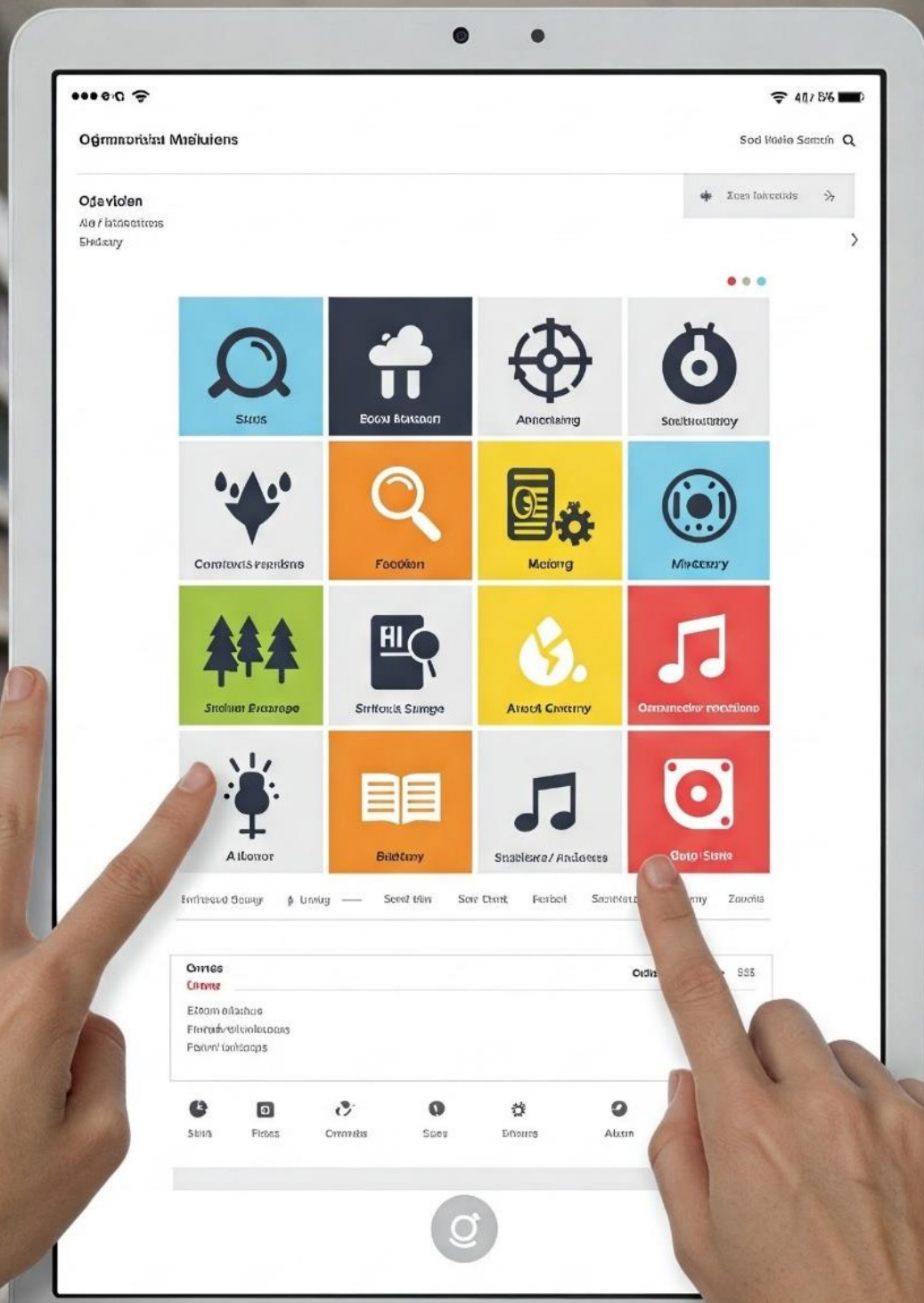


LIBRARY CATALOG

Updated to 2025



Updated to 2025

Version 03

Central Campus

Autopista 30 de Mayo km 7½, Urbanización Tropical, Santo Domingo

Service Office: Province of Monte Plata

Dominican Republic



CATALOG

LIBRARY

Updated to 2025



PRESENTATION

The José Andrés Aybar Castellanos Library supports teaching, study, and research by providing timely access to the information resources required to develop the training programs offered by the University of the Caribbean.

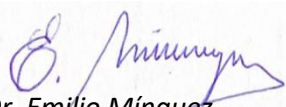
The main objective of the Library is to meet the information needs and facilitate access and dissemination of information to all members of the academic community, as well as users from other institutions, while supporting the process of knowledge creation and assuming UNICARIBE's commitment to these users as part of its social commitment.

The Library has different types of information resources in print and electronic format, both its own and by subscription and open access. It also provides links to selected information on the web, catering to academic interests.

UNICARIBE's institutional portal provides teachers and students with quick access from anywhere and at any time to various resources, according to their needs. This library is also a collection of digital resources available to users and includes: e-books, magazines, newspapers, research articles, theses, reports, photographs, videos, audio files, and other digital materials.

The UNICARIBE online library has links to other digital libraries of universities and partner organizations. It has a partnership for direct access to the database and libraries of the Institute for Evaluation and Research on Educational Quality (IDEICE).

In its strategic plan, the Library will increase partnerships with different institutions that have databases on subjects of interest to both teachers and students from the various UNICARIBE Schools, and provide online access that broadly covers teaching and research needs.



Dr. Emilio Mínguez
Rector

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CAPÍTULO 1. INSTITUTIONAL INFORMATION

1.1 Institutional Philosophy

1.2 Mission

"To train professionals who are committed to the development of their environment, competent and ethical, through an innovative model that contributes to social development and well-being, based on standards of excellence and quality."

1.3 Vision

"To be an inclusive distance learning university, recognized for its innovative programs and use of advanced technologies, to train leaders committed to the needs of society, with equity and contributing to sustainable development."

