LEARNING RESOURCES

The Faculty of Philology of the University of Santiago de Compostela is equipped with the following facilities and resources:

- Work, reading and computer rooms available for students to develop study and research activities. They also have direct access to the collections of the Faculty of Philology Library.

- The University Library (BUSC) holds a wide number of books and works. These library materials are regularly updated with new titles in different formats. Besides these materials, the BUSC offers a wide range of resources that facilitate research tasks through its website <http://busc.usc.es/>. This includes services such as:

  - Databases gathered in BUGALICIA (the consortium of Galician University Libraries):

    <http://sp.bugalicia.org/san/subjects/databases.php?letter=bytype&type=Bases%20de%20datos>

  - E-journals:

    <http://sp.bugalicia.org/san/subjects/databases.php?letter=bytype&type=Revistas%20electr%C3%B3nicas>

  - Institutional repository:

  - <http://sp.bugalicia.org/san/subjects/databases.php?letter=bytype&type=Repositorios>

  - Inter-library loan service

- The Information and Communication Technologies Area (ATIC) of the USC <www.usc.es/gl/servizos/atic/> deals with technology problems related to the teaching and research activities of both teachers and students. Besides, it develops advanced systems, such as video conferences that facilitate the holding of courses, conferences and remote interventions, or the use of programmes and resources such as Powerpoint presentations, electronic whiteboards or document cameras <http://www.usc.es/gl/servizos/atic/multimedia/>.

STUDENTS WITH SPECIAL NEEDS

The respect to the diversity and the development of active policies for the incorporation and integration of students with special needs are two principles and lines of action recorded in the Corporate Social Responsibility Report. To meet that objective, the University Participation and Integration Unit collaborates with the different university faculties and institutions, and puts into practice the necessary actions to favour equality among all the members of the university community. For further information, visit <http://www.usc.es/en/servizos/sepiu/integracion.html>. The doctoral programme has the necessary and suitable resources to offer tutorial sessions to those students with special needs.

REVISION AND MAINTENANCE OF RESOURCES

These are the general mechanisms available at the USC to guarantee the revision and the maintenance of resources:

— Maintenance and repair services, depending on the infrastructures Department:

   a) Material infrastructures:

   Architecture and Urbanism Office:

   <http://www.usc.es/es/goberno/xerencia/lugo/oficearquitetura.html>

   Infrastructure Management Office:

   <http://www.usc.es/es/goberno/xerencia/lugo/ofixestinfraestruturas.html>

   Audiovisual Media Office:

   <http://www.usc.es/es/servizos/servimav/>

   Workplace risk prevention service:

   <http://www.usc.es/gl/servizos/sprl/>

   b) Computer resources:

   ICT Area (ATIC):

   <www.usc.es/gl/servizos/atic/>

   Learning Technology Centre (CeTA):

   <http://www.usc.es/en/servizos/ceta/index.html>

   Computer Rooms Network (RAI):

   <http://www.usc.es/en/servizos/atic/rai/index.jsp>

RESOURCES AVAILABLE AT THE FACULTY OF PHILOLOGY:

1. Classrooms and seminars

— 2 classrooms for 36 students each, both of them equipped with a computer, a video projector, a VHS video player and an overhead projector.

— 7 classrooms for 91 students each, equipped with a computer, a video projector, 2 overhead projectors and 3 VHS video players.

— 2 classrooms for 130 students each, both equipped with a computer, a video projector, a VHS video player and an overhead projector.

— 5 seminars, 4 of them can hold up to 24 people and 1 of them up to 12. All of them are equipped with a computer and a video projector; 3 of them also have a VHS video player and 4 of them an overhead projector as well.

2. Computer rooms and language lab

— 1 free access classroom for 32 people.

— 1 teaching classroom for 18 students.

— 1 videoconference room.

— 1 language lab for 20 people.

— 1 language lab for 24 people ('Seminario G').

3. Conference room and assembly hall

— The conference room has capacity for up to 120 people and is equipped with a computer, two video projectors, a VHS video player and an overhead projector.

— The assembly hall can hold up to 420 people and is equipped as follows:

> ➢ Lighting equipment.
>
> ➢ Mixing console with audio player, video or DVD player.
>
> ➢ Projector.
>
> ➢ Retractable and/or fixed projector screen.
>
> ➢ Microphone equipment.
>
> ➢ Dais/stage.
>
> ➢ Table for main speaker and lateral lectern

4. Library

The library of the Faculty of Philology offers its users a reading hall (with 480 study posts), research rooms and the collections area, as well as 7 PCs where the BUSC catalogue can be searched, 6 PCs where databases can be consulted, 2 photocopiers,

and 2 microform readers/viewers. There is Wi-Fi connection available in all the facilities, and 50% of the reading spaces are fitted with power sockets. The library materials are divided into two main areas: books for students and books for research. The self-access materials for students are in the reading room. The rest of the library materials are situated in the collections area. The collections of journals that the library currently receives (and the collection of closed journals) are located in the periodicals ward. It is also possible for regular users to conduct searches in different electronic journals and databases with the computers available for that purpose. The library collections include 186,759 monographs and 2,652 journal titles. As the BUSC belongs to the consortium of Galician University Libraries (BUGALICIA), users can have access to the main electronic journals and scientific databases through the USC net. As in other USC library service points, users are offered in-library consultation services, regular, inter-centre and inter-library loan services, photo documentation, access to the electronic collection, bibliographical information and training on the use and exploitation of the documentary resources and of the own library service. It is possible to access the automatic catalogue, the digital collections and other online services through the library website: <http://www.usc.es/gl/servizos/biblioteca/>.

There are 11 members of the staff at the library who are in charge of the technical processes and of helping users so they can access the resources they need. It is open from Monday to Friday, from 8.30 to 21.30.