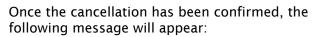
### HOW DO I CANCEL A RESERVATION?

**1.** To consult or cancel a reservation, access *My account* in <u>Cercabib</u> <<u>https://cercabib.ub.edu/></u>, 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	REQUES	TS BLOCKS	+ MESSAGES	PERSO	DNAL	DETAILS		
Requests				Reque	est type	•	Sort by	•	Ξ¢
- 4 request	ts							Ŧ	
Sales de	treball del CR	AI B	BOOKING. 25/02, 10:00 - 25/02/202 Pick up: Belles Ar	25, 12:00		X	CANCEL		~

OVERVIEW	LOANS	REQUESTS	BLOCKS + MESSA	GES PERS	ONAL	DETAILS		
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🔽 [Sales de t		10 <b>C</b> a	KING. 25/02/2025, ancel this request? 0 up: Belles Arts	NO	XCA	NCEL IT	)	~
_								



ac PUR	CHASE. Rejected
quest was succe	ssfully canceled
	DISMISS

## 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



## UNIVERSITAT DE BARCELONA

# How to reserve study rooms

## Quick guide

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#### 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?

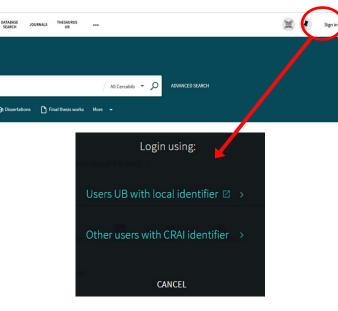
1. In Cercabib <<u>https://cercabib.ub.edu/</u>>, click on Availability and reservation of study rooms.

Cerca <b>bib</b>		
	Search by title, author, subject, ORCID/DOI, etc	. D Advanced search
	🔍 🛤 🖽 Books 📳 Articles 🖹 Journals 🛛	🖪 Book chapters 🚱 Dissertations 🌔 Final thesis works More 👻
	Quick links	What can you find there?
	Libraries and schedules	All Cercabib: all the CRAI's physical and digital collection.
	Availability and reservation of study rooms	Library and repositories UB: CRAI physical and digital collection (except articles).
	Suggest a purchase Digital copies	University Union Catalogue of Catalonia (CCUC): physical and digital collections of CSUC institutions.
	SIRE. Accesing UB electronic resources	Cercabilib and more: all Cercabilb + CCUC + documents from academic institutions around the world.
	UB bibliographical and documentary heritage	

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

Sales de treball del CRAI Biblioteca de Belles Ar	ts
onsulteu la disponibilitat de les sales de treball del CRAI Biblioteca de Belles Arts:	
Sala 1 (màxim 8 persones)	
Sala 2 (máxim 6 persones)	
Sala 3 (màxim 8 persones)	
Sala 4 (màxim 6 persones)	

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



PDI/PAS	Students	UB Alumni
Left section of the UB email address and no additional suffix	Left section of the UB email address + .alumnes	Left section of the UB email address + .a
Example: joan.garcia@ub.edu	Example: jarc7@alumnes.ub.edu	Example: imas@alumni.ub.edu Identifier: imas.a
Identifier: joan.garcia	Identifier: jarc7.alumnes	

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

LOCA	TION ITEMS			
	lles Arts eck availability , Main readinį	g room, <b>; Espai d'Estudi</b>	Y	Ξ¢
لا	Item in place (1 request) 2 Hours Loan	Volum/description: Sala Polivalent (25 persones) Call number: Espai d'Estudi	Request at UB	~
	Item in place (0 requests) 2 Hours Loan	Volum/description: Sala 1 (8 persones) Call number: Espai d'Estudi	Request at UB	~
	Item in place (1 request) 2 Hours Loan	Volum/description: Sala 2 (6 persones) Call number: Espai d'Estudi	Request at UB	~

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

	Request at UE	3	Form Description	Pickup Loca			
	Item Description Sala 1 (8 person	es)		Belles Arts	•		•
				Check Availabi	lity		
	Material Type Room			Start Date	ose date 👻	Hour 👻	Minute 🔻
				End Date			
				Choo	ose date 🔹	Hour 🔻	Minute 🔻
				Comment or c	onsultation date		
					SEND I		
2025	Nor, Feb 24	Tais, Peb 25	Well, Feb 25	Thu, Feb 27	Fri, Feb 28	Sat, Mer 1	Sun, Mar 2
2 411							
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0.81							
9 an				The calend	ar shows		
10 am		Unarcalable 12:15 - 12:15		availabl	e davs		
11 am		(1000)	(h	and ti			
1 pm		Universite (225) -1425	1.00	una a			
2 pm		_					

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

Reque

0						•
	Delles Arts					_
Ċ	26/02/202	25 *	11	•	00	•
End	Date					
Ċ	26/02/202	25 •	13	•	00	•
Con	nment or consu	iltation date	e for Ran	e Books		
		<b>○</b> RES	ET FORM			
		> SEND	REQUES	т		
	Che Star End	Pickup Location	Pickap Location e Belles Arts Check Availability Start Date End Date € 28/02/2025 • Comment or consultation date	Pickup Location	Pickup Location Belles Arts Check Availability Start Date End Date	Pickup Location Pickup Location Pickup Location Pickup Location Pickup Location Deltes Pickup Location Deltes Pi

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