1.4 Values

- *Respect*
- *Inclusion*
- *Equity*

- *Humanism*
- *Integrity*

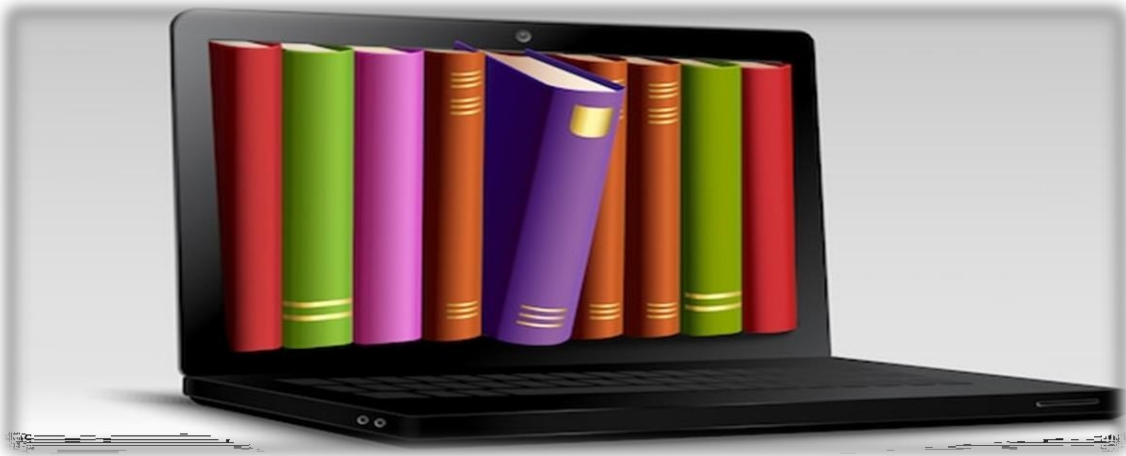
1.5 Code of Ethics

The Universidad del Caribe has a code of ethics that promotes interaction, dignity, and respect, as well as referring to individual conduct, whereby each member of the community is responsible for their actions and their conduct must be governed by good judgment, common sense, fairness, and acceptance of diversity, in compliance with the ethical principles set forth by the institution and national regulations. Its main objective is to regulate the conduct of employees (administrative, support, and teaching staff) with regard to the ethical principles that must govern their performance at the institution, in order to guarantee and promote the highest degree of honesty and morality in the exercise of the functions of the Universidad del Caribe.

1.6 Government

UNICARIBE is an institution of higher education registered in the Dominican Republic. UNICARIBE is administered and controlled by a Board of Directors, which is the legal entity responsible for enacting, reviewing, and amending its rules and procedures. It also has an Advisory Board. The Rector is the highest authority at the university.

CAPÍTULO 2. ABOUT THE LIBRARY



The José Andrés Aybar Castellanos Library is a department of the Academic Vice-Rector's Office, aimed at supporting teaching, study, and research by facilitating timely access to the information resources required to develop the training programs offered by the University of the Caribbean.

2.1 Mission and Vision

The mission of the library is to contribute to the professional and comprehensive training of the members of the UNICARIBE academic community, facilitating through its services the dissemination of information for the benefit of teaching, research, and outreach, with the aim of promoting the personal, social, and economic development of its users.

Its vision is to become an institution with the levels of quality required by its services, guaranteeing equal opportunities in the search for information and the creation of knowledge among all members of the academic community to contribute to their training and self-training, with the help of Information and Communication Technologies (ICT).

2.2 Its functions

The main objective of the José Andrés Aybar Castellanos Library is to meet the information needs and facilitate access and dissemination of information to all members of the academic community, as well as to users from other institutions, while supporting the process of knowledge creation and assuming UNICARIBE's commitment to these users as part of its social commitment.

The main functions of the library are:

- a) To select, acquire, organize, preserve, and disseminate the information resources necessary to support teaching and the achievement of academic objectives.
- b) To maintain relevant and up-to-date information for consultation by users, both in person and through the means offered by Information and Communication Technologies (ICT).
- c) To disseminate the services and facilities offered by the library among members of the academic community.
- d) To establish cooperation agreements and bibliographic material exchange relationships with other national and foreign libraries and institutions, as well as strategic alliances for projects of social interest.
- e) Acquire and subscribe to collections of e-books, databases, and other electronic resources available online.
- f) Request the acquisition of works to support study programs and manage subscriptions to specialized periodicals in print and electronic format aimed at supporting these programs.
- g) Keep statistical records of the use of services and the acquisition of information resources, producing regular reports on these activities, among other functions.

2.3 Users

Users are all persons who require or make use of library services. The library has two types of users: internal and external.

Internal users are students, teachers, researchers, administrative staff, and graduates.

External users are members of other public and private institutions or people from any background who visit the library to request services under the established regulations, in accordance with institutional provisions and the requirements contained in these regulations.

Internal users are identified by presenting and handing over their valid identification card issued by the University. External users are identified by presenting a valid credential from their institution of origin and their identity card.

Internal users are entitled to all the services and facilities offered by the library and to submit suggestions, opinions, and complaints about the services they receive.

External users are entitled to receive internal loans of printed documents and the services determined by the Library Committee.

2.4 Reading Room

Reading rooms are areas of the library designated for study and research in an environment conducive to intellectual work. Activities that interfere with the concentration required for such work should be avoided, promoting a welcoming, orderly, and quiet environment and a permanent relationship of respect between users and library staff.

IMPORTANT:

It is therefore necessary to avoid:

- Talking loudly or conversing in groups in the individual study room.
- Raising your voice when using your cell phone, which should be kept on vibrate mode.
- Using the service areas while wearing inappropriate clothing.
- Offensive, threatening, or intimidating language.
- Any activity that tends to distract the attention of other users.

It is the user's responsibility to contribute to the care and preservation of books, furniture, equipment, and service areas in general, avoiding damage to them and to the Library's facilities.

The library has a lab area with 33 desktop computers with hard drives, UPS, mice, all in perfect condition and working order. They are used by students who visit the library and by teachers. Library services are available both online and in person.

a) Email: biblioteca@unicaribe.edu.do ;

ACTIVITIES NOT PERMITTED IN THE LIBRARY



2.5 Teaching Area

The library has an area for use by teachers, which is equipped with tables, books, and access to the Koha program for locating books.

2.6 Services

The José Andrés Aybar Castellanos Library offers its services under the closed-stack system, whereby users are assisted in their search for materials by the staff of the Public Services Unit. The services and facilities offered are:

- a) Internal and external loans to students, professors, administrative staff, and graduates of the Universidad del Caribe with valid ID cards.
- b) Internal loans to duly identified external users.
- c) Use of the Online Catalog to access available books, brochures, periodicals, and electronic resources.
- d) Use of reading rooms and group study areas.
- e) In-person and virtual reference service.
- f) Personalized assistance for users with special needs.
- g) Use of computers with Internet access.
- h) Wireless Internet or Wi-Fi service.
- i) Subscription and open-access database services.
- j) Information, tutorials, and alerts about new acquisitions through the Library's website on the Institutional Portal.
- k) Training for internal users in acquiring skills for the use and exploitation of available resources and services.

