

Your user account

Your user account lets you to handle different library services on your own.

You can enter your account from the library website using your UIBdigital credentials. If you are an external user and not a member of the university community, and have registered with the library, then fill in the corresponding fields.

The following services are available in your account:

- View messages that the library sends to you. This is one way that library may use to contact you.
- Check which books and equipment you have on loan and when they need to be returned. You can even renew them directly!
- See whether you have penalties. If you return books late, your user account is blocked and you cannot take out any more books. The block matches the number of days the books were overdue - there is never a monetary fine.
- View your book or equipment reservations, as well as cancel any reservation you no longer require.
- View your 'loan history'. This lists all the books you have taken out, in case you need to check a previously used document.
- Finally, you can make *lists*: folders where you can group together useful documents. To set up folders, first search the catalogue. Then, add the documents you wish to save to the basket and click on 'view basket'. A new screen will display with the message 'save to list'. You may then select an existing folder to save the document or create a new one.

In order to view your lists, click on 'my account' and select 'my lists'.

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