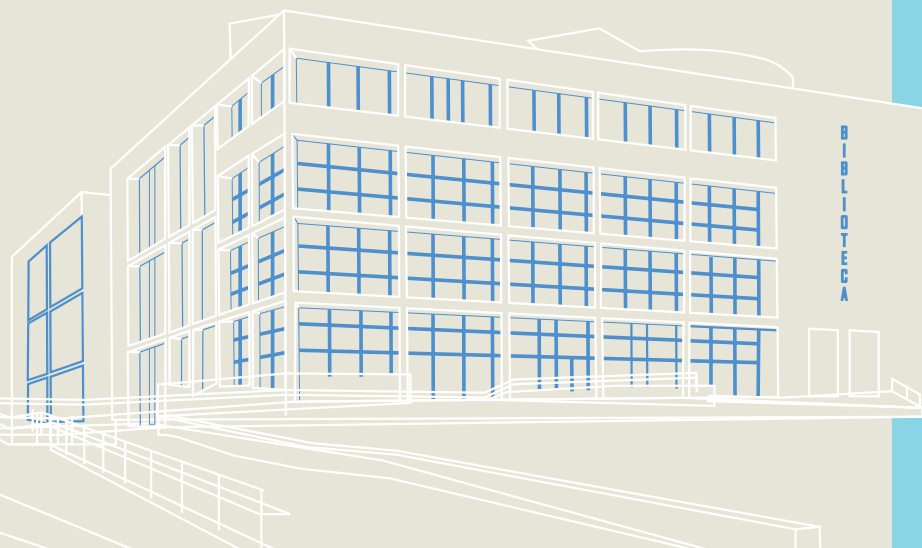




Library  
Tel. 964 728 761  
biblioteca@uji.es

[www.uji.es/cd](http://www.uji.es/cd)



LIBRARY GUIDE

# LIBRARY

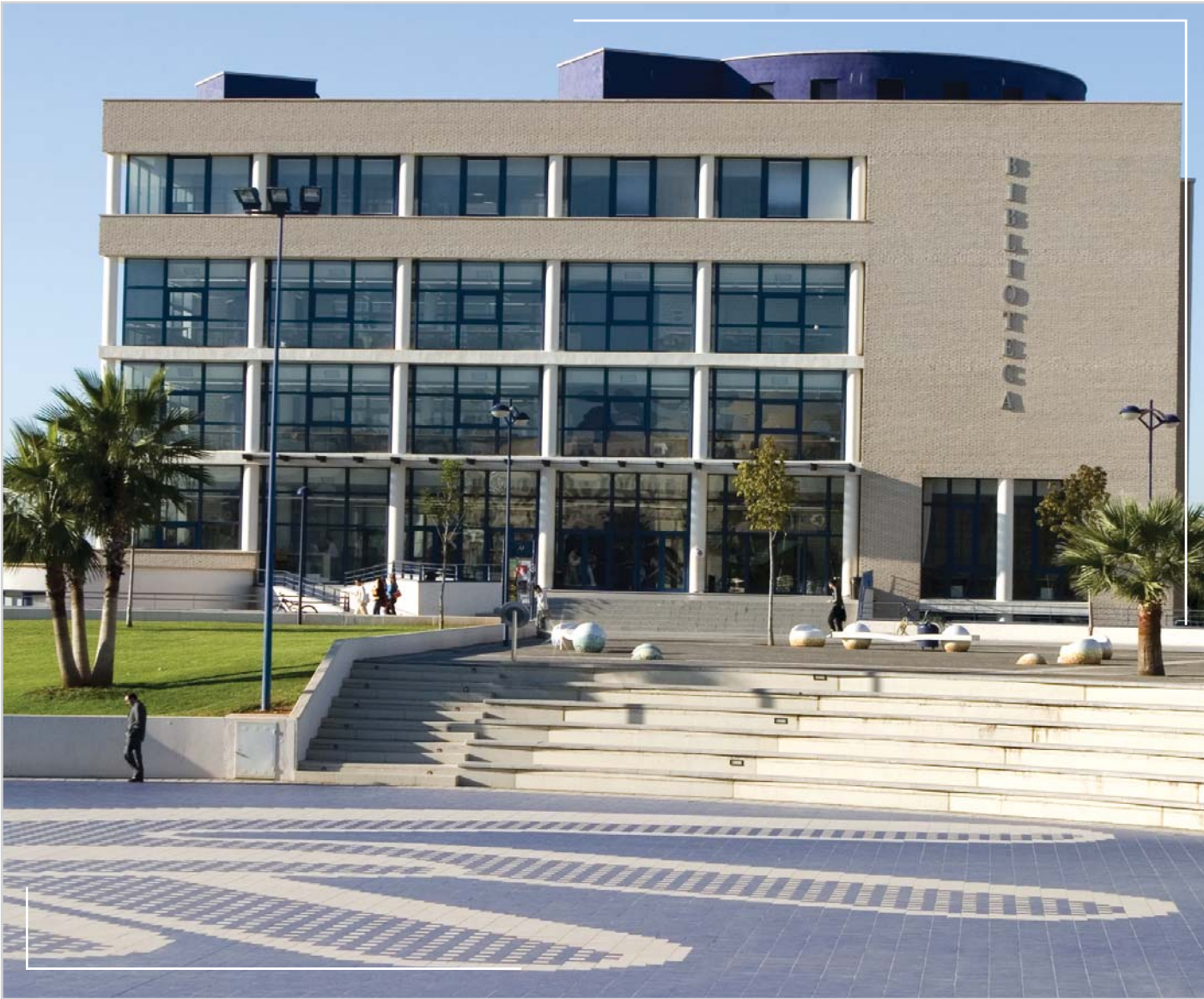
## Learning and Research Resource Centre







LIBRARY GUIDE



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The Universitat Jaume I Library-Documentation Centre is conceived as a learning and research resource centre. In this context, our aim is to satisfy the information needs of all users through the provision of a large and varied range of bibliographic and documentary resources, as well as a growing variety of services, and all this in a comfortable, ergonomic and quality environment.