From the Library Regulations, Article 18. Interlibrary loans will be established based on agreements stipulated by the institutions and taking into account the loan policies of the participating libraries.

2.7 Collections and Their Uses



The Library has different types of information resources in print and electronic format, both its own and by subscription and open access. It also provides links to information

selected from the web, in accordance with academic interests. The Library has the following collections:

- a) **General Collection:** consisting of supplementary reference books in different areas of knowledge, mainly on topics related to the courses taught by the university. This collection forms the basis of the home loan service, with the exception of unique copies and reserve copies, which are for internal use only.
- b) **Reserve Collection:** these are textbooks reserved by teachers or the library for the purpose of providing basic bibliographic support for the study programs offered by UNICARIBE. They may only be borrowed for use within the Reading Room.
- c) **Theses:** these are the result of final reports and projects completed by students as a requirement for obtaining their degree. These materials are for internal consultation only and may not be reproduced.
- d) **Dominican Collection:** consists of works published in the country or abroad about the Dominican Republic. Single copies and reserve copies are for internal use only.
- e) **Reference Collection:** consists of dictionaries, encyclopedias, directories, and other general and specialized reference sources, which, due to their characteristics, are for internal use only.
- f) **Periodicals:** This collection consists of magazines, newsletters, yearbooks, and other serial publications on current topics. They may be consulted internally in the library's reading room.
- g) **UNICARIBE Collection:** works published by the University of the Caribbean through its publishing activities in areas of academic interest.
- h) **Brochure Collection:** This collection consists of monographic publications on topics of interest, generally no longer than 100 pages.
- i) **Electronic Publications Collection:** the library has documents in electronic or online format, both its own and by subscription, including books and databases. The use of e-books acquired by the institution and subscription databases is defined according to the characteristics of each collection in the library's Guide to Using Electronic Resources.

- j) **Dr. José Andrés Aybar Sánchez Special Collection:** The library has a reading room named after the founder and emeritus rector of UNICARIBE, where his personal library is housed. Due to their unique nature and for reasons of care and preservation, these works are restricted in use. In exceptional circumstances, the library may request higher authorization for special consultations or research work.

2.8 From the Loan Policies

In accordance with Article 12 of the Library Regulations on users, the requirements for borrowing are:

- a) Internal users: presentation of a valid ID card issued by the university.
- b) External users: presentation of a valid ID card from the institution of origin and identity card.
- c) Have no outstanding issues with the library.
- d) All users must complete the loan application form with their personal details and the book details, taken from the Online Catalog (OPAC).
- e) Internal users must write their full name and student ID number on the forms contained in the books, which are intended for home loan.

* The use of resources, the loan period, and the number of books that users may request are managed as follows:

- a) Internal Users: for printed works, they may borrow up to three (3) books for a period of seven (7) days. E-books and databases are subject to the guidelines of the Electronic Resources User Guide, as indicated in Chapter 19, Section i of the Library Regulations.
- b) External Users: may borrow up to two (2) books for a period of 2 hours, renewable if there are no other requests.

2.9 Penalties

The following offenses may result in penalties for library users:

For late return of borrowed items. The user will be penalized with a fine, calculated based on the number of days the item is late. The fee schedule for fines will be available at the library counter.

For loss, damage, or mutilation. If the user loses the borrowed book, in addition to paying for it, they must report it to the library before the loan expires so as not to accumulate a fine.

fine. If it has been damaged or is mutilated when returned, the user must replace or pay for the work plus the cost of physically preparing it.

For outstanding fines. To request new loans, users with outstanding fines must pay them at the Cashier's Office and present the receipt at the Public Service area for clearance purposes. The amounts of the fines are available in the Library Brochure. If, after 30 (thirty) days of the fine being applied, it has not been paid, it will be charged to your registration by the Registration Department or Human Resources, depending on the type of user.

For offensive treatment or inappropriate behavior in the library. Penalties applied to internal users for inappropriate treatment of staff, inappropriate behavior, or improper use of library equipment and facilities range from verbal warnings to the submission of a written report by the Library Management to the Academic Vice-Rector's Office, detailing the offense committed by the user, for the purposes of disciplinary action by the Student Support Management, Library Committee, or Disciplinary Committee.

IMPORTANT: Use of the library and the loan service may be suspended temporarily or permanently in the following cases:

- a. For late return of borrowed books.
- b. For unpaid fines.
- c. For lending the card to another user.
- d. For loss of borrowed book not replaced
- e. For inappropriate behavior, disrespectful treatment, or misuse of equipment and materials.

Failure to promptly remedy the above violations may result in permanent suspension of library use.

*The Library Administration will periodically send a list of users with outstanding books or fines to the Registrar's Office and Human Resources, via the Vice President for Academic Affairs. These users will not be able to carry out academic or administrative procedures, such as requesting transcripts, graduation procedures, loans, or any other procedures, until the outstanding issue has been resolved.

2.10 Hours of Operation

The Library's hours of service to the public are as follows:

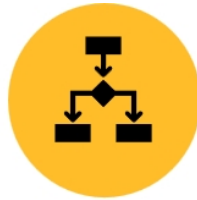


CAPÍTULO 3. EDUCATIONAL TECHNOLOGICAL INNOVATION

The University of the Caribbean (UNICARIBE) stands out for its excellence in integrating cutting-edge educational technologies into its management system, academic programs, and complementary platforms.



Unidad de Transformación Digital



Cultura de gestión ágil y digital



Competencias digitales docentes y empleados

During the COVID-19 pandemic, UNICARIBE stood out as a national benchmark thanks to its rapid adaptation to virtual learning. This not only involved a smooth transition within the institution itself, but also resulted in technical support being offered to other universities, contributing to educational continuity at the national level.



Gestión centrada en el estudiante digital



Plataformas LMS, SIS, Omnicanalidad



Renovación de la oferta académica

The key to success lies in the commitment of its teachers, who are highly trained in the use of these technological tools. UNICARIBE's virtual classrooms are equipped with robust solutions that encourage interaction and meaningful learning. This proactive approach reaffirms UNICARIBE's position as a leader in private education in the country, standing out for its constant evolution and response to the demands of the modern world.

3.1 Technological platforms

UNICARIBE, with its blended learning model, offers a wide range of technological platforms designed to meet academic, administrative, and service needs. In the academic sphere, advanced tools such as Blackboard Ultra and Class for learning management stand out, in addition to COURSERA and Cloudlab, which provide access to online courses and virtual laboratories. EBESCO is also integrated, facilitating essential bibliographic resources for study and research. In the administrative area, Banner Ellucian ensures efficient management of the

Institutional information, Argos by Envisions statistical analysis of online information, while for additional services, users have systems such as UCASYS, which optimizes internal management, and ViaFirma, which facilitates digital signature processes. These solutions reflect UNICARIBE's commitment to offering a comprehensive educational experience, adapted to the demands of modern education.

