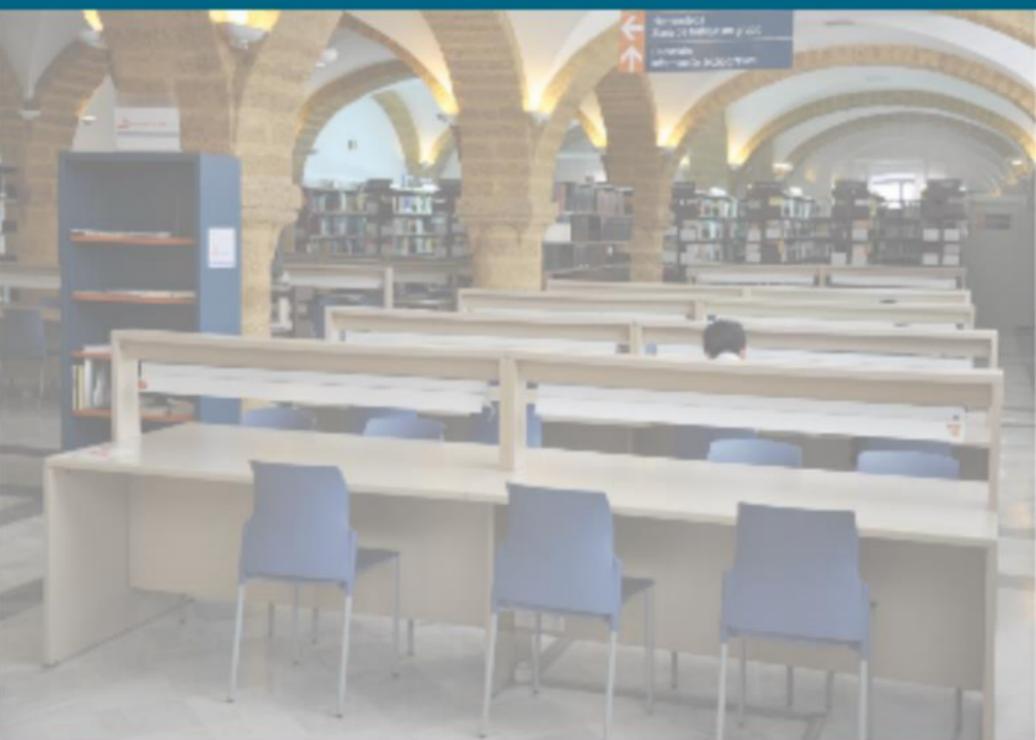


Biblioteca de

**Humanidades**

# Basic Guide



**Área de Biblioteca, Archivo  
y Publicaciones**  
Biblioteca de Humanidades  
Campus de Cádiz

## OPENING HOURS

The library is open **Monday to Friday** from **9,00 to 21,00**, uninterrupted.

Special opening hours will be announced in advance.

## THE CATALOG

In order to locate books in the library, you must consult the catalog on the Library website at: <http://biblioteca.uca.es>

After locate the wanted document, the bibliographic record indicates you the existing individual items and the library where each one is.

Also, each item shows its loan type and status, and the necessary data (the signature) for locate it on its shelf.

## BORROWING SERVICE

Allows to borrow documents, and other materials from the library, for a limited time period, according the kind of document and your user type.

To use their borrowing privileges, the students and other library users **must be registered, have activated their library cards and don't be sanctioned.**

## Loan modalities

**PRÉSTAMO NORMAL** (normal loan). Depending to the status of the borrower, allows obtain books and other materials from the library according to this table:

User type	Max. loans	Loan period
Students	10	15 days
Postgraduates	20	30 days

**PRÉSTAMO DE MANUALES** (loan of handbooks) is a loan variety for books cited in the recommended bibliography for each subject. Loan period is limited to 15 days for all users.

**PRÉSTAMO POR HORAS** (loan for hours) is reserved for journals and reference books (with red spine labels) that only could be borrowed for hours and must be returned the same day.

## RENEWS

**Borrowed items could be renewed up to 10 times** if another user hasn't placed a hold on them. On this case you must return the materials to the library at the due date.

You can renew through the library web page (using **My Account/Mi cuenta**), using the self-check system or by phone.

## PLACE HOLDS (BOOK RESERVES)

If you need a book, you can make a hold on it. Then, the book will be apart for you or (if is on loan) you will be placed in a list to use it.

If there are no more copies of the book wanted, and it was borrowed for a professor (until end of year), plus your holding, the library staff will claim the book to the professor.

When a reserved book becomes available for a user, the user will receive an email to pick it up at the library circulation desk selected when the hold was made.

**More information about reserves and renews at the Humanities Library web page.**

## INTERLIBRARY DELIVERY (UCA)

Holds also acts when you want a book (on loan or not) placed on a **different library of your**.

Place a hold to this book, and that library will receive the request. Once the book becomes available, it will be sent to the library you have marked to pick it up.

These books from other libraries must be returned on **the circulation desk** of your library (or where you picked it).

## LOAN OF NOTEBOOKS

The library have notebooks that could be borrowed during the day, bimonthly, or during the academic year (or your library card expiry date).

## SPECIAL LOANS

On Christmas and Summer vacations, the library will establish longer loan periods that will be announced in advance.

## SELF-SERVICE LOANS

**Borrows and returns will be made using the self-check system placed on each library.**

Overdue or holding books, as the books of other libraries, must be returned on the circulation desk.

## OVERDUE SANCTIONS

**If you do not return documents or materials on time, you will be sanctioned with the suspension of the library privileges, since the due date, for a period proportional to the final overdue.**

In the case of books, the penalty will be the suspension for a period of 2 days for each book and day past the due date. These suspensions will be accumulative.

# Área de Biblioteca, Archivo y Publicaciones

Biblioteca de Humanidades  
Campus de Cádiz

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Scan this QR in order to add the library  
contact information to your mobile device

WhatsApp Campus Cádiz: 608 327 653