The guide we present to you provides a general view of the installations, resources and services that we have progressively incorporated during the 15 years history of the University, either as an answer to our users' demands or in anticipation of them, through collaboration projects with University departments and services, and with other libraries.

Our interest in ensuring a good service to users, and the quality in our management is reflected by the obtainment of the ISO 9001:2000 standard awarded by AENOR (May 2004), the quality standard awarded by ANECA (March 2005) and the preparation of the Library Service Charter (June 2005). Our objective is always to continuously improve the services we offer to users.

From the Library, we hope that the effort and enthusiasm we devote to this project may result in the maximum diffusion and generalised use of all our resources.



Vicent Falomir  
Director of the Library

January 2007





## OPENING HOURS

- Monday to Friday, from 8.00 to 22.00
- Saturdays, from 9.00 to 14.00

Special opening times during exam periods (24 hours):  
Permanently open from Sunday at 8.00 to Saturday  
at 22.00.



## THE UNIVERSITAT JAUME I LIBRARY: BRIEF HISTORICAL OUTLINE

The origin of university studies in Castelló de la Plana goes back to the end of the nineteenth century with the Teacher Training School. In 1969, the University College of Castelló (Col·legi Universitari de Castelló, CUC) was set in motion. The two centres were part of the Universitat de València, Estudi General.

In the academic year 1991–1992, a new stage in Castelló's higher education and cultural circles began with the creation of Universitat Jaume I through Law 3/1991 of the Valencian Regional Government of 19 February.

The creation of the University brought about the acquisition of bibliographic resources and the Library was equipped with services that had been previously unconceivable. At the beginning of 1992, the library management was automated with the VTLS (Virginia Technology Library System) software, which is presently in the process of being changed over to the Corinthian system, and the LCC (Library of Congress Classification) system was chosen to organise the collection. Moreover, the Library was provided with regulations to improve the management of all the library processes, such as loaning documents, acquiring materials, obtaining external documents... The European Documentation Centre and the University Archives were also integrated into the Library service.

On 23 April 1999, a new Library building – extended in 2005 – was opened to the public and represented



a great improvement to the installations. The design of this building carefully considered the various ways of working with documents, and open spaces were created so that users can work in groups or individually, with paper or electronic documents, with computers equipped with office automation software, optical players and recorders, and WI-FI technology allowing for Internet connection.

Throughout all these years, we have witnessed the transformation of library services to adapt them to the Internet technology and the creation of new services aimed to consolidate a resource centre for learning, teaching and research, as well as, of course, an excellent meeting point within the University. A considerable effort has thus been made to provide students and teachers with a large number of bibliographic resources in an electronic format, including books, journals and databases. At the same time, the collection on paper has been extended and new sections have been created, namely, the test library, the standards room and the room of special collections containing personal legacies.





## THE LIBRARY AND ITS INSTALLATIONS

The Library covers a usable floor area of over 14,000 m<sup>2</sup>, distributed over six free-access levels and a deposit level.

The building is adapted to the various types of users and activities related with information resources for teaching and research. That is why 2,095 reading desks are designed to cater for different work spaces. There are individualised desks with partitions, open tables, study rooms – places where it is very easy to gain access to and work with the bibliographic resources, which are mostly of a free-access type, on shelves in the reading rooms. There are also 112 rooms for group work available with a capacity of 2 to 6 people.

The reading rooms and the rooms for group work enable a laptop computer to be connected to the Internet by using the wireless WI-FI technology or the wall sockets distributed all over the building. There are also plugs available for users to connect their computers. Researchers can consult and reproduce documents on microfiches and microfilms in a designated area.

The whole building has directories and information signs that guide the user as regards the location of bibliographic resources in the rooms and of the various services and sections available at the Library.

Level -1 holds the deposits. They have a system of compact cabinets for those collections that are out of use or are in less demand by users.

Level 0 holds the Media Centre. It is a room especially designed for using electronic and audiovisual information: it is equipped with computers which have Internet access, office automation programs and appropriate peripherals to gain access to and process information: scanner, CD-ROM and DVD players and recorders, network printers, and so on. In addition to all this, DVDs and videos can be watched on various TV screens installed in the audiovisual room inside the Media Centre.

Level 1 leads to the Library. Situated at the entrance is the loan desk and some computers mainly used for consulting the web page with the services we offer and the automated bibliographic catalogue. The reading room contains the reference section with encyclopaedias and dictionaries, handbooks and basic bibliography recommended by lecturers for their subjects, official journals, daily newspapers and the section we call “Free time books”, including travel guides, novels and entertainment works. The first level also houses the Document Acquisition Section in charge of inter-library loans, and the Photocopying Service, dealt with by specialised staff and supplemented by self-service machines on all the levels.

Level 2 houses the newspaper and periodicals library. It contains the latest issues of the paper journals subscribed by the University within a free-access system. The retrospective collection of journals is found in the deposit on Level -1, and it is necessary to ask at the loan desk to be able to consult it. Then, Levels 2 to 5 house the books that make up the research collection, which are also freely

accessible to all Library users. They are sorted by subject and are organised by subject matters in accordance with the Library of the Congress Classification (LCC). Level 2 holds the works corresponding to the classification codes from A (general works) to J (political science). Furthermore, this level contains the European Documentation Centre, which provides an information service on the European Community, not only to University members, but also to all citizens.

Level 3 also houses the research collection with books classified from K (Law) to P (language and literature). The collection continues on the shelves of Level 5, from letters Q (sciences) to Z (bibliography and library science). Level 4 is used as a study room and access to it may be gained from the central staircase which connects the top three Library levels.