For the benefit of our community and the usability of the platforms, we have **Single Sign-On** between Correo-Conecta-Blackboard and automated Blackboard integrations with third-party applications.



Blackboard with third-party applications.

The Virtual Help Desk offers support for Academic Services and Registration during extended hours Monday through Friday until 9:30 p.m. and on Sundays from 8:00 a.m. to 3:00 p.m.

3.1.1 Blackboard: Blackboard Learn

Blackboard is an American Learning Management System (LMS) launched in 1997 and designed to support teaching and training in academic and commercial institutions. UNICARIBE implemented this platform in 2016 to strengthen its virtual educational offering. Blackboard allows users to create, manage, and share online courses, offering tools for publications, resources, activities, and automated grading, which are synchronized with the Conecta platform. It also includes Ally, a tool focused on accessibility and artificial intelligence to optimize educational content.

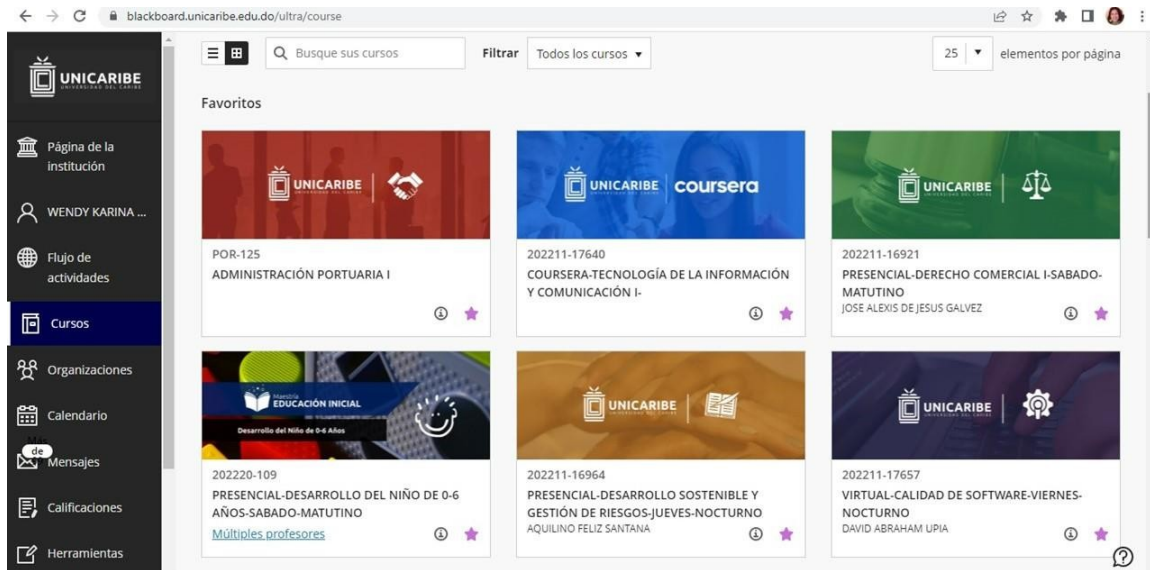


Dr. José Alejandro Aybar, Chancellor of UNICARIBE, was inducted into the Blackboard Hall of Fame in July 2020. This recognition highlighted his leadership and innovation in the field of education, especially for his contribution to the use of technologies such as Blackboard Ultra in virtual education. Dr. Aybar became the first Dominican to receive this honor, highlighting UNICARIBE's impact on academic training and the use of technological tools to address educational challenges.

- Features: Blackboard allows teachers to create and organize courses and content, manage assignments, communicate through announcements, messages, and forums, track student progress, and customize the learning experience according to their needs.



- Advantages: The platform offers flexibility to access from any device, saves time by eliminating travel, provides global access for students in different locations, and offers a controlled environment that promotes learning.



Artificial Intelligence (AI) in Blackboard

Artificial intelligence in Blackboard Ultra, such as the AI Design Assistant, offers innovative tools to optimize course design and teaching. Its benefits include:

- Efficiency in course design: Generates learning modules, assessment questions, rubrics, and structured content automatically, saving instructors time.
- Enhanced collaboration: Facilitates the creation of discussions and assignments that encourage interaction among students.
- Personalization: Allows you to adjust the complexity and cognitive level of content to suit student needs.
- Visual innovation: Generate images and graphic elements to enrich course content.

These tools transform the educational experience, making learning more dynamic and accessible for the UNICARIBE academic community.

3.1.2 Class

The Class videoconferencing platform, implemented at UNICARIBE since January 2024, has had a positive impact by facilitating meetings, online classes, and real-time collaboration. With artificial intelligence for note-taking and answering questions, Class integrates with Blackboard, centralizing the academic information

This integration encourages interaction, screen sharing, and collaboration, reflecting UNICARIBE's commitment to innovation and educational quality.

Class allows teachers to schedule and organize

video conferences, setting dates, times, and topics, as well as sending invitations with access links. During sessions, participants can interact in real time via chat, voice, and video, while teachers moderate participation and share screens for presentations or demonstrations.



The platform records videoconferences for future reference and teacher evaluation. It also enriches learning with tools such as a virtual whiteboard, surveys, and quizzes to assess understanding of the topics.

A key feature is the **"supervised view,"** which allows teachers to monitor student activities in real time, ensuring a controlled and effective learning environment.

Artificial Intelligence (AI) in Class

Class integrates artificial intelligence to enhance the virtual learning experience. Some of its applications include:

- **Real-time transcription:** AI generates automatic subtitles to facilitate accessibility and comprehension.
- **Engagement analysis:** Uses algorithms to measure student interaction levels, identifying those who need more support.
- **Quality optimization:** Improves audio and video by reducing background noise and automatically adjusting the image.
- **Task automation:** Simplify meeting scheduling and tracking student progress.

These features make Class a powerful tool for enriching online teaching and collaboration.

3.1.3 Coursera

This virtual education platform was launched in October 2011. It was developed by academics at Stanford University with the aim of providing mass education to the population through online courses (known as MOOCs, or Massive Online Open Courses). UNICARIBE formed a partnership in 2022 in which it uses its courses for integration into the academic offerings of some of the institution's subjects, giving students the opportunity to achieve various certifications that accredit them for the skills and competencies acquired during the course. <https://sites.google.com/unicaribe.edu.do/e-learning/coursera>

UNICARIBE was recognized at the 2024 Coursera Enterprise Customer Awards in the Maximizing Impact category, highlighting its commitment to educational innovation. This prestigious award was presented during the Coursera Connect event in Mexico, where UNICARIBE representatives shared their experiences and best practices with university, business, and government leaders. Participation in this meeting reinforces UNICARIBE's role as a leader in the transformation of education and its ability to meet the challenges of learning in the 21st century.

