

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**



The screenshot shows the website interface for the 'Biblioteca de l'Escola Tècnica Superior d'Enginyeria Industrial de Barcelona'. The main content area features several news items, including 'Multimedia on Nuclear Reactor Physics', 'FUTUR. Portal de la Producció Científica', 'UPCommons', and 'Projecte 2.0'. On the right side, there is a navigation menu with options like 'Bibliotecària', 'ETSEIB', 'Catàleg UPC', and 'Accés Obert'. A prominent yellow banner at the top right reads 'Sales de treball en grup' and 'L'ús d'aquestes sales és exclusiu per al PDI, PAS i estudiants convidat per la UPC.' Below this banner, a green box highlights the 'Feu una RESERVA' button. Another green box highlights the 'Reserva de Sales de Treball' button in the navigation menu.

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**