

# Document reservation



**When a document (book, magazine, DVD) is already borrowed**, you have the possibility to make a reservation on that document : once the item is returned to the library, you'll be notified, and it will be set aside for you for 3 days.

**Careful** : several reservations by different users can be done on a same document. In this case, reservations are registered in the arrival order of demands.

To make a reservation, if you find in the [Aleph catalogue](#) a document already borrowed ("Return predicted the dd/mm/yyyy" mention), you can :

- either make the reservation by yourself through your [reader account](#),
- or ask on-site to your university library to make the reservation for you.



***When the document is returned, you will be notified by telephone and/or by sms***

**RESERVEZ UN LIVRE  
DEJA EMPRUNTE**

1 - Lorsqu'un document est emprunté, cliquez sur le bouton qui le possède puis « réserver »

2 - Re-cliquez sur « réserver »

3 - Veuillez-vous identifier:  
Code-barres | pile la carte Aquapas  
N° de perso. | date de naissance

4 - Puis cliquez sur « Envoyer »

**ON VOUS PREVIENDRA**



Know everything to make a reservation in some clicks