

# TEACHING SUPPORT SERVICE CHARTER. UPC libraries

## Preparing classes

### We have the resources you need

- We help you to select books and **we buy the books**, whether printed or electronic, that you recommend to students.
- In **DiscoveryUPC** you can find the best collections of books, databases and electronic books bought by the University.
- We provide access to **Bibliotècnica, the UPC's digital library**, which has all the resources and services offered to you by the libraries.
- We prepare tutorials and **libguides** that provide a selection of information resources.



### We help you to organise your subjects

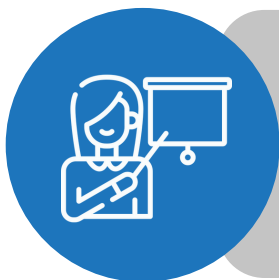
- At the **Libraries-ICE Atenea Point** we help you to organise the content of your subject and answer any questions you might have.
- We explain how you can **publish** your materials directly from **Atenea to UPCommons and Aprèn**.

### We help you to create your own teaching materials

- We offer you self-service facilities and equipment for **creating audiovisual materials**.
- We inform you on **copyright**, the licences to use for your materials and how to state your authorship, and we provide support for preventing plagiarism.
- We give advice on drawing up **references and citing works**.
- With **Iniciativa Digital Politècnica**, the publications office, you can have your books edited and published in the UPCGrau and UPPostgrau collections.



# Giving classes



## We offer you training

- We prepare **programmed and on-demand training sessions** that teach students how to search for, evaluate and present information.

## We offer you facilities and equipment

- We have **equipment** for personal and classroom use, such as laptops, tablets, Arduino boards and other instruments.
- We offer **flexible facilities** for seminars, video conferences and activities promoting culture, science and technology.



# Preserving, recovering and sharing

## We help you to publish, promote and preserve your teaching output

- In **Aprèn**, the **professors' teaching output portal**, you can view and share your teaching output.
- In **UPCommons**, you can deposit and preserve your teaching materials.
- In **Zonavideo**, you can publish and preserve your audiovisual teaching materials.



**Don't hesitate to contact your library!**



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