

**Renewals:** You can renew your loans up to six times: via the online catalogue (*My account*), 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.

3 ITEMS CHECKED OUT				
RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Lingshan. Català	1500834177	DUE 07-04-15 <i>Renewed 3 times</i>	X 895.1 Gao
<input type="checkbox"/>	Matar a Platón ; seguido de Escribir / Chantal Maillard	1501166956	DUE 24-03-15	BE/3175
<input type="checkbox"/>	Hilos ; seguido de Cual / Chantal Maillard	10067431359cbuf	DUE 07-04-15 <i>Renewed 1 time</i>	PQ6663.A40 A6 2007
<input type="button" value="Sort by due date"/> <input type="button" value="Renew all"/> <input type="button" value="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 or haven't any return document pending . 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 penalization affecting loans service at UAB and vice versa.

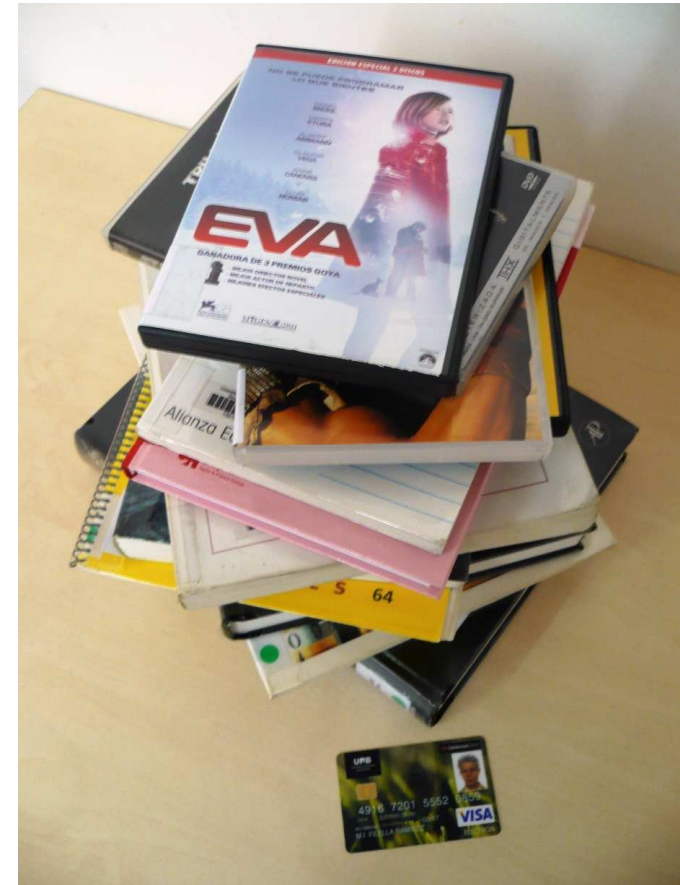
**End of loan period alert:** A few days before the loan period expires you will receive a message in your UAB e-mail account reminding you to return or renew your document.

**Penalization:** Overdue documents are subject to penalization 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.

April 2015 edition

## Borrowing Service



**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 consortium Loan** (Loan of books between libraries CBUC) [ddd.uab.cat/record/78825](http://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](http://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.
- **Lib use only and Not for loan:** the document may not be taken out on loan.
- **Lib use only and Weekend:** the document may be taken out on loan from Friday to Monday.
- **Due dd.mm.yy:** the document is on loan and the loan period expires on the date indicated on the screen.
- **On holdshelf:** the document is reserved for another o 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 and unpublished works; frequently consulted documents or recommended reading.

**Loan period:** According to New Borrowing Rules adopted by the SdB Commission pending ratification by the Research Committee of the UAB

User profile	N. of documents	Maximum period (depending on document)
Undergraduates students	8*	7 / 14 days
Postgraduate, master or doctorate students	16*	7 / 14 / 28 days
Lecturers and researchers	35	7 / 14 days / 1 academic year
Administrative and services staff	8	7 / 14 or 28 days
Externs (Friends of the UAB, Alumni)	4	7 / 14 days

\*Students enrolled at two studies at UAB will have twice documents on loan. Those enrolled for a joint degree at the UAB can tell us and so may borrow up to 12 documents. (Bring the university registration).

## Loan activities in *My account*:

Loan activities can be consulted at [www.uab.cat/libraries/catalog](http://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 **Loan history** option to save a list of yours loans from the moment of activation on.

**Reservations**   : You can reserve any document that has the state *available* or is currently on loan and is not a document type for weekend loan , by clicking on Request icon. The system will ask for your NIU (user code) / password and you will be prompted to pick which library you want it and then select the item you want to reserve.

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

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