



HOW DO I CANCEL A RESERVATION?

1. To consult or cancel a reservation, access *My account* in [Cercabib](https://cercabib.ub.edu/) <<https://cercabib.ub.edu/>>, using your user name and password for the UB intranet.
2. Click on the *Requests* option. Select the study room and you will be able to cancel your reservation.

OVERVIEW LOANS REQUESTS BLOCKS + MESSAGES PERSONAL DETAILS

Requests

Request type Sort by

4 requests

☒ [Sales de treball del CRAI B... BOOKING: 25/02/2025, 10:00 - 25/02/2025, 12:00 Pick up: Belles Arts X CANCEL

OVERVIEW LOANS REQUESTS BLOCKS + MESSAGES PERSONAL DETAILS

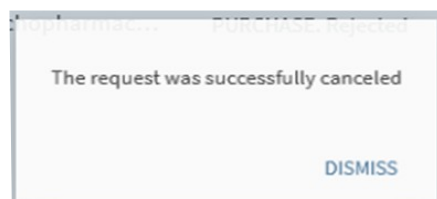
Requests

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4 requests

☒ [Sales de treball del CRAI B... BOOKING: 25/02/2025, 10:00 - 25/02/2025, 12:00 Pick up: Belles Arts NO CANCELIT

Once the cancellation has been confirmed, the following message will appear:



For instructions on how to use the study rooms, please see:

<https://crai.ub.edu/sites/default/files/imatges/serveis/cartell_sales_de_treball_2021_definitiu.pdf>.



You can access all the CRAI's paper and electronic resources through Cercabib.

cercabib.ub.edu



Servei d'atenció a usuaris

For more information and personalized support 24 hours a day, 7 days a week, visit the CRAI's User Support Service.

crai.ub.edu/sau

The CRAI website provides information about training courses that will be taught in your library.

crai.ub.edu/formacio



Has it been useful?
Help us to improve!

crai.ub.edu



CRAI, academic year 2024-2025



UNIVERSITAT DE BARCELONA

How to reserve study rooms

Quick guide

CRAI

Centre de Recursos per a l'Aprenentatge i la Investigació

WHAT IS THE AIM OF THE SERVICE?

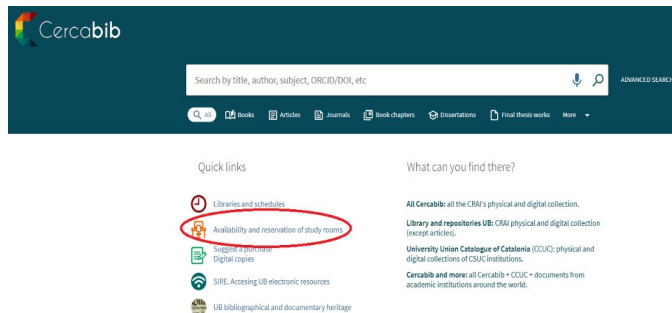
This service facilitates the use of the various study rooms available at CRAI libraries, providing spaces for individual or group work.

Rooms can be reserved by any member of the UB community with a valid UB card (provided they have not been temporarily blocked from using library services).

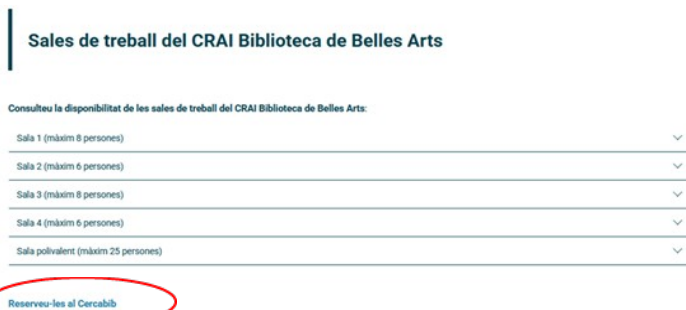
Reservations can be made and modified from any computer or device. Go to the CRAI library desk at your allotted time to confirm the reservation and collect the key on loan.

HOW DO I MAKE A RESERVATION?

