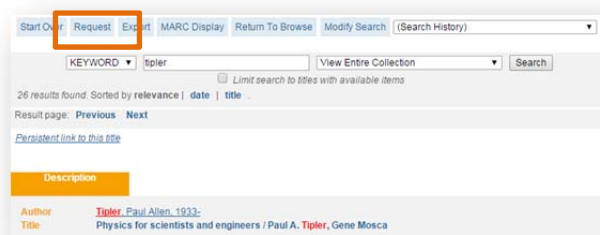




## How to request a book

If you want to reserve a book (available or on loan), you can make a request on the **Catalogue** through **My Account**:

1. If the item is available for reservation will have the **“Request”** button activated



2. When clicking on “Request” you will be prompted to identify yourself in **My account**. To enter your account, login with the username and password of the UPC Intranet or Virtual Campus

3. Choose the **library location** where you want to pick up the document, then click on the **“Submit”** button



4. In the case of documents consisting of more than one volume, select the desired one. Then click on the **“Request selected item”** button

<input type="radio"/>	<a href="#">Biblioteca EUETIB</a>	531.2 Bee	VOL. 1	<a href="#">1400671298</a>	AVAILABLE	RECOM.BIBLIOG.
<input type="radio"/>	<a href="#">Biblioteca EUETIB</a>	531.2 Bee	VOL. 1	<a href="#">1400671301</a>	DUE 28-10-15	RECOM.BIBLIOG.
<input type="radio"/>	<a href="#">Biblioteca EUETIB</a>	531.3 Bee	VOL. 2	<a href="#">1400671306</a>	IN TRANSIT	RECOM.BIBLIOG.
<input type="radio"/>	<a href="#">Biblioteca EUETIB</a>	531.2 Bee	VOL. 1	<a href="#">1400673311</a>	AVAILABLE	RECOM.BIBLIOG.
	<a href="#">FNB - D742</a>	DYF 531 Bee	Dinámica	<a href="#">1400691381</a>	LIB USE ONLY <b>This item cannot be reserved</b>	INFO. LIBRARY

5. If a particular item is not available for reservation a message in red will be shown. When the reservation is accepted you will see a confirmation message containing the library location of your choice

6. You will receive an e-mail when the item you have requested has arrived