Artificial Intelligence (AI) at COURSERA

Coursera Coach uses artificial intelligence to enhance the learning experience. This tool offers interactive and personalized assistance, helping users understand complex concepts, summarize key content, and practice with additional questions. In addition, it relates learning to real-world professional scenarios, facilitating the application of knowledge in the workplace.



There are currently 14 Coursera courses integrated into its asynchronous mode, which allow our students to obtain international certifications through the automatic synchronization of grades with the Blackboard and Conecta systems.

3.2 Conecta (Ellucian Banner)

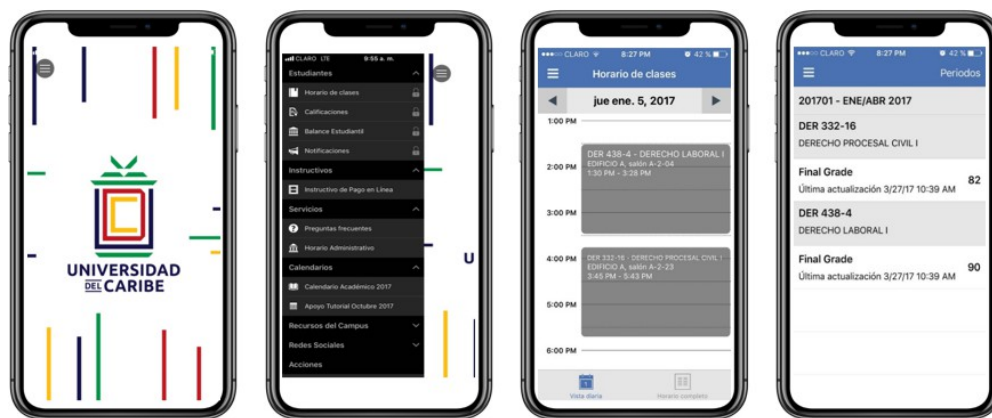
It is an enterprise resource planning (ERP) system designed specifically for educational institutions. Banner is a comprehensive solution that covers the entire academic lifecycle in higher education institutions. The activities and services offered on the Conecta platform (Ellucian Banner) include:

Course registration	Online payments	Academic Compliance
Student Projection	Schedule Details	View Retentions
Check Balance	Grade Record	Online Requests

3.2.1 Connect UNICARIBE Mobile

It is an application where students and teachers can check schedules and classrooms, view published grades, notifications, or active detentions. It supports students throughout their academic careers, helping them stay connected to the institution from anywhere in the country and from any electronic device. Among the activities and services offered on the platform are: course registration, student projections, balance inquiries, online payments, schedule details, grade records, academic compliance, fees, and online applications.

3.3 Google Workspace (@unicaribe.edu.do email)



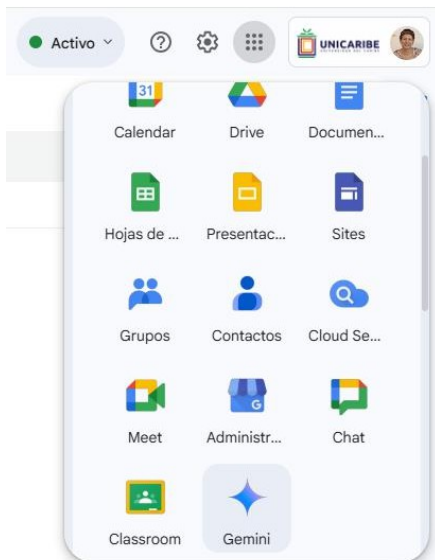
Domain contracted from Google Workspace (formerly known as G Suite) is a set of applications designed to increase productivity and collaboration in institutions.

Google Workspace stands out for its innovation, constant updates, and ability to adapt to organizations of any size. Its applications, such as Gmail and Google Drive, optimize communication and collaboration in education, while its simplified administration allows for control of accounts and policies. Accessibility from any device facilitates remote work, and tools such as Google Docs promote real-time collaboration. In addition, it offers advanced security and encryption to protect business data.

3.4 ICT Tools and Artificial Intelligence (AI)

The institution applies the use of Information and Communication Technologies (ICT) and Artificial Intelligence (AI) in collaborative learning to promote the effective use of digital tools, such as online documents and presentations, digital portfolios, and Gemini AI, to improve interaction, communication, and academic collaboration.

- Digital documents and presentations in a collaborative environment



The institution uses the document and online digital presentation available from UNICARIBE's email collaboratively or individually to streamline studies and results obtained through collaboration. As well as other Workspace tools from the UNICARIBE domain via Gmail.

- Artificial Intelligence (AI) from Workspace

Gemini artificial intelligence offers multiple benefits by facilitating the management of academic information. It promotes efficiency in learning by enabling more accurate and rapid organization of data relevant to training. In addition, it improves interaction and collaboration between users by integrating with digital tools in educational environments. Gemini also fosters innovation in academic processes by optimizing routine tasks, leaving more time for strategic activities. Its implementation enhances the use of technological resources at UNICARIBE, available from the institutional email, which is accessible to the entire academic community.

- eLearning portal available for all academic programs

The UNICARIBE eLearning portal is a platform designed to facilitate access to educational resources and academic services online. It also has detailed instructions for

optimizing the use of digital tools and promoting academic collaboration. You can explore more about these features. <https://sites.google.com/unicaribe.edu.do/e-learning>



The screenshot shows the UNICARIBE e-learning portal. At the top, there is a navigation menu with links for Inicio, Coursera, Class, Apoyo Docente, Apoyo Estudiantil, Herramientas TIC, and Educación Constitucional. The main content area features a large banner for "Innovaciones de Blackboard para mejorar la eficacia académica". The banner includes a photo of Ma. Sara I. Marín Z. and text stating that Blackboard offers new functionalities to improve academic effectiveness. Below the banner, there is a section titled "Presentación 10 Innovaciones Bb Learn Ultra" with a button to view the recording of the talk. To the right, there is a video player showing "Top 10 highlights de Learn Ultra, que no te puedes perder".

