

Regulation of the
Documentation and Resources
Centre (DRC) of the EAE
Barcelona University Centre

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Committee on 11 February 2025

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Article 1: Mission of the Documentation and Resource Centre

The DRC fundamental mission is to guarantee access to the information and documentation necessary for the development of the teaching and research activities carried out at the School, as well as to collaborate in the processes of knowledge creation within it.

Article 2: Functions of the Documentation and Resources Centre

The main tasks of the DRC are:

- a) To build a quality collection that coincides, in terms of area of knowledge, with the lines of teaching and research of the EAE Barcelona University Centre.
- b) To carry out a rational policy of treatment, conservation and dissemination of the School's bibliographic and documentary collections, as well as to periodically evaluate their use.
- c) To train and train its users in the use and exploitation of information resources, promoting their full autonomy in the use and enjoyment of the services made available to them.
- d) To provide support and information on copyright legislation in the preparation of teaching materials and academic works.
- e) To work together with other departments and areas of the School in the achievement of its aims.
- f) Other functions that, within its scope of action, may contribute to the fulfilment of its mission.

Article 3: Users of the Documentation and Resources Centre

The following are considered to be users of the DRC of the EAE Barcelona University Centre:

- a) Students enrolled in any course offered by the School.
- b) Teaching and research staff (TRS).
- c) The technical staff of administration and services (TSAS).
- d) Teaching collaborators.
- e) Other full-time and part-time researchers and research fellows who carry out their activity at the School
- f) The School's Alumni members.

People belonging to the groups indicated above may freely and free of charge use the services of the DRC, as established in the specific regulations. To this end, DRC staff may require identification and accreditation of the same at any time.

Article 4: Rights of users of the Documentation and Resources Centre

The rights of users of the DRC of the EAE Barcelona University Centre are:

- a) To have up-to-date and quality information resources, with appropriate content for learning, teaching and research.
- b) Receive advice and training on the location, access and use of information resources and services.
- c) Use electronic resources, in accordance with the conditions established in the contracts and licenses subscribed by the School.
- d) Receive basic training for the use of services and resources, as well as for the acquisition of informational skills.
- e) To be guaranteed the confidentiality of your personal data in accordance with current legislation.
- f) Any other rights arising from these rules or the DRC's service regulations.

Article 5: Duties of users of the Documentation and Resources Centre

The duties of the users of the DRC of the EAE Barcelona University Centre are:

- a) Respect spaces, equipment and facilities, helping to maintain an appropriate environment, and avoiding any behaviour that disturbs the activity of other users.
- b) Make responsible use of the information resources made available by the DRC and respect the legislation in force on intellectual property when using and reproducing documents.
- c) Know and comply with the provisions that regulate the use of electronic resources.
- d) Use electronic resources respecting the conditions established in the contracts and licenses.
- e) Any other duty arising from these regulations or the regulations that develop them.

Article 6: Purpose of the services

The DRC services of the EAE Barcelona University Centre have as a priority objective to meet the needs of the EAE Community for information and access to documentation and other resources.

Article 7: Minimum services offered

The type and characteristics of the DRC's services will be adapted at all times to the needs of the School, its users, and those derived from new technological developments. In any case, the following services will be offered, as a minimum:

- a) Access to information
- b) Bibliographic information

- c) User training
- d) Consultation of final degree projects (TFG/TFM)