “Lucian Blaga” Central University Library buildings; plus remote access
- ✚ 3 reading rooms with a total of 120 seats
- ✚ free Wi-Fi
- ✚ 43 individual places to use your own notebook/laptop
- ✚ 9 work stations to search in the library’s online catalog (OPAC) and online databases (ProQuest, Emerald, Ebsco, Springerlink, Scopus, etc.)
- ✚ 1 work station specially dedicated for EIKON online database from Thomson Reuters
- ✚ 1 work station for using the SMART PLS application

FINDING PUBLICATIONS WITHIN THE LIBRARY

All items are searchable in the “Lucian Blaga” Central University Library’s **Online Public Access Catalogue** and **EDS (EBSCO Discovery Service)** portal.

OPAC it’s the Library’s catalogue and offers the possibility to use a searching interface in English, Romanian, Hungarian and German; you can access it on www.bcucIuj.ro – **Library Resources – Online catalogue**

For the periodical items - The current year's issues one can find it in the Reading Room no. 1; bound volumes of the periodicals from the last 2 years are arranged in alphabetical order to their assigned domain in the Reading Rooms after the books and reference works.

All PhD theses are considered manuscripts therefore they can be used solely for reading within the Library; no photocopying, no photos allowed

The bibliographic records also give details on holdings, latest issues, location.

EDS (EBSCO Discovery Service) portal allows simultaneous searching in ALL online databases AND Online Public Access Catalogue; you can access it on www.bcucuj.ro – **Library Resources – EDS-Online Catalogue and Scientific Resources**

Attention! In order to have access to the full-text of the documents available in the databases **from home** it is necessary to login with your library's card **Number** and **Password**!

LIBRARY RULES

General rules

- ✚ respect the library regulations and comply with library schedule (see www.bcucIuj.ro section **User Information** —> **Library Registration** —> **Excerpts from the user regulations**)
- ✚ behave with respect towards the librarians and other patrons
- ✚ no bags (handbag, backpack, etc), no coats
- ✚ no food or drinks are allowed inside the Reading Rooms
- ✚ keep the silence, the order and cleanliness in the library
- ✚ no smoking, no alcohol or illegal drugs
- ✚ the library card it's personal and non-transferable so you are not allowed to use the library card of other patrons
- ✚ do not deteriorate the library's publications, furniture and electronic devices

Orientation rules

- ✚ leave to the **Information Office** your library card - you will receive a number and a key for the locker

✚ if you have your laptop with you ask a laptop number and sit on the specific location indicated on the card you receive

✚ wardrobe is mandatory (but please **take your important documents with you within the Reading Room!**)

✚ there are **3 Reading Rooms** on your choice where the publications are bookstand free, organized on different economic domains, each one of them having a distinct colour :

1st Reading Room : accounting, general economics, European Union, economic history, finance, management, loan publications, new entries of periodical publication

2nd Reading Room : World Bank Publications (in English), Aula Publications (in Hungarian), Robert Bosch Donation (in German), Aurel Negucioiu Donation (in Romanian)

3rd Reading Room : business, pedagogics, communication/psychology, agriculture, tourism, law, foreign languages, conferences proceedings, informatics, mathematics, marketing, statistics, electronic resources

✚ after the consultation, please, leave the publications on the trolley in the Reading Room of their location

Loan collection rules

(only for ERASMUS students, PhD students and University teaching staff)

- ✚ you may borrow the Library material that you find in the **1st Reading Room** on the **IMPRUMUT LA DOMICILIU/ BOOKS FOR LOAN** bookstands
- ✚ regular loan period is 10 days
- ✚ in special cases we can grant permission for overnight loan of items that are due to consultation only within the library – these items may be taken one hour before closing time and is due within an hour after opening time the next day
- ✚ loan privileges will be suspended when members have overdue items
- ✚ the following Library materials may **NOT** be borrowed : reference materials, PhD thesis, books belonging to the *Main short collection*, periodical publications, loose-leaf publications, non-printed materials (such as CD/DVDs)

For any questions, assistance and help please ask the Librarian! Thank you!