3.5 Cloud Labs Educational Platform for STEM

Cloud Labs is an educational platform that offers interactive virtual laboratories for teaching science, mathematics, and STEM. Its benefits include:

- **Hands-on learning:** Students can explore concepts in real-world scenarios through gamified simulations.
- **Accessibility:** Provides a safe, digital environment for learning from anywhere.
- **Continuous assessment:** Offers feedback on strengths and areas for improvement, along with progress reports.
- **Interactivity:** Fomenta la participación and the development of problem-solving skills.



3.5.1 Artificial Intelligence (AI) in Cloud Lab

Cloud Labs uses artificial intelligence in innovative ways to enhance learning. Some of its applications include:

- **Dynamic simulations:** AI optimizes interactivity in virtual labs, adjusting scenarios to students' responses.
- **Smart assessments:** Analyzes user performance, identifying areas for improvement and adapting educational content.
- **Report generation:** Uses algorithms to provide detailed reports on progress and skills developed.

- **Personalized accessibility:** Adjusts the presentation of labs to suit individual student needs.

These features help create a practical, accessible, and enriching educational experience.

3.6 Innovative projects on the virtual platform

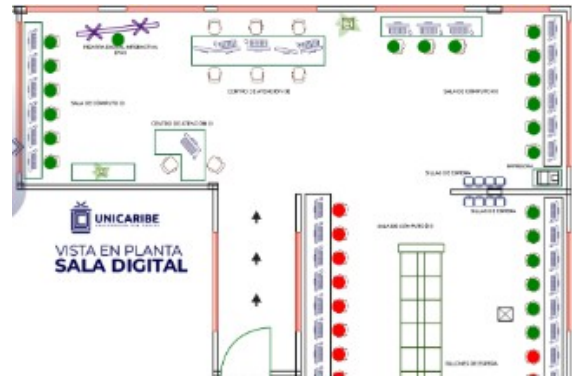
3.6.1 Teacher Attendance Record

The teacher attendance record ensures accurate recording of teachers' attendance in person to facilitate the administration and verification of schedules and compliance through the virtual platform. It records the teacher's signature, fingerprint, teaching history, equipment loans, and daily schedule.



3.6.2 Visitor Log in the Digital Room

Visitor registration optimizes visit management by accurately and efficiently recording each visitor's entry and exit, facilitating control and monitoring of activity in the Digital Room.



3.6.3 Teacher Supervision

Supervision, monitoring, and evaluation of teacher performance and activities to ensure educational quality and compliance with institutional standards.

3.6.4 Reporting

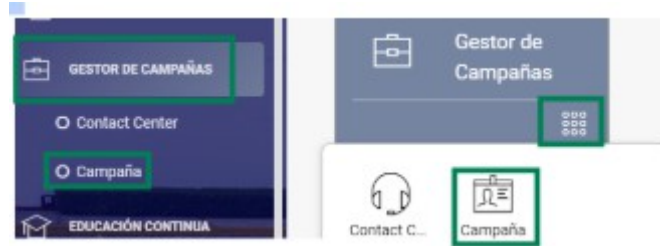
The reporting feature generates detailed reports on various metrics for each module to support decision-making and data analysis.

3.6.5 Survey Management

Survey Management implements and analyzes surveys to obtain feedback from employees and students, facilitating data-driven decision-making and improving overall satisfaction.

3.6.6 Campaign Management

Campaign Management optimizes the planning, execution, and tracking of promotional and marketing campaigns, facilitating audience segmentation, results monitoring, and strategies to maximize impact.

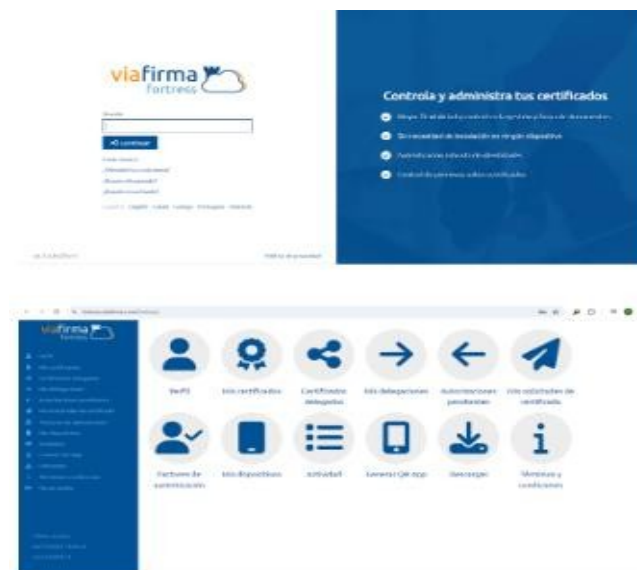


3.6.7 Continuing Education Management

Facilitates the planning, administration, and monitoring of continuing education and training programs, managing courses and registrations.

3.6.8 GOB Signature

GOB optimizes the management of official documents, guaranteeing their authenticity, integrity, and security, as well as streamlining internal and external procedures, reducing paper use, improving operational efficiency, and promoting the digitization of services.



3.6.9 FUCECA

FUCECA offers an accessible and functional space where students can obtain detailed information about the services offered by the foundation, as well as facilitating the online application process for educational loans, supporting their academic financing with loans at just 8% annual interest to study training programs. To access these services, students can choose to do so in person on campus or virtually. Similarly, FUCECA reports payments to the credit bureau on a monthly basis, allowing students to build a solid credit history while they study.

3.6.10 Diario Unicaribeño

Platform dedicated to publishing relevant news from the different schools that make up the academic community, as well as topics of general interest, to keep members of the educational community informed about events, activities, academic developments, and other aspects that promote knowledge and interaction. <https://noticias.unicaribe.edu.do/>



CAPÍTULO 4. ONLINE LIBRARY



As part of the facilities offered by UNICARIBE to its entire community, its institutional portal features the Don José Andrés Aybar Castellanos Library. This library provides teachers and students with quick access from anywhere and at any time to various resources, according to their needs. All that is needed is a computer or cell phone with Internet access.

This library is also a collection of digital resources available to users and includes: e-books, magazines, newspapers, research articles, theses, and reports.

Any user who needs to use the online library can access it via the Library link. It is available internally, open to students, teachers, and researchers, to consult the Catalog and existing documents online.

