

How to check out books and equipment

You can use the loan service at the library to borrow books and equipment such as laptops, calculators, USB sticks, etc. for a set period of time.

Here's how to check out a book:

Once you've located it, head to the counter and show your student ID card or any other ID document.

The number of books you can check out and loan length vary depending on whether you are an undergrad, postgrad or PhD student, a lecturer or an external user.

Be aware that not all library resources can be checked out. That's why it's important that you check whether they are available.

This document, for example, is not available for loan. This means that you cannot take it home but you can consult it in the library.

Books listed for in-library use only cannot be checked out either. These are generally stored in closed stacks and must be requested at the library counter.

Prior reservation books must be reserved through the 'Request it' button. When they are available, you will receive a notification from the library.

If a book appears as *Reserved*, someone else has already reserved it. Even so, you can request it, and we will let you know as soon as it's available.

In this instance, you can also see when the item is due back. Remember that you can reserve it via the 'Request it' button.

If you cannot find the document you need in the library, you can use the Inter-library Loan Service to request it from another library.

Besides books, you can borrow the following equipment from the library: laptops, USB sticks, calculators and mobile chargers.

Equipment is loaned by the hour and for on-campus use only. Laptops should **preferably** be used on library premises.

You can check how many laptops are available on the library website.



For further information, please see the loan regulations on the library website.

For more information, head to the library website: biblioteca.uib.cat. You may contact staff in-person at the counter or via the *Deman@ la biblioteca respon* service: by either sending a WhatsApp or filling in the e-mail contact form.