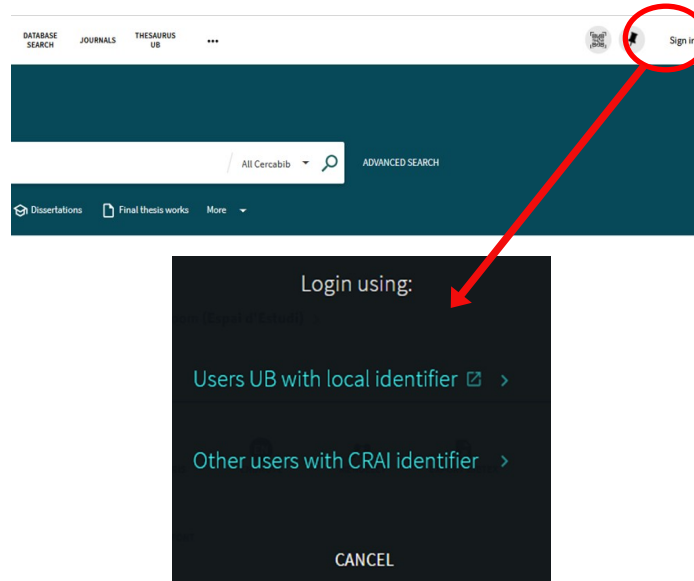
1. In Cercabib <<https://cercabib.ub.edu/>>, click on *Availability and reservation of study rooms*.



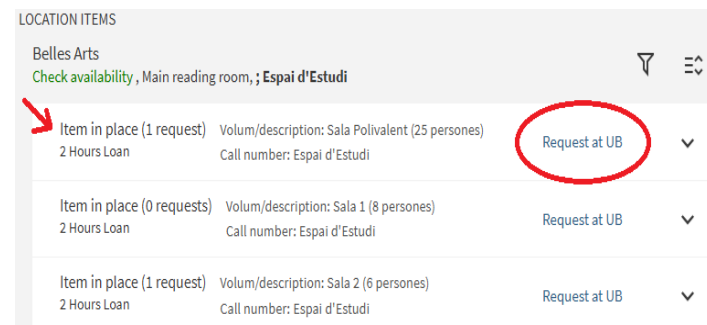
2. Choose a library and check the study rooms that are available.



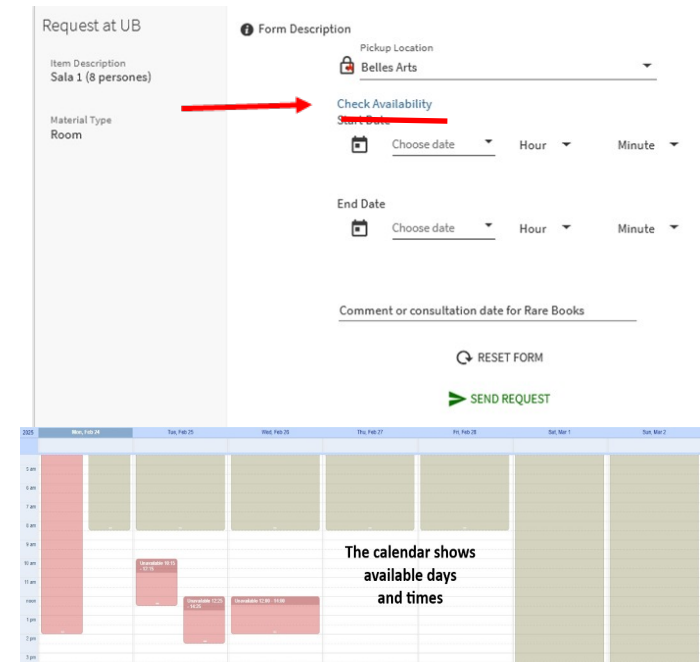
3. Before making a reservation, you will need to log into Cercabib <<https://cercabib.ub.edu/>> using your user name and password for the UB intranet.



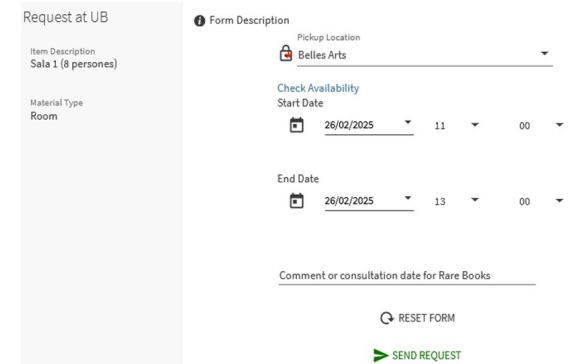
4. Choose the type of study room you need and click on *Request at UB*.



5. Check the room is available for your chosen date and time.



6. You can now make your reservation, indicating the start and end date and time (2 hours max.).



If the reservation is successful, the following message will appear:

Your request was successfully placed