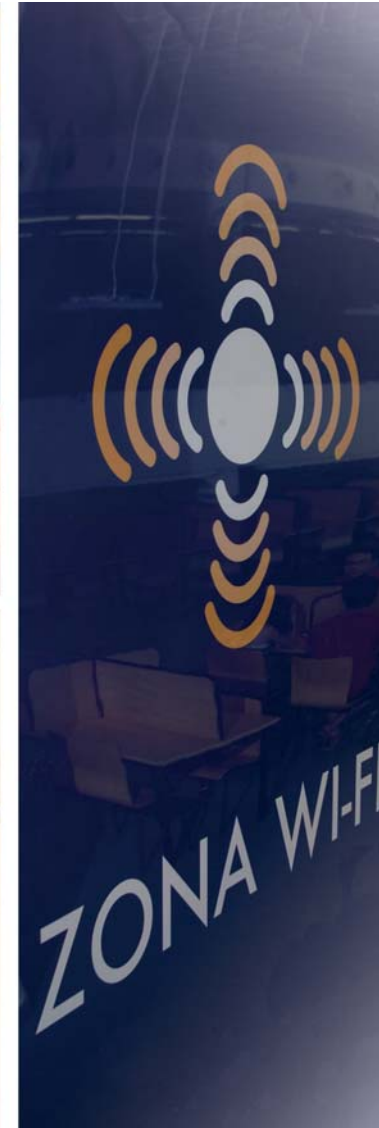
On Level 5, in addition to the research collection, there is a section for special collections restricted to researchers. This level also holds the General Archive and Library administration and direction services.

The Library has several areas dedicated to specialised resources which are managed in collaboration with other University services or departments. They include the following areas, among others: the test library to consult psychological tests; the Self-Learning Language Centre on Level 0; the Resource Area for Development Cooperation and Solidarity on Level 2; the International Transport Law Centre (CEDIT) on Level 3; the Documentation Centre for the Recovery of Local Historical Memory; the Documentation Centre of the Association of Scientific Experts in Tourism (AECIT) on Level 5.

The Library is equipped with a series of services and tools to facilitate the access to and the use of the facilities of those users with special needs.

- External access ramp (with a gentle slope).
- Lifts wide enough to accommodate wheelchairs and with handrails to hold on to.
- Computer for automated catalogue (OPAC) consultation in a room adapted to wheelchair users (Level 1).
- Computers adapted for users with special visual needs (Media Centre, study room...)
- Mechanical lifting platform to gain access to the reading rooms located on intermediate levels.
- Wheelchair-adapted toilets with handrails.
- Light and sound alarms, visible and audible emergency exits, exterior and interior signs indicating emergency doors.
- Wide corridors and access doors free of obstacles which allow users to move easily.
- Stairs equipped with handrails and landings.
- Nonslip floors.
- Staff ready to offer any kind of help and advice to disabled users.







## WHO CAN ACCESS THE LIBRARY AND HOW?

The Library offers services to all the university community members: students, teaching and research staff, and administration and services staff.

Our resources can also be used by people from other institutions that have signed cooperation agreements with the Universitat Jaume I. The information and consultation services are open to all citizens.

## AUTOMATED CATALOGUE

All the documentary resources and services are automated at the Universitat Jaume I Library. To make the most of the bibliographic resources, the automated catalogue containing the more than 300,000 references of documents in the library needs to be used. By consulting the Library catalogue (OPAC), one can know the location, status and availability of documents.

The automated catalogue offers two search methods: basic and advanced. The basic search allows documents to be located according to the author, title, subject, keyword and call number (place within the library where the document can be found). Through the advanced or Boolean search (which uses operators AND, OR, NOT), documents are tracked by combining search words.

The automated catalogue can be accessed from any computer which has access to the Internet. Its web page is: <http://www.uji.es/cd/opac/catalan/>.

## MENU OF COPIES AND VOLUMES

<b>CALL NUMBER</b>	NC590 .P37 1990
<b>AUTHOR</b>	Parramón, José María
<b>TITLE</b>	El gran libro del dibujo
<b>EDITION</b>	3a ed
<b>PUBLICATION</b>	Barcelona Parramón 1990 062117110523

	LOCATION	STATUS	VOL
Number of copies	1. Library-Levels 2-5	Available	

Other locations:  
Deposit  
Library-Level 0 (MEDIA CENTRE)  
Library-Level 1(HANDBOOKS)

Other statuses:  
Not for loan  
On loan

Classification code shown on the book spine. It indicates the matter (subject area) and the sorting system of shelves, following the **Library of Congress Classification (LCC) system**.

Call number:

**NC** Subject area (Drawing)  
**590** Subject subarea (Study and teaching)  
**.P37** Author (Parramón)  
**1990** Publication year (1990)

This information is shown for each document in the catalogue.









**Biblioteca - Centre de Documentació**  
 Biblioteca i Organització  
 S.P. Servei 2 Biblioteca

**La biblioteca digital**

- Col·leccions
- Bases de dades
- Recursos desenvolupats per nosaltres
- Formularis de serveis
- Anàlisi d'ús
- Cursos d'actualització
- Treballs d'investigació
- Patrimoni digitalitzat
- Anàlisi de serveis
- Comissió de la Biblioteca de la Universitat
- Premsa

**Accions**

Cerca per:  
 Autors

Cerca en:  
 ...

