LIBRARY MANUAL

REGISTRATION

Charles University users – To register as a reader you have to present your ISIC card including a valid coupon for the given academic year and to fill in an application form at the loans desk. The registration is free of charge.

For external users – To register you have to get an external user card and to fill in an application form at the loans desk.

More information to be found on: http://**www.cuni.cz/UK-2480.html**

Note: To use all the libraries of the faculty, it´s enough to register in just one of them.

DO YOU NEED A BOOK/A JOURNAL/THESIS…?

On the website http://**katalog.cuni.cz** you can find the central catalog of the Charles University. Entering data into the fields