

## 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** 



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 **succesfull**, 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