Cerca avançada:  
 Informació sobre:  
 Accés:  
 Post a través de:

**Informació general**

• Presentació  
 • Biblioteca digital  
 • Serveis  
 • Formació i habilitat

**Polítiques**

• Comissió de recerca científica  
 • Estat de les col·leccions  
 • Biblioteca oberta  
 • Carta de biblioteques

**Col·laboració amb**

• Centre de dades  
 • Projectes interbibliotecaris  
 • Treballs col·laboratius  
 • Recursos de col·laboració  
 • Recursos d'investigació  
 • Formació de l'usuari general  
 • Qualitat de serveis de biblioteca  
 • Comitè d'ètica de recerca

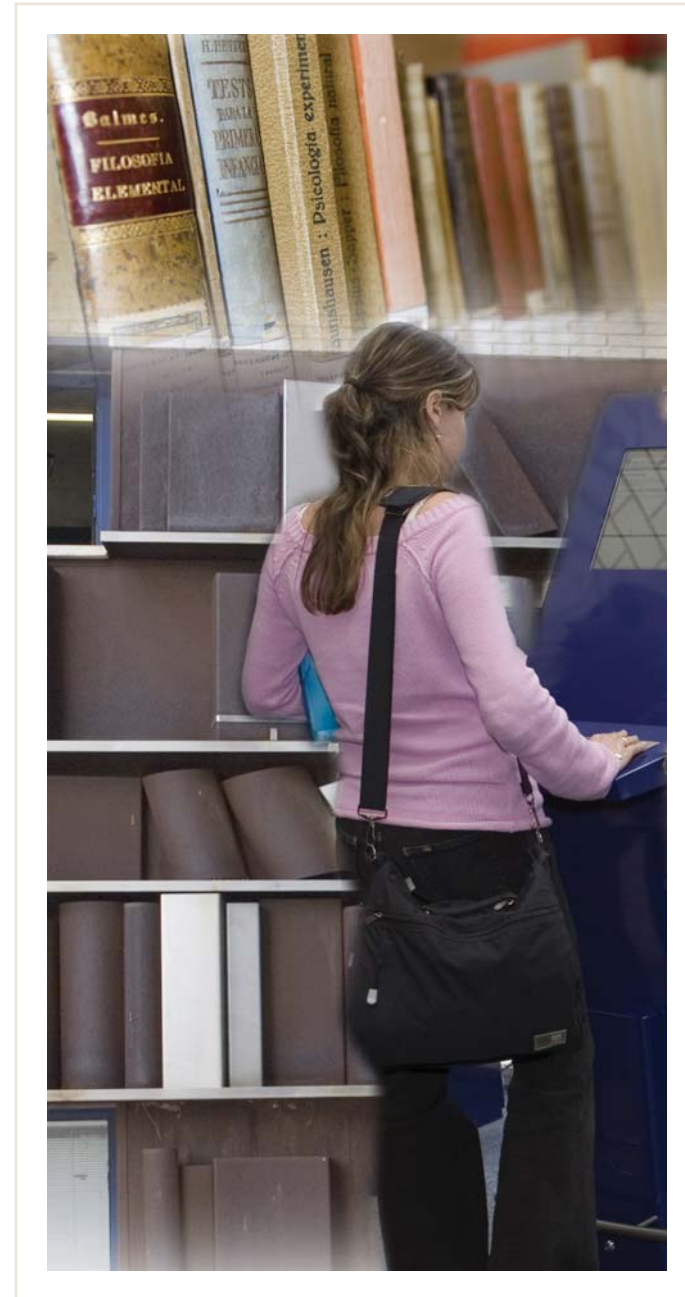
**Enllaços**

## BOOK CLASSIFICATION

The documentary resources in the Library are sorted on the shelves by subject areas in accordance with the Library of Congress Classification (LCC) system.

The Library of Congress Classification (LCC) was developed by the Library of Congress in Washington. It is a useful, functional and universal system. Classification is alphanumerical: each general subject area is indicated by a letter and subdivisions are in numbers up to 9,999.

A	General works
B	Philosophy. Psychology
C-F	History
G	Geography. Anthropology
H	Social sciences
HB-HE	Economics
HF	Commerce. Business
HG-HJ	Finance
HM-HX	Sociology
KJ-KK	European Law
KKT	Spanish Law
KJE	European Community Law
L	Education
M	Music
N	Fine arts
NC	Drawing. Design
P	Language. Literature
Q	Science
QA	Mathematics. Computer Science
QC	Physics
QD	Chemistry
R	Medicine
S	Agriculture
T	Technology. Engineering
TS	Manufactures. Industrial design
Z	Bibliography





# WHAT CAN YOU FIND IN THE LIBRARY?

## DIGITAL LIBRARY

The library offers diverse electronic information resources through the web:

<http://www.uji.es/cd/digital>

- Consultation of the Library's own catalogue and of other catalogues (CBUC, REBIUN and catalogues from other libraries).
- Consultation of databases specialising in different subject areas.
- Consultation of summaries from journals in the library and of other summary databases.
- Consultation of electronic journals and books to which the University is subscribed.
- Consultation of open-access information resources, such as journals and electronic deposits.
- Consultation of the University doctoral theses and research dissertations and of other thesis databases.
- Access to the bibliographic administration program RefWorks.
- Internet consultations and searches (directories, reference, distribution lists, blogs...)
- Consultation of press in the digital version.



Access to all these information resources can be gained from the University's internal network or from an external network through FREENet or the University's intermediary server.