Link: www.biblioteca.unicaribe.edu.do

4.1 Steps for Students Navigating the Library

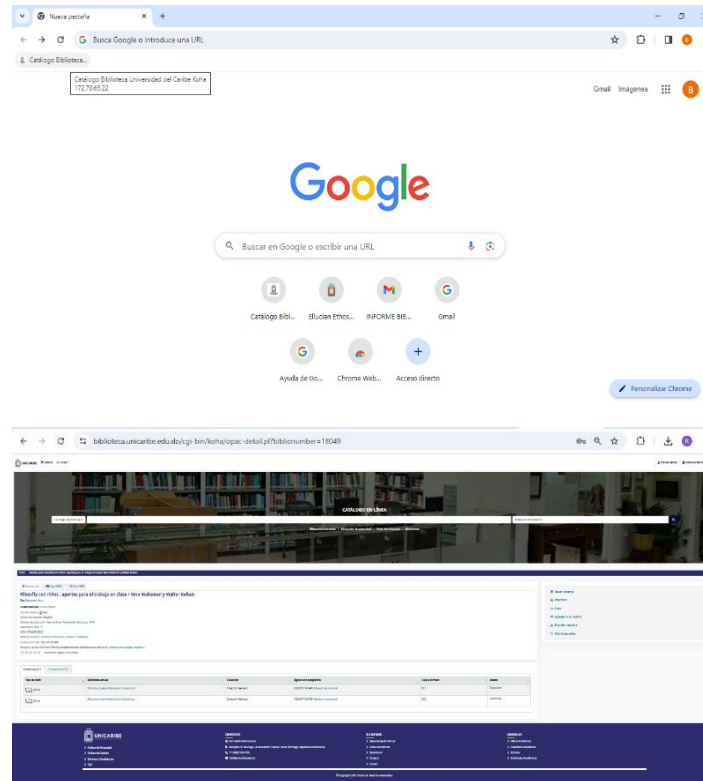


The program used by UNICARIBE in the library is Koha, which provides easy access to information by matching the catalog access points with the user's search strategy. To navigate, follow the steps described below:

First step:

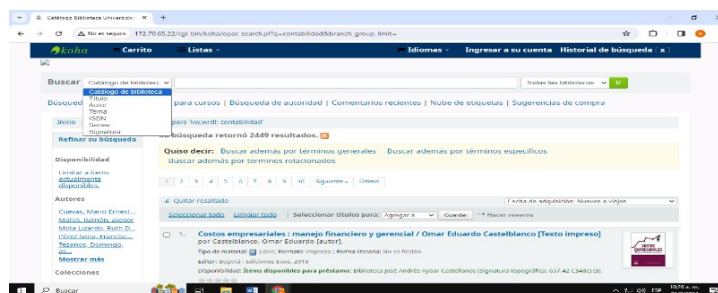
Link:

<https://biblioteca.unicaribe.edu.do/cgi-bin/koha/opac-detail.pl?biblionumber=18049>

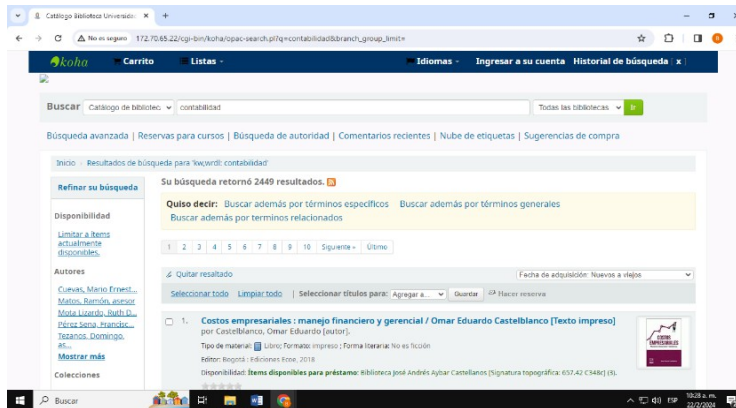


Second step:

The online catalog allows students to easily browse and locate texts by title, author, subject, ISBN, series, course, or degree program.

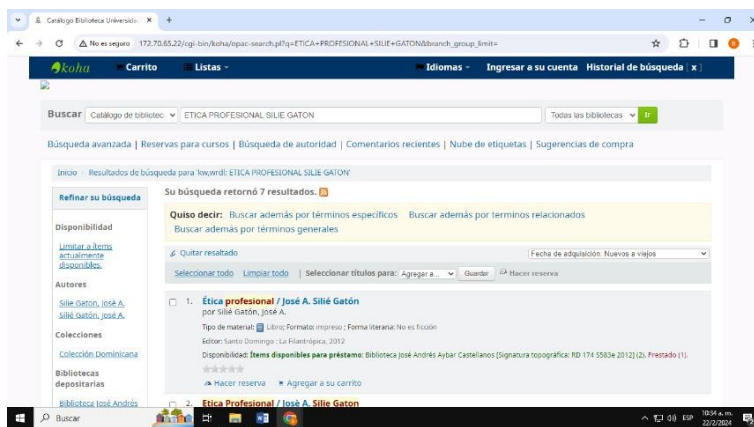


Example: By Degree Program

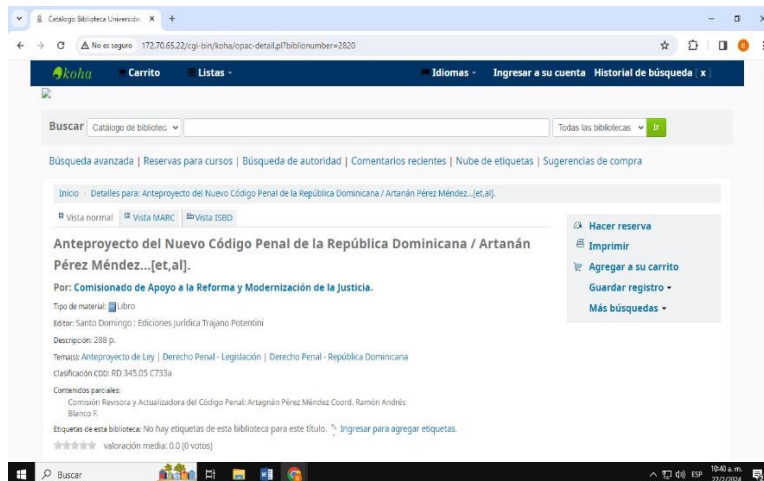
Search results for 'contabilidad' showing 2449 results. The first result is 'Costos empresariales : manejo financiero y gerencial / Omar Eduardo Castelblanco [Texto impreso] por Castelblanco, Omar Eduardo [autor].

Example: By Title

Search results for 'ETICA PROFESIONAL SILIE GATON' showing 7 results. The first result is 'Ética profesional / José A. Silie Gatón por Silie Gatón, José A.

Example: By Author

Details for 'Anteproyecto del Nuevo Código Penal de la República Dominicana / Artanán Pérez Méndez...[et,al].'. Author: Comisión de Apoyo a la Reforma y Modernización de la Justicia. Editor: Santo Domingo : Ediciones Jurídica Trujano Potentini.

