ALL YOU NEED TO KNOW ABOUT ACCESS AND USE AT THE LIBRARY OF CAMPUS BAIX LLOBREGAT (UPC)

**FIRST AIDS WELCOME!**
This document will help you to know the main areas and services the Library can offer you during your studies at UPC.
Don’t lose it!

**OPENING HOURS**
09:00 h – 20:00 h

**TAKE A LOOK**
• Watch CanalBIB Lobby / 1st floor
• Have a look at Bibliotecnica
• Use Discovery UPC (library catalog, digital library and UPCommons)
• Ask staff for help

**WEB (mobile web)**
At Bibliotècnica, the digital library of UPC, you can find resources, collections, spaces and services that UPC libraries offer.

[http://bibliotecnica.upc.edu/bibcbl](http://bibliotecnica.upc.edu/bibcbl)
[https://m.bibliotecnica.upc.edu/home/](https://m.bibliotecnica.upc.edu/home/)

**TO CONSULT**
• All the books your teacher recommends and other specialized ones.
• Dictionaries and encyclopedias
• Notes and exams
• Magazines

**Where to find it?**
+ Library catalog
+ Teaching guides
+ Subject guides
+ Databases
+ Internet

**USE THE LOAN SERVICE**
• What do I need?
The UPC card or temporary card
• How many documents can I take away?
6 documents
• How long?
10 days
• Where do I return the documents?
At any UPC Library

**IF UPC DOESN’T HAVE THE DOCUMENT USE...**
• Interlibrary Loan (SOD) - payment service, where you can request books, magazine articles, doctoral theses, technical reports, patents, conferences, etc. from any country in the world and in any language.

*GTbib - SOD*

• Consortial Borrowing (PUC) - free service to request documents present in other Catalan university libraries.

*PUC*

To apply for your temporary card you must fill out a form and bring us a passport photograph. That’s all!

Ask for the form at loan service (circulation desk – main floor)

We bring books from other UPC libraries
**REGULATIONS**

Make good use of the collections, spaces and facilities of the Library.
Access: Bibliotecina > About us > Regulations and Fees > Policies on access and use of libraries

**FACILITIES WORKING GROUP**

- 6 rooms > 3-6 people (reservation up to 4 hours daily)
- 3 rooms > 1-2 people (reservation up to 4 hours daily)
- 2 rooms > 20 people (without reservation)

**LAPTOPS / TABLETS**

- Wireless Network (Wi-Fi) throughout the campus
- Laptop computers on loan (a loan up to 3 hours daily)

**COMPUTER LAB**

We have 20 computer desktops with classroom software.
OPEN FROM 09:00h TO 20:00h

**LOCKERS**

- We have 32 lockers at the first and second floor of the Library.
- Ask for the key at the circulation desk.

**LIBRARY SPACES**

In the Library you'll find areas to work in group and to work in silence.

Shhhhh

In groups

There are different places for study in group; you will find on the first floor, 2 study rooms that booking isn’t needed.

**RENUEW YOUR LOANS**

- Catalog (“My account”)
- At loan service (circulation desk)
- Telephone (93.552.35.44)
- Email (biblioteca.cbl@upc.edu)

If you have any questions or suggestions visit our web or send us an email:
biblioteca.cbl@upc.edu

**KEEP UP TO DATE!**

Biblioteca Campus Baix Llobregat - CBL

**WE WISH YOU EVERY SUCCESS WITH YOUR STUDIES!!!**