## NEWSPAPER AND PERIODICALS LIBRARY

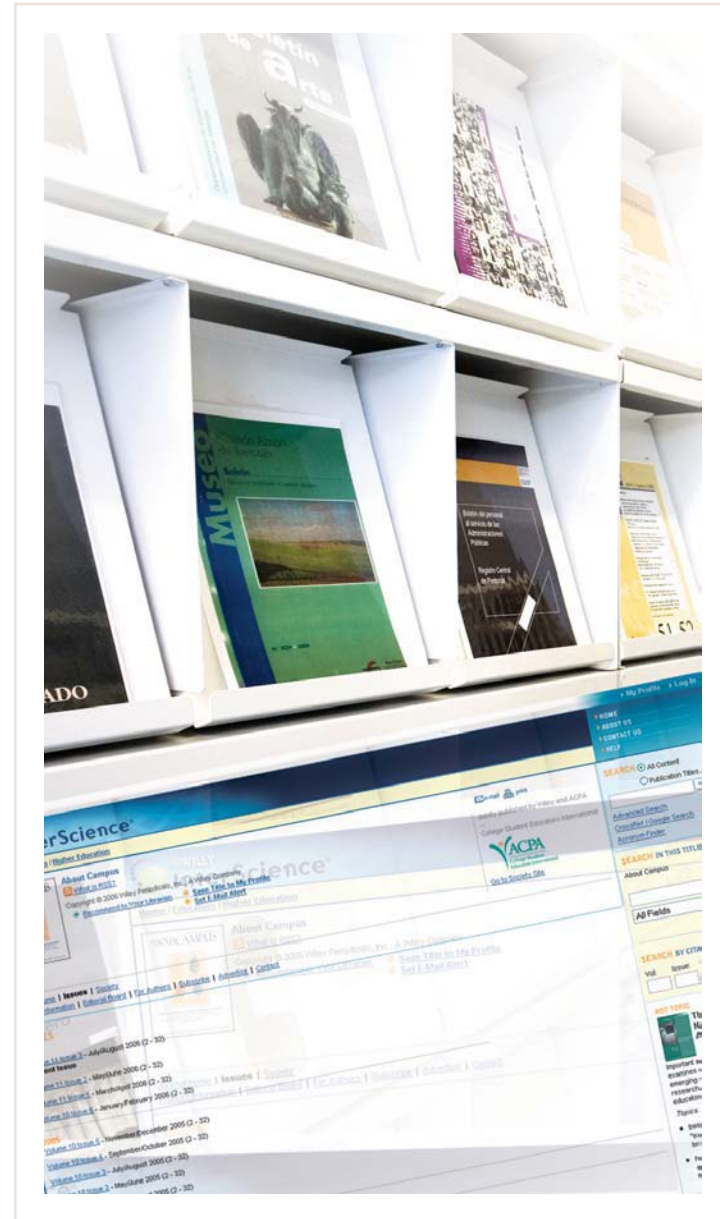
All the periodicals on paper to which the Library is subscribed may be found in the journal section. This is a free-access research journal collection and can be consulted on the second level of the Library building.

In addition to subscriptions in print, the Library has some 8,000 journal titles in an electronic format whose full text can be consulted from any computer connected to the UJI campus network or outside the University.

## SPECIAL COLLECTIONS

The Library's special collection section has documentary resources that, because of their characteristics (age, rarity, format, origin...), are differentiated from the general collection. Among these collections, the following are worth mentioning:

- Map Library, maps and plans from the former Crown of Aragon.
- Reserve collection, which includes the old collection of the former Teacher Training School, made up of works dealing with educational issues from the end of the nineteenth century and the beginning of the twentieth century, and a legal bibliographic collection, mainly composed of original editions of Valencian, Aragonese and Catalan regional Law.
- Personal collections, related with education and the University, donated by individual people and institutions.



## FREE TIME BOOKS

This is a collection of books of varied subjects: travel guides, novels, poetry, recent titles... All of them have been asked for by the users and acquired on the occasion of the World Book Day. Everyday press can also be read in this section.

## MEDIA CENTRE

The Media Centre is a space where audiovisual materials and other multimedia contents are organised and made available to the public. It has computer applications and equipment for consultation purposes, from television screens to computers, CD, floppy disks and DVD drives, scanners and a network printer.

The Media Centre is located on Level 0 in the Library building. In this room, computers can be used to navigate the Internet or to prepare a class assignment by using the programs installed. It can also be used as a self-learning centre, or to view a film or listen to music.



## DIGITAL VIDEO LIBRARY

The digital video library, a result of the collaboration between the Library and the Department of Audiovisual Communication, is a new service for online consultation of digital videographic resources, which not only include materials generated by the University, but also materials acquired as a teaching and research aid.

## DIGITAL SOUND RECORDINGS LIBRARY

The digital sound recordings library is a virtual area in the Library. It allows University community members to listen to the University's sound archives.

This library could be created thanks to the donation of 76,000 sound records (vinyl discs, CDs...) that Cadena Ser-Radio Castellón made to the Universitat Jaume I. In order to facilitate access to these documents, work was undertaken to catalogue and digitalise them, and a web database accessible through the Internet was created.



## ARANZADI ROOM

The Aranzadi room is an area where legal information and documents can be consulted, both in paper and in an electronic or online format. The Aranzadi publishing house offers its databases, electronic books and legal materials in its catalogue for free, and they are to be used exclusively in this room.

## TEST LIBRARY

The test library is a room where the psychometric materials and the psychological and psychoeducational assessment materials are found.

At the same time, it is a service and a teaching laboratory where the materials are sorted and classified. The room is located on Level 0 in the Library building.

## UNE STANDARDS

UNE standards are documents established by AENOR (Spanish Association for Standardisation and Certification). They include technical specifications for an activity or a product and have been agreed upon by all the parties involved. In Room 003 of the Media Centre, all the University community members can make searches about and download these standards with teaching and research aims.





## GENERAL ARCHIVE

The General Archive is responsible for organising, assessing, preserving and spreading the documentary heritage of the University. It is made up of documents on paper and in the electronic format, generated by the institution throughout its history and by other documentary sources through donations: documents from the former Teacher Training School, the University College of Castelló, the University itself, original PhD dissertations and original research works, etc.

Always respecting the levels of confidentiality and the regulations established, it offers the following services:

- Transfer management and technical support to the University administration by means of a documentary management system.
- Loan of Archive documents.
- Consultation of Archive documents. All the documentary resources have inventories and indexes, thus enabling documents to be localised and accessed.
- Document photocopying.
- Documentary and bibliographic information.
- User training and other informative activities.
- Research and teaching support.





