Consulting the UPF Library Catalog

The **UPF Library Catalog** lists all the documents available at the Library, as soon as their acquisition is requested. It provides bibliographical information (author, title, format, subject, etc.), information about status (available, reserved, etc.), about the type of loan (14, 7, 5 days, restricted) and about the location (Library building, section, etc.) of the documents, and in the case of electronic resources, it provides access to them by clicking on the button **Consult the UPF Library Catalog**.

You can access the catalog from the Library website ([http://www.upf.edu/bibtic/](http://www.upf.edu/bibtic/)), option Library Catalog, or at [http://cataleg.upf.edu/*eng](http://cataleg.upf.edu/*eng).

**How to search documents in the catalog**

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Title</th>
<th>Author</th>
<th>Subject</th>
<th>Advanced Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type the author in the box below, then press the Enter key or click Search.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other searches:**
- Call Number
- ISBN
- ISSN
- Course Reserves

<table>
<thead>
<tr>
<th>Sorted by:</th>
<th>Search in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Sorted</td>
<td>All Locations</td>
</tr>
</tbody>
</table>

**Search UPF** | **Search CCUC** |

**How to consult the recommended bibliography**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Course Reserves</td>
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</table>

Type the course name or code you want to find, then press the Enter key or click Search.

**Course reserves** lists the documents recommended by teachers in each course.

You can find these documents using the **Course Reserves** search, searching by **Course** (by code or name).

**Basic information on documents**

(Copies screen)

| Call number: P19817 UT 979-2009 |
|------------------|------------------|
| Author: Auster, Paul, 1937- |
| Title: Oracle night / Paul Auster |
| Format: London : Faber and Faber, c1994 |

**Copies** | **Full Record** | **Find Similar Items** | **Permanent record link** |
|-----------|----------------|-----------------------|--------------------------|

**Location**: [Planta 1]
- **Volume**: 1998/1993
- **Barcode**: AVAILABLE

**Loan Type** = 14 DAYS
**Notes** = [Biblioteca Dr. Rafael Pineda]

You can export the **citation** of the document clicking on the **RefWorks** icon.

**Electronic resources** can be consulted by clicking on the **Consult the UPF Library Catalog** icon, which provides access to the **full text** and to **other services**, or by clicking on the **web link**.
**My account: loans, renewals and requests**

To access the My account screen, you can use your Campus Global code or your Library/CRAI user code (10 or 14 digits), with the chosen password.

For further information, consult the Help Guide.

![My account screen](image)

- **Documents you have on loan:**
  Click on the link Items currently checked out to see them. At **Status** you will see the date on which the loan expires and any renewals you have made. You can renew one or several documents you have on loan by selecting them and clicking on the **Renew** icon or by renewing them by clicking on the **Request** button.

- **Preferred searches:**
  You can save a search by clicking on the Save as preferred search button. It will be added to the list of favourite searches on your account and you can run it again by clicking on the link created.

**Borrowing materials from other Catalan universities (PUC)**

The PUC is a free service that allows you to request and borrow documents from other member libraries of the Consortium of Academic Libraries of Catalonia (CBUC), through the University Union Catalogue of Catalonia (CCUC). Note that:

- You can request any document from CBUC libraries, excepting those excluded.
- You cannot request documents if you are blocked at your own library.
- If the document you are looking for is available from the UPF library, you cannot request it via CCUC, you have to reserve it via the UPF Catalog.

1. Search the CCUC for documents of your interested.
2. Click on a document’s title to find out which institutions has it available.
3. Click on Request (consortial borrowing) link on the left side of the screen.
4. Follow the indications to confirm the request.

You can look up the documents you have requested and checked out by logging in to My account. You also have the option of cancelling reservations of documents you have requested.

**Other resources**

In the right margin of the catalog home page you have access to other information resources that may also be of use to you:

- **Help:** For further information consult the help options.
- **Tutorial:** a didactic way to learn how to search and find the documents you need.
- **New Acquisitions:** to find out what new items have been added to the Libray during the last 6 months.
- **Find articles by journal** and **How to connect to the electronic resources.**
- **Contact:** form for sending queries to library staff.

**Updated:** academic year 2012-2013