What is this service about?
The USC University Library (BUSC) offers the possibility to access the consultation of its collections within its own facilities, but it also enables users to home loan documents and, in this way, it suits better the user’s needs, but always taking into account the limited loan period and the variable conditions imposed by the type of user (alumni, teachers, authorised users...) and the features of the collections.

At the BUSC there are also other services related with home loan, such as intercentre loan (within the BUSC), interlibrary loan (between the BUSC and other libraries), laptop room loan, or ebook reader loan service.

Who can use the loan service?
BUSC services are mainly oriented to campus university members: alumni, teaching and research staff (TRS) and administration and service staff (ASS) from the USC and attached centres.

If you are member of one of the former groups, you can request the activation of this service at any BUSC library, regardless of the school you are enrolled in, whether you are a teacher, a researcher or staff member.

Non-members of the campus community can request the BUSC reader card at any of our facilities, and then become external or authorised user.

How do I access this service?
If you are a member of the USC campus community, all you need is to activate your university identification card (TUI in Spanish) at the library.

You must activate this card every year. This yearly activation can be done at any of the BUSC libraries.

In those libraries with public access documents, you can get any work from the shelves and take it with you using your TUI/reader card at the counter in order to confirm borrowing. There you can also return the borrowed books.

OPAC or Online Public Access Catalogue (CAPEL in Spanish) is a useful tool to find documents, which can be accessed through the library’s computers. Use the catalogue browser to find a document, type its reference code (or call number) and try to find it in the general Library gallery, or either ask the library staff, who you can always call upon for assistance. You can also enter the web version of the BUSC catalogue through the web site:

http://www.usc.es/en/servicios/biblioteca/

What if I need an e-book?
PRELO is the BUSC’s e-book borrowing tool. This is to say a platform which shows all the electronic books available for online reading and/or borrowing (once the user has provided identification via the USC Centralised Identification Service.

Any computer, tablet or smartphone with internet access can serve as medium for online reading. This can be done online or without internet connection (once the book has been downloaded and you have created your own Adobe Digital Editions account). For more info, visit the web guide.

How many documents can I borrow? How long?
You can borrow a book or document:

- From general assets: 5 documents for 15 days
- Short borrowing: 3 documents for 10 days. *At the Library of Economics, these books are in the reading hall and their reference code begins with an “A”
- Supporting material for former works: a maximum of 10 items (cds, videos, etc.)
- E-books: 2 for 15 days

Can I extend the borrowing? How?
Yes, you can extend the borrowing period or reissue it twice or only once if it is an e-book, but only if this work is not requested or reserved by another user.

If those documents are part of the general asset, you will need to reissue the borrowing within the last 4 days before the borrowing expiration date. When those books are short borrowing or frequently-used documents, you need to extend the borrowing within the last 3 days.

A reminder email will be sent to your email address in order to reissue the borrowing on time. Borrowing extension or renovation can be done from any computer, either from OPAC computers by clicking on “My account” or from the Web Catalogue (http://iacobus.usc.es).

If this field shows a date, it means the book is borrowed
Type the reference code or call no.

1 If you are an external or authorised user you need to keep your BUSC reader card up-to-date. It is only valid for a year, but you can renew it.
If borrowing period is not extended when proceeding with the renovation (check it at the “Status” field), it is due to a reservation or request made by another user and you must return the book before the borrowing expiration date.

Can I reserve or request a borrowed book?

Yes. You can make a reservation from the counter at any BUSC service point or through the web site, by using “My account”.

You can reserve short borrowing books at the counter of any library, but you will need to pick them up at the library where they are stored (they are not sent from one library to another).

If I study Economics and I need a book from another library, do I have to pick it up there?

No. The BUSC offers a special interlibrary borrowing service to campus community members, as long as the requested books are not, as explained previously, frequently-used documents (manuals, textbooks....)

This means you can pick up works from any other library in the campuses of Santiago and Lugo at the Library of the Faculty of Economics.

If you need a magazine article, you can request a copy through the available web form by using the BUSC service for reproduction of magazines². If the article is in a magazine that is not available at the BUSC, you must use interlibrary borrowing service.

If the document I need is not located at any of the BUSC libraries, can I request it?

Yes. In this case the BUSC offers you several services:

A. Request new purchases⁴: Campus community members can request the purchase of books, videos, CD-ROMs, etc., as long as these are not periodical publications nor are they included in any of the BUSC assets.

Just ask at the library counter or through the web form, and make sure that the subject is related to the library from which you are making the request.

B. Interlibrary borrowing (IB/PI) and access to the document⁵: If the document you are looking for is not commercially available or is an article from a magazine that is not available at the BUSC, you can use this service to access collections outside the USC through a borrowing subject to special conditions:

- It is not free, although it might be sponsored by the BUSC (visit the web site).
- Some materials are excluded, such as magazines, theses and works of particular value, amongst others. (*the BUSC does not allow this type of material to be borrowed)
- IB requested works are not available for borrowing. They must be consulted at the library hall from which you have requested the work, and borrowing period is around a month, which is not always renewable.

Any request of a document via IB must be registered at:

- the web form (only USC members)
- the IL central service (General University Library), in person or by sending an email to fotprest@usc.es
- the library of your faculty

And also...

The BUSC provides USC students with a laptop borrowing service (only at library, not at home), oriented to academic purposes and only related to research and study.

²Reproduction of magazines: http://www.usc.es/gl/servizos/biblioteca/servizos/fotocopias_busc.html
³Purchase request form: http://www.usc.es/gl/servizos/biblioteca/servizos/solicitar_adq.html
⁴IL Service: http://www.usc.es/gl/servizos/biblioteca/servizos/prestamo_interbiblioteca.html