## EUROPEAN DOCUMENTATION CENTRE

The European Documentation Centre (EDC) at the Universitat Jaume I started in 1993. It belongs to the information centre network created by the European Commission. This institution awards the condition of European Documentation Centre to the universities that carry out studies and research in terms of European integration.

The EDC receives documents and official publications from the European Union institutions from the European Communities Official Publications Office. The documents in the EDC are available to University members and to

any other person, organisation or institution interested in them.

Through its documentary resources, the EDC provides access to:

- Community legislation (Official Journal of the EU, the L, C and S series)
- Case-law from the Court of Justice (compilation of case-law from the Court of Justice and from the Court of First Instance)
- Preparatory material (COM documents, legal opinions and reports)
- EU programmes and financing
- Statistics (Eurostat)
- Bibliographic information
- EU databases
- Monographs and periodical publications
- Reference works
- Informative material (EU brochures)

The EDC offers the following services:

- Free access to documentary resources
- Specific searches in the databases
- Internet searches
- Access to primary documents
- Referential information
- Photocopying

Consultations can be made in the room, by e-mail or by telephone.

The EDC is located on the second level of the Library.





## OTHER CENTRES

### **DOCUMENTATION CENTRE FOR THE RECOVERY OF LOCAL HISTORICAL MEMORY**

The Documentation Centre for the Recovery of Local Historical Memory was created in 2005. Its objective is to choose and recover the testimony of some of the main figures in the more recent local history (Spanish Second Republic, Civil War, the Franco regime, transition, democracy) as an information source for historical research.

### **DOCUMENTATION CENTRE OF THE SPANISH ASSOCIATION OF SCIENTIFIC EXPERTS IN TOURISM (AECIT)**

AECIT's Documentation Centre seeks to be a reference centre for tourism researchers. It not only has bibliographic resources, but also has a basic goal: to compile and offer unpublished documents on tourism and make them available. Furthermore, as a member of the World Tourism Organisation's Programme of Depository Libraries, it will offer access to the electronic library of this organisation.

### **SELF-LEARNING LANGUAGE CENTRE (CAL)**

The Self-Learning Language Centre is an area designed so that all University members may improve and increase their knowledge of the languages they are already studying, and can start to learn new ones. It has diverse means and materials classified according to topics and levels for self-learning, although language counsellors can offer advice.



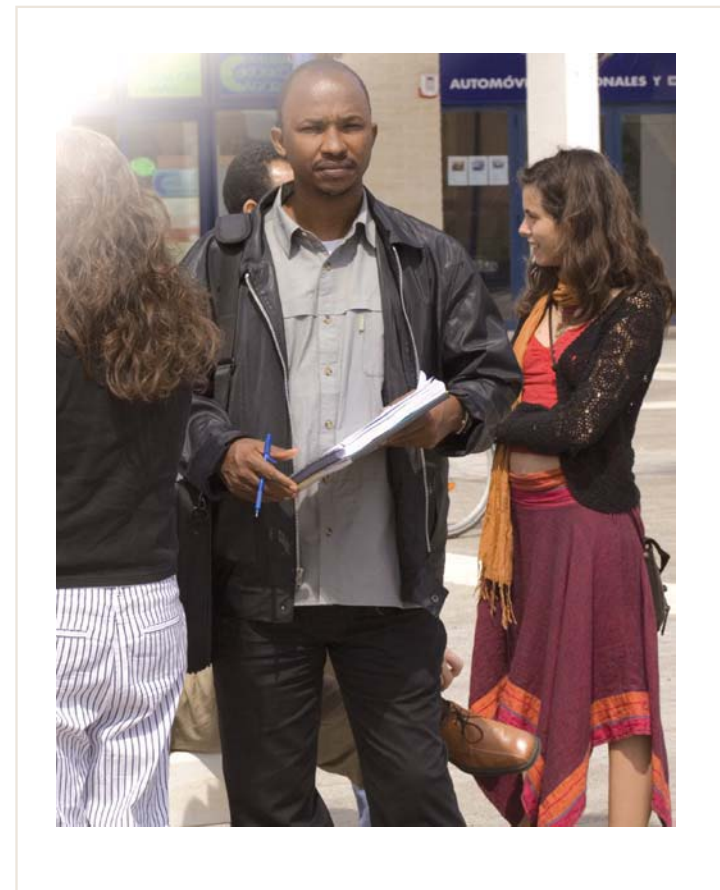
## INTERNATIONAL TRANSPORT LAW CENTRE (CEDIT)

The International Transport Law Centre (CEDIT) aims to conduct basic and applied research in the transport sector. Its resources include the main Spanish and foreign works on transport law and logistics. Furthermore, CEDIT takes part in the copublication of legislative compilations, congress proceedings and monographs on this subject matter.

## RESOURCE AREA OF THE DEVELOPMENT COOPERATION AND SOLIDARITY OFFICE

The Resource Area of the Development Cooperation and Solidarity Office makes materials in various formats covering three subject matters available for users, these being:

- OPI-UJI: materials on various topics related with immigration.
- Development cooperation: specialised and reference materials for a better understanding of the issue of development in all its complexity.
- Psychology and disasters: specialised materials on aspects related with psychosocial intervention in disaster situations.





## WHAT DO WE OFFER?

### BIBLIOGRAPHIC ACQUISITIONS

The Bibliographic Acquisitions Section (SAB) is responsible for acquiring all the bibliographic and documentary materials (books, journals, microforms, videos, CD-ROMs, DVDs, etc.) requested by the University community.

Moreover, it provides tools for locating the most adequate materials for the various subjects taught at the University through the consultation of databases of books on sale, publishing houses' websites, ancient book search services, etc. It also informs in detail the status of the bibliographic orders through the consultation of a web-run database.