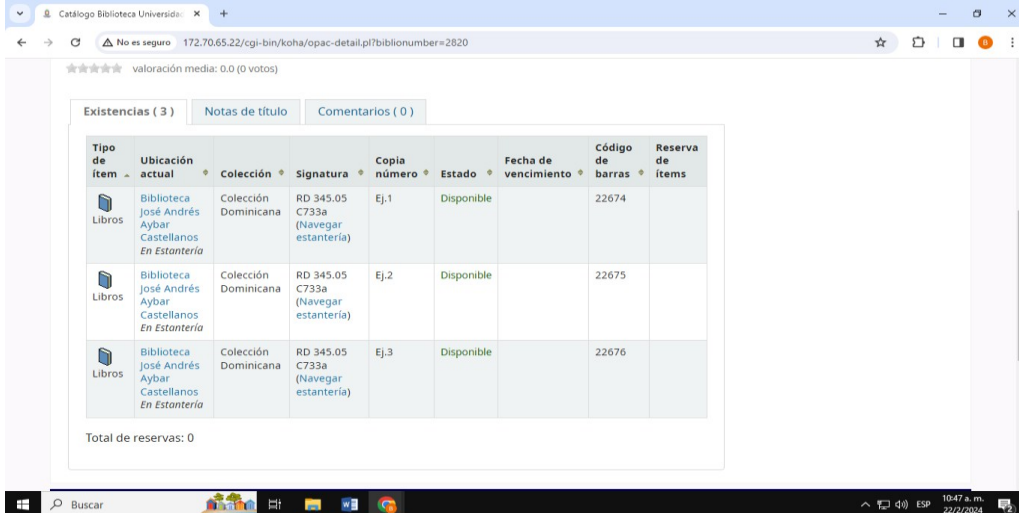


Step Three:

Once the desired book has been located, students should click on the title and a grid will appear where they can check the status of the text; whether it is on loan or on the shelves.

Reading the grid:

- **Item Type:** this is when there is more than one text with the same title.
- **Location:** Which library it is located in.
- **Collection:** If it is Dominican, it will appear with the initials "RD" and if it is foreign, it will not have initials, only the code.
- **Copy number:** Number of copies in stock on the shelves.
- **Status:** Whether it is available or on loan.
- **Due date:** When the book is borrowed, the system generates an alert for technicians to follow up.
- **Barcode:** This is a unique code that identifies each text when there is more than one with the same title and author.
- **Item reservations:** when there is only one text.

valoración media: 0.0 (0 votos)

Existencias (3) Notas de título Comentarios (0)

Tipo de ítem	Ubicación actual	Colección	Signatura	Copia número	Estado	Fecha de vencimiento	Código de barras	Reserva de ítems
Libros	Biblioteca José Andrés Aybar Castellanos En Estantería	Colección Dominicana	RD 345.05 C733a (Navegar estantería)	Ej.1	Disponible		22674	
Libros	Biblioteca José Andrés Aybar Castellanos En Estantería	Colección Dominicana	RD 345.05 C733a (Navegar estantería)	Ej.2	Disponible		22675	
Libros	Biblioteca José Andrés Aybar Castellanos En Estantería	Colección Dominicana	RD 345.05 C733a (Navegar estantería)	Ej.3	Disponible		22676	

Total de reservas: 0


The most important thing for technicians to locate the book on the shelves is the "TOPOGRAPHICAL SIGNATURE," which is a code composed of letters and numbers.

Example:

RD 345.05

C733a

Once the student has completed the search, they must fill out a form with all the information requested on the form and show their valid ID card.

 UNICARIBE UNIVERSIDAD DEL CARIBE							
BIBLIOTECA JOSÉ ANDRÉS AYBAR CASTELLANOS SOLICITUD DE LIBROS, TESIS Y FOLLETOS							
AUTOR: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">FECHA</th> </tr> <tr> <td style="width: 33%; height: 20px;"> </td> <td style="width: 33%;"> </td> <td style="width: 33%;"> </td> </tr> </table>	FECHA					
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CARRERA: _____							
ID Banner: _____	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;">SIGNATURA TOPOGRAFICA</td> </tr> </table>	SIGNATURA TOPOGRAFICA					
SIGNATURA TOPOGRAFICA							
TEL: _____							
Especifique el Centro de Estudio al que pertenece: Marque con una X si es Estudiante: _____ Profesor: _____ Otros: _____							
USO DEL EMPLEADO							
MAÑANA () NOCHE () REG. _____							

4.2 Interinstitutional Agreements

The UNICARIBE online library has links to other digital libraries of universities and partner organizations. UNICARIBE has an alliance for direct access to the databases and libraries of the Institute for Evaluation and Research on Educational Quality (IDEICE). The agreement establishes the following:

- a) *To jointly design and develop research, as well as disseminate and publish studies related to the research topics developed by both institutions.*
- b) *Promote exchanges and collaboration between researchers and staff from both entities for the purposes of research, professional training and education, study, teaching, or cultural dissemination related to the functions of both institutions.*
- c) *Jointly promote study and research meetings, as well as conferences, seminars, courses, and lectures on Dominican topics to be held at one or both institutions.*
- d) *Develop programs and initiatives for the transfer of technology and non-confidential research materials and publications arising from or related to this cooperation, within the limits permitted by the respective regulations and legislation governing the two parties.*
- e) *Joint publication of articles, books, and journals, as well as their inclusion in specialized and recognized (indexed) journals and databases, provided that they comply with copyright laws and the agreements between the institutions.*
- f) *IDEICE will provide UNICARIBE with access to the Consultation Platform for the Reference Database of Educational Research in the Dominican Republic (INERED).*



LINK ACADEMIC RESOURCES



<https://ideice.gob.do/>

<https://ideice.gob.do/documentacion/recursos-academicos>



INERED LINK

<https://inered.gob.do/>



Base de Datos referencial de
Investigaciones Educativas
de la República Dominicana



Resources and sources of information of different documentary types on monograph articles, bibliographic references, full texts of journal articles, theses, conferences, official documents, among others, specializing in educational sciences and educational research.

EBSCO The Universidad del Caribe has a subscription to EBSCO, a platform that offers a variety of resources and features for academic research, database access, and information management.






NEVER FORGET THAT YOU MUST ALWAYS RESPECT INTELLECTUAL
PROPERTY RIGHTS!



ONLINE LIBRARY

<https://acortar.link/OuP59d>

Recursos

 EBCO	 LIBROS ELECTRÓNICOS
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 RED IBEROAMERICANA DE INNOVACIÓN Y CONOCIMIENTO CIENTÍFICO	