

ETSEIB Library

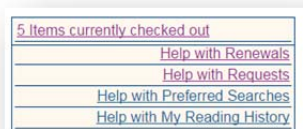


How to renew a book

You can see and **renew** the materials you have checked out in **My account** section. All materials can be renewed except for materials with reserves and for materials on which you owe fines.

1. Go to cataleg.upc.edu. To enter your account, click on **My account**, and login with the username and password of the UPC Intranet or Virtual Campus:

2. You will see the link **Items currently checked out** with the number of items you have checked out. Click on the link to view the materials you have checked out



3. Select the materials you want to renew by checking the boxes in the **Renew** column and then click the **Renew selected** button. If you want to renew all the items, click on **Renew all**



4. If you cannot renew the items, a message will appear on the screen. If you are successful, a new due date will appear in the **Status** column. Always check the **Status** column for information on the success or failure of your renewal



DUE 23-10-15 **TOO MANY RENEWALS** Renewed 4 times

DUE 12-11-15 **Renewed 2 times**