

## 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**



Biblioteca de l'Escola Tècnica Superior d'Enginyeria Industrial de Barcelona

**Sales de treball en grup**

L'ús d'aquestes sales és exclusiu per al PDI, PAS i estudiants convidat per la UPC.

**Feu una RESERVA**

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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**