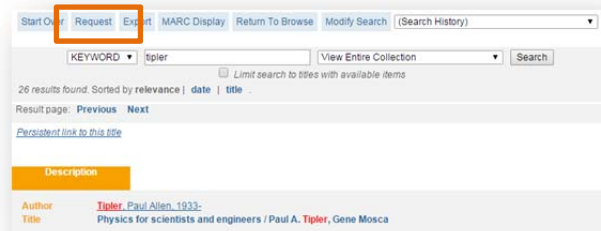


How to request a book

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