**University card:**

You’ll need your university card in order to access the library. To get your card you will need a digital photograph and to apply online [Intranet](https://sso.uam.es/sso/pages/login.jsp).

While you wait to get your university card, we may be able to accept a valid passport or identity card so you can borrow books.

**Get a loan/ Loan policies**

There is a limit to the number of books you can borrow at one time.

Undergraduates can borrow 10 items for 8 days (recommended bibliography) or 15 days and they may be renewed ten times, either online or in person. Also you can make 10 different reservations for items when all their copies are on loan.

**Search for books**

In the open-access area you can search for more than 13,000 books which are recommended in the teachers’ guides.

More than 99,500 books are available on request at the circulation desk. Search for books using **BUN! Or Catálogo**.

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**Self Service**

Self service checkout system and Biblos mailbox return:

You can take out loans and return items without going to the library desk.

**Tel.: 91 497 50 13**

**Email:** biblioteca.economicas@uam.es
**Training courses**
The Library provides free sessions that show you how to learn to find the information you need. More information: [http://biblioteca.uam.es/sc/cursosformacion.html](http://biblioteca.uam.es/sc/cursosformacion.html)

**Printing and copying**
Photocopy machines work with cards that can be purchased at any of the reprography service points at UAM or if you register your university card to access photocopying. The **Centro de Servicios Documentales** (The Reprographic Centre) is located on the first floor of the Plaza Mayor building, on the Cantoblanco Campus. Phone: 91-497-4251 E-mail: oce.canon@uam.es Opening times: 9:00 a 20:00 h

**Online Services**
Check and renew your loans. Make or cancel your reservations. Request items for the Medicine Library.

Purchase request form: use this [form](http://biblioteca.uam.es/sc/cursosformacion.html) to suggest an item for purchase.

**To access our wireless internet**
eduroam

**Laptops and calculators**
The library has laptops and calculators available for loan for the entire day. Laptops come with bag and mouse. Chargers are also available for loan. They cannot be taken out of the UAM campus.

**Online Services**
Check and renew your loans. Make or cancel your reservations. Request items for the Medicine Library.

Purchase request form: use this form to suggest an item for purchase.