### BIBLIOGRAPHIC INFORMATION

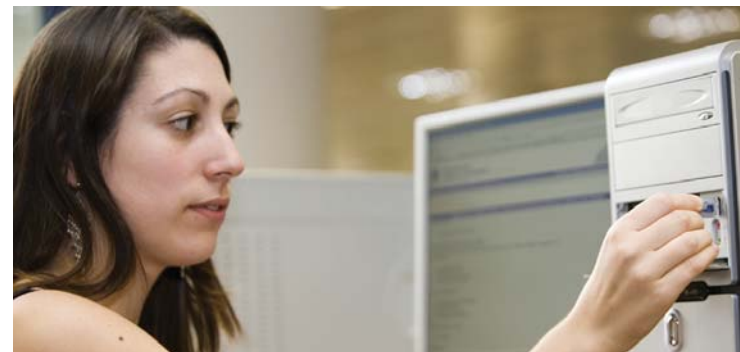
The Library staff at the information desks on each level offers personalised, telephone or e-mail information to users. They inform about the organisation and functioning of the Library, the use of the catalogue and other information resources, location of documents...

Furthermore, the Library organises user training courses aimed to explain to them how services work, the information resources available for research purposes, etc.

### CONSULTATION

Consultation of bibliographic materials and electronic resources is open to the general public. Most of the collection is free accessible, and the rest can be consulted on request at the loan desk. The automated catalogue and the Library website inform about the location of all the information resources.

There are work rooms available for users to make consultations and to prepare group works.



## HOME LOAN SERVICE

It is possible to borrow documents (books, CDs, DVDs...) from the Library for a period of time and with certain conditions that depend on the users profile and the type of material:

Undergraduate and Erasmus students and members of SAUJI can borrow a maximum of 3 documents for a 7-day period.

Postgraduate students can borrow up to 5 documents for a 15-day period.

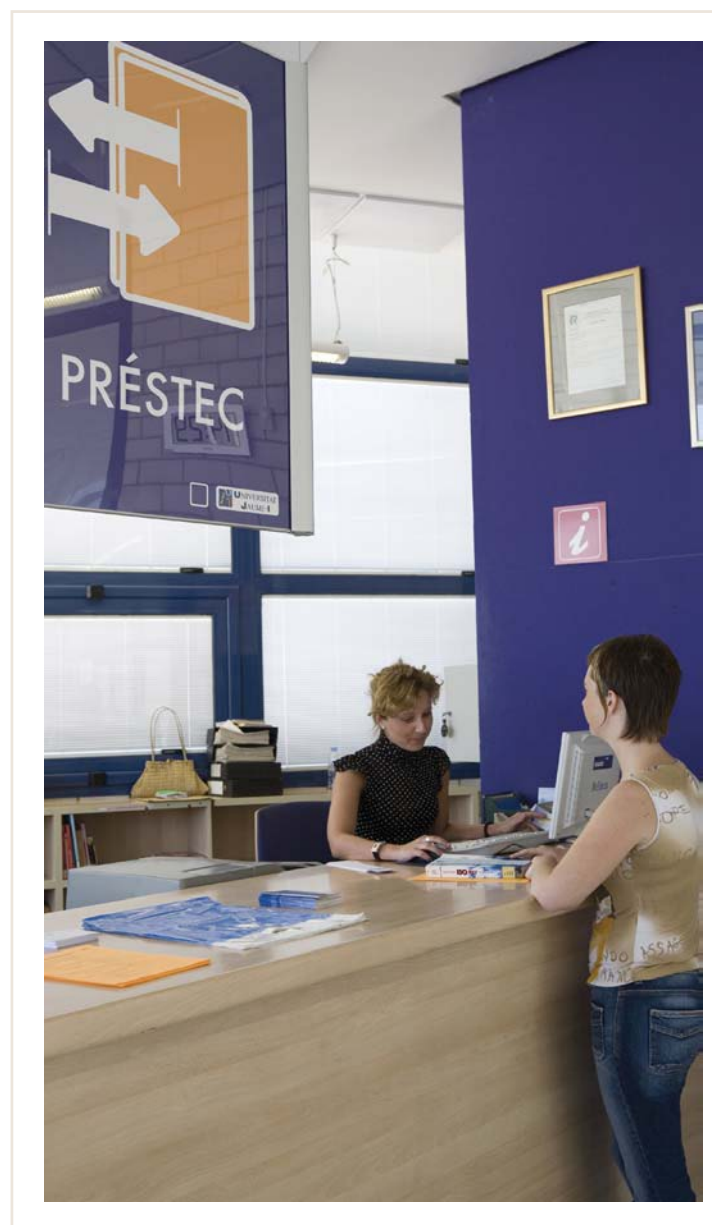
Teaching staff and administration and service staff can borrow materials indefinitely until someone else recalls them.

Loans can be renewed if borrowing has not been requested by any other users. Reservations of bibliographic materials are also possible. The loan status can be consulted in the Library website.

During holidays, the loan period is extended throughout the non-term period.

Certain types of documents cannot be borrowed. These include journals, dictionaries and encyclopaedias, special collections, works that are difficult to replace and the collection at the European Documentation Centre.

The Library also has a bibliographic material loan service at the off-campus offices.





## REMOTE LOAN SERVICE

This loan modality, aimed at teaching staff, administration and service staff and scholarship holders, aims to bring materials closer to them so that they do not need to come to the Library.

## ACQUISITION SECTION

The Document Acquisition Section (SOD) provides access to library collections anywhere in the world thanks to the library collaboration agreements. At the same time, it enables other libraries to consult the University collection when they request this.

This service is available for all University members and for those libraries wishing to gain access to our collection. The supplying libraries charge rates that have to be paid by the user (be it a person, a department, a service, etc.)

We would like to mention two inter-library loan cooperation programmes in which our University takes part, as a member of the Consortium of Academic Libraries of Catalonia (CBUC):

### “Travelling suitcase”

This programme is based on the contracting of a courier service that brings the documents requested by the users of the CBUC libraries on a daily basis. Through this system, any member of our University community (lecturers, students or administration and service staff) can request books or

articles that are found in another CBUC library. Requests can be made directly from the Collective Catalogue of the Universities of Catalonia (CCUC) screen.

