

Requesting documents from another library: Documents in the UAB Libraries off the Bellaterra campus can be requested, collected and returned at any of the campus libraries and vice versa. You must make these requests or reservations directly at the loan counter of any of the libraries.

Renewals: You can renew your loans up to six times: via the online catalogue, at the loans counter or by telephone.

From *My account* you can see the documents that you currently have on loan, the expiry date, the number of renewals and other information such as whether the document is reserved by another user.

<input type="button" value="Sort by Due Date"/> <input checked="" type="button" value="Renew All"/> <input checked="" type="button" value="Renew Selected"/>					
3 ITEMS CHECKED OUT					
RENEW	TITLE	Ratings	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	En el aire : 75 años de radio en España / coordinación y redacción: Armand Balsebre	☆☆☆☆☆	1501137849	DUE 06-07-09 <i>Renewed 1 time</i>	CDM 680 EN
<input type="checkbox"/>	Control room [Enregistrament video] /	☆☆☆☆☆	1501058518	DUE 09-09-09	DVD 654.191 Con
<input type="checkbox"/>	Ética del profesional de la comunicación / Arantza Echaniz, Juan Pagola	☆☆☆☆☆	1500985973	DUE 30-09-09 +1 HOLD	070.11 Ech

You can renew documents as long as they have not been reserved, the return date has not passed, you have not exceeded the permitted number of renewals and your card is not blocked.

End of loan period alert: A few days before the loan period expires you will receive a message in your UAB e-mail account reminding you to return or renew your document.

Penalisation: The late return of documents is subject to a penalisation whereby the right to borrow documents is cancelled for the same period as the number of days the document is overdue, except in weekend documents which is four days per day of late return. This rule applies to all overdue documents, not counting holidays and weekends.

Losing a document: In the case of loss of or damage to the document borrowed, the user must replace the document.

Setembre 2009

Borrowing Service Guide



PREGUNT@



SERVEI D'INFORMACIÓ DE
LES BIBLIOTEQUES - UAB
www.uab.cat/bib/pregunta

Borrowing Service

Borrowing: This service allows all members of the university community and anyone else who has authorization to take documents out of the UAB libraries. You need a UAB card to use this service.

Documents may be borrowed from any of the UAB libraries loan desks or at the auto loan machines. Documents from UAB libraries situated outside the Bellaterra campus can be requested, collected and returned to any of the libraries on campus and vice versa.

When you consult the catalogue www.uab.cat/bib/cataleg you will see in which library the document you want to borrow is held and its **availability**:

- *Available:* document is available for loan.
- *Consult in library and Not for loan:* the document may not be taken out on loan.
- *Consult in library and Weekend:* the document may be taken out on loan from Friday to Monday.
- *Expires on dd.mm.yy:* the document is on loan and the loan period expires on the date indicated on the screen.
- *Reserved:* the document is reserved for another user.

Materials not available for loan: generally are **excluded from loan** reference works (dictionaries, encyclopedias); reservation collection (old, rare documents); periodical publications (newspapers and journals); theses, dissertations and unpublished works; frequently consulted documents or recommended reading.

Loan period: The maximum length of loans varies according to the type of document and user profile:

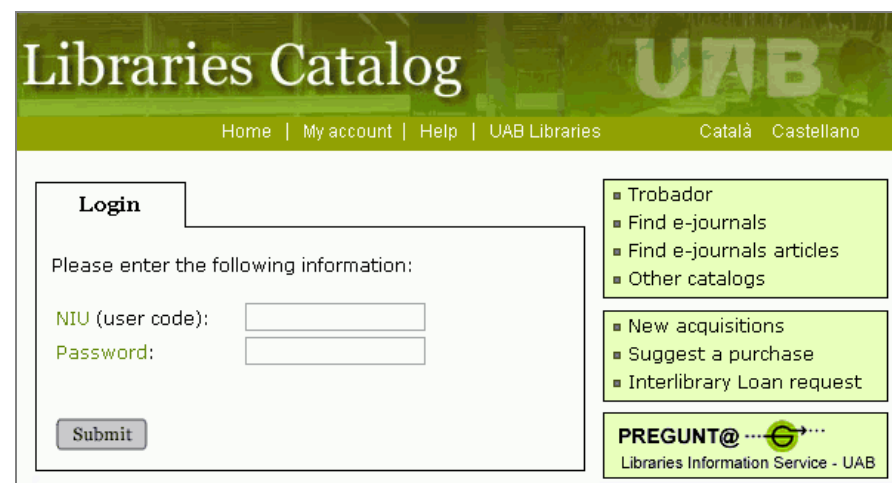
User profile	N.of documents	Maximum period
1st and 2nd cycle students	6	7 or 14 days
3rd cycle students	12	7, 14 or 28 days
Lecturers and researchers	35	7, 14 days or 1 academic year
Friends of the UAB	3	7 or 14 days
Administrative and services staff	6	7, 14 or 28 days

Students enrolled for a joint degree at the UAB may borrow up to 12 documents.

Loan activities in *My account*:

Loan activities can be consulted at www.uab.cat/bib/cataleg.

You can see the state of your loans, reserve documents and renew your loans in the *My account section*. To enter your account, **type in your user code (NIU) and your password**. If you have problems accessing your account, please contact the borrowing service in your library.



Reservations: You can reserve any document that is currently on loan from the online catalogue, by clicking on *Place hold* icon. Mark the document you want to reserve and the system will indicate the library from which you can collect it, as long as they have the document.

You can also make reservations at the loan desks in the libraries and to make this process easier we recommend that you take with you the **bar code** of the document you want to reserve.

When the document is returned to the library you will receive a message in your UAB e-mail account (see: *e-mail loan messages*) telling you the latest date on which you can collect the document and the library you should go to.

Reservations can be cancelled at the loan desks or by phone.