

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.

| Sort by Due Date | Renew All | Renew Selected | 3 ITEMS CHECKED OUT | | |
|--------------------------|---|----------------|--|-------------|--|
| RENEW | TITLE | BARCODE | STATUS | CALL NUMBER | |
| <input type="checkbox"/> | Ca l'horror / Philip Ardagh ; traducció d'Àlbert Torrecasana | 1501167500 | DUE 07-09-10 +1 HOLD <i>Renewed 2 times</i> | C3 Ard | |
| <input type="checkbox"/> | El Segon estiu dels texans blaus / Ann Brashares ; Traducció de Rosa M. Puig | 1501071609 | DUE 07-09-10 <i>Renewed 2 times</i> | C3 Bra | |
| <input type="checkbox"/> | Matrix reloaded [Enregistrement video] / a Warner Bros. presentation, a Silver Pictures production ; written and directed by the Wachowski brothers | 1501114040 | DUE 07-09-10 | RED/203 | |
| Sort by Due Date | Renew All | Renew Selected | | | |

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. At the end of the renewal you must validate and answering yes if you want to proceed.

What if I need the document more time and haven't more renewals? Simply return the document to the library and, if there not a reservation for that book, ask for a new loan.

Loans PUC, if not are renewed or returned on time, also create penalisation affecting loans service at UAB and vice versa.

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: Overdue documents are subject to penalisation whereby the account is blocked for the same period as the number of days the document is overdue. For overdue weekend documents, the account is blocked four days per day of late return. This rule applies to all overdue documents, not counting holidays and weekends.

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

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Borrowing Service



www.uab.cat/bib/

PREGUNT@



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

Loans: 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 the UAB card to use this service. See also the guide on the **PUC consortial Loan** (Loan of books between libraries CBUC) ddd.uab.cat/record/78825 that complements this.

Documents may be borrowed from any of the UAB libraries loan desks or at the auto loan machines. Documents of the UAB Libraries can be picked up and returned to any of the libraries except the weekend documents that must be returned in the owner library.

When you consult the catalogue www.uab.cat/libraries/catalog 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 or more users.

The libraries also provide other types of materials and spaces, inquire at the library.

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 |
|--|----------------|-------------------------------|
| Undergraduates students | 6 | 7 or 14 days |
| Postgraduate, master or doctorate 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 can tell us and so may borrow up to 12 documents.

Loan activities in My account:

Loan activities can be consulted at www.uab.cat/libraries/catalog

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.

Loan history: You can activate your **Loan history** to save a list of loans from the moment of activation on, is the only way to know what documents did you have on loan and you have already returned.

Reservations: You can reserve any document that has the state available or is currently on loan from the online catalogue, by clicking on Request icon. Check the item you want to reserve and you will be prompted to pick which library you want.

When the document is returned to the library you will receive a message in your e-mail account telling you the latest date on which you can collect the document and the library you should go to.

Reservations can be cancelled. If you want to cancel a reservation you can do it directly from My Account or at the loan desks or by phone.