## In situ loan

The in situ loan programme allows researchers, lecturers, postgraduate students and administration and service staff from any CBUC library to borrow documents from another library in the Consortium without having to use the inter-library loan service.

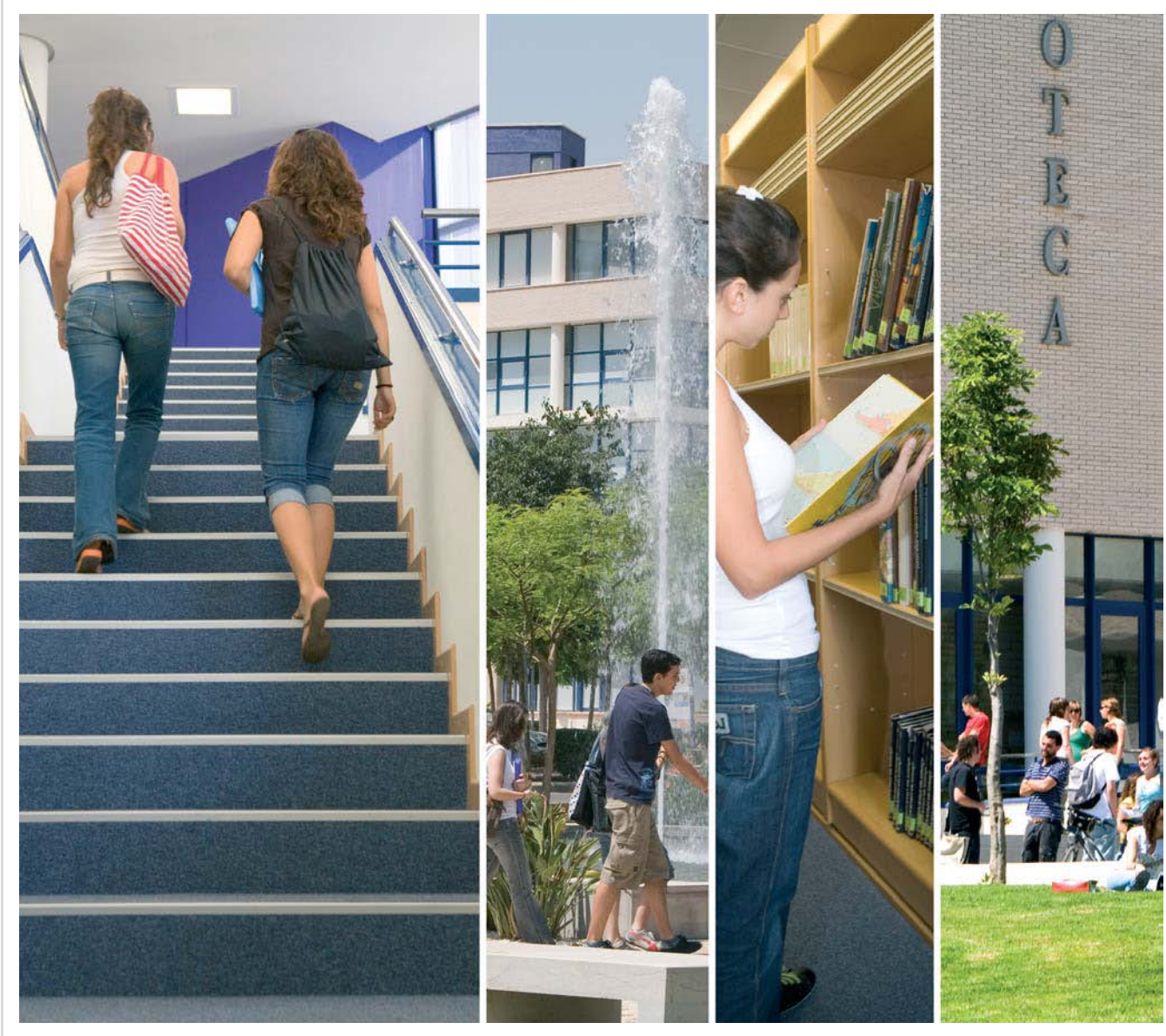
This service enables the specified users of our library to be able to personally borrow books from another CBUC library and return them within the period agreed upon at the UJI Library.

More information on the CBUC, its inter-library loan programmes and the libraries that form it can be found at the following address:

<http://www.cbuc.es>

## PHOTOCOPYING SERVICE

There are photocopying machines on all the Library levels. They work with coins and cards. There is also a photocopying service on Level 1 run by one person.



## ABOUT US – DIRECTORY

UNIVERSITAT JAUME I  
LIBRARY  
Campus del Riu Sec  
12071 Castelló de la Plana

SERVICE	E-MAIL ADDRESS	TELEPHONE NO.	FAX
General Information – User services	biblioteca@uji.es	(+34) 964 728 761/62	
Direction	falomir@sg.uji.es	(+34) 964 728 786	
Library management	pgarrido@sg.uji.es	(+34) 964 728 787	
Bibliographic acquisitions	agut@sg.uji.es	(+34) 964 728 788	
Document Acquisition Section	sod@uji.es	(+34) 964 728 767	(+34) 964 728 778
Technical process	document@uji.es	(+34) 964 728 776/79	
Sound recordings library	fonoteca@uji.es	(+34) 964 728 786	
European Documentation Centre	cde@uji.es	(+34) 964 728 766	
General Archive	arxiu@uji.es	(+34) 964 728 758	
Documentation Centre for the Recovery of Local Historical Memory	badenes@trad.uji.es	(+34) 964 728 764	(+34) 964 728 765
Self-Learning Language Centre	cal@nuvol.uji.es	(+34) 964 729 468	

<http://www.uji.es/cd>





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