



Library user rules

You may not speak aloud in the library and all electronic devices must be in silent mode.

You cannot reserve reading desks or bring in food to eat.

We recommend you keep an eye on your personal items since the library will not be held liable for any losses.

You must treat library material with care. It is very important not to underline, write or draw in material.

Our collection is scanned for people with visual impairment. If material is not in good condition, scanning cannot be done properly.

This is what happens when we scan an underlined book. Can you read it properly?

We will now look at some specific rules for spaces and services: searching bibliographic collections, the loan service and using equipment and scanners.

The library collections include books, journals, manuals, reference works and theses. You need to use the catalogue to find their location. It can be accessed from the library computers or any other device.

Nearly all the books available at the library can be consulted directly. Special collections in repositories must be requested from library staff.

To check out items, you first need to identify yourself, either with your UIB student ID or any other official document.

You must comply with the loan regulations. Failure to do so will lead to penalties. Make sure you are aware of due dates so as to avoid penalties.

Bring back loaned material to the same library where you checked it out.

In terms of equipment, all the libraries offer a loan service for laptops, mobile phone chargers, USB drives, mice and calculators.

Moreover, some libraries offer specific services including laptop support, periodic tables or foot rests.



Find out about availability, loan length and terms on the website or by heading to the service counter.

Finally, most libraries have scanners to copy documents.

Library material can be scanned for academic and personal use. However, you cannot scan complete works.

Please see the scanner user manual. If you have any query, please speak to a member of staff.

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