

Services



Who can use it?

This service can be used by the whole university community, visiting academic staff and other expressly authorized individuals and institutions.

What do you need to use it?

If you wish to borrow documents, you must have the URV card that is issued by the **Caixa Tarragona**.

Types of loan

1st, 2nd and 3rd cycle URV, Erasmus and Intercampus students	4 documents 7 days
PAS	4 documents 30 days
Students registered in two different faculties	8 documents 7 days
Users with special agreements. Students from the Open University of Catalonia	2 documents 7 days
Former students	2 documents 7 days
FURV, pensioners	4 documents 30 days

Documents that cannot be borrowed:

- **Documents marked with a red strip**
- Reference books (encyclopedias, dictionaries, basic bibliography, catalogues, bibliographies and similar).
- Magazines and other periodicals.
- Old documents.
- Modern documents that are no longer available and difficult to replace. Single pages. Unpublished theses and dissertations.
- Any similar documents that, in the opinion of the Library's director, cannot be borrowed. Loans on all documents, except those that have been reserved by somebody else, can be renewed as many times as you like.

How can loans be extended?

In situ: in any of the faculty libraries

By phone: Phone 977-559614 (the Sescelades Campus Library) or one of the faculty libraries.

On the internet: Go to the [website of the Campus Sescelades Library](#)

Can we help you?: Services

Click on **<El meu catàleg>** (my catalogue) to access your personal Account

On the next screen if you are member of the URV go to the section below

Fill in your user name (21+identity card number) and password (identity card number). In both cases the number must contain no full stops, spaces or letters.

If you are not a member of the URV, go to this other section.

This is your personal space in the library catalogue. Here you can check all the information about the material you have borrowed or reserved.

CANCEL·LAR	TÍTOL	Valoracions	ESTAT	LOCALITZACIÓ DE RECOL·LIDA	CANCEL·LAR LA RESERVA SI NO ESTÀ DISPONIBLE EL
<input type="checkbox"/>	Rosa Sensat i Vilà, fer de la vida escola / Josep González-Agàpito ; pròleg d'Angeleta Ferrer i de Marta Mata	☆☆☆☆☆	VENÇ EL 19-05-10	Biblioteca Campus Sescelades	10-06-10

Click on **<x exemplars actualment en préstec >** to see the items you have borrowed and the date they should be returned to the library

<input type="checkbox"/>	Psicología de las masas / Gustave Le Bon ; prólogo a la ed. española por Florencio Jiménez Buitello	☆☆☆☆☆	1700083083	VENÇ EL 23-05-10 <i>Renovat 2 vegades</i>	316.272 LEB
<input type="checkbox"/>	El corazón helado / Almudena Grandes	☆☆☆☆☆	1700445869	VENÇ EL 23-05-10 <i>Renovat 2 vegades</i>	860-31 Gra
<input type="checkbox"/>	Nutrición y dietética clásica / editores: Jordi Salas Salvador... [et al.] ; coordinador: Violante Moizé Arcone ; coordinadora de redacción: Pilar García Lorda	☆☆☆☆☆	1700229251	VENÇ EL 28-05-10	613.2 NUT

Title →
 Return date →
 Number of times you have already renewed →

Can we help you?: Services

If you wish to extend the return date, select the item and click on



If you wish to extend the return date on all materials, click on



You will not be allowed to renew the document if it has been reserved by somebody else.

You will be allowed to renew a document that should have been returned as long as you do not have ten penalty points.

If the date changes, your book has been renewed. If it does not change
SEE A MEMBER OF THE LIBRARY STAFF.

**You can renew the documents by calling this phone number:
977 559 614**

You will not be allowed to renew the document if it has already been reserved by somebody else.

You will be allowed to renew a document that should have been returned as long as you do not have ten penalty points.

Penalties

If documents are returned after the dates specified, you will be penalised with one penalty point per day and document.

Example: 2 documents X 2 days late = 4 penalty points

The penalty points accumulate to a total of 21

Table of penalties

21 points	1-month ban on borrowing documents
42 points	2-month ban on borrowing documents
63 points	3-month ban on borrowing documents
(...)	X-month ban on borrowing documents

The documents must be returned in the same condition as they were borrowed. Should they be lost or damaged, the borrower will have to pay for another copy of the same edition. If the document is no longer available, the borrower must acquire another similar one.

You can return the documents to any URV Library.

Reservations

If the document you require is out on loan, you can reserve it at the loan counter in the library. You can also request books that belong to other faculties.

How can reservations be made?***In situ***

Books can be reserved in any of the URV libraries.

Internet reservations

All you have to do is follow the instructions in the electronic catalogue.

When can reserved documents be collected?

When you receive an e-mail from the library telling you that the document has been returned.

Documents cannot be reserved by phone or by e-mail.

Interlibrary loan

If you find a document that you are interested in in the CCUC or other catalogues or sources of information, but which is not in the URV Library, we can obtain it for you through the [Interlibrary Loan Service](#)

Virtual bibliographic reference service

Should you have any doubts you can use the virtual bibliographic reference service [Pregunt@](#) which is available on the library's website. We will answer your query in 72 hours.