How to book a study room

1. Click on Reserva de Sales de Treball button at the homepage Library. Also, there is a direct access from OPACs. Then, click on Feu una RESERVA.

2. Select your user type and click on Enviar.

3. Only the first time you make a booking, you will have to register your institutional email, your DNI/Passport and select the language you want to use.

4. Login with the username and password of the UPC Intranet of Virtual Campus.

5. Select the library, date and room you are interested in, and click on Enviar.

6. Select the hours you want to book, and click on Reservar.

7. If the reservation is successful, you will be given access to confirmation screen with all current reservations. You also will receive a confirmation email.

8. You can check your current reservations or cancel them through Reserves button on the left of the screen.

9. The day of the booking, you must pick up the keys of the study room in the Library help desk, presenting the UPC card.

10. Reservations will be canceled 15 minutes after the start time if the room is not occupied by who have booked it.

11. You can't use the service if you have fines.