How to request a book

If you want to reserve a book (available or on loan), you can make a request on the Catalogue through My Account:

1. If the item is available for reservation will have the “Request” button activated

2. When clicking on “Request” you will be prompted to identify yourself in My account. To enter your account, login with the username and password of the UPC Intranet or Virtual Campus

3. Choose the library location where you want to pick up the document, then click on the “Submit” button

4. In the case of documents consisting of more than one volume, select the desired one. Then click on the “Request selected item” button

5. If a particular item is not available for reservation a message in red will be shown. When the reservation is accepted you will see a confirmation message containing the library location of your choice

6. You will receive an e-mail when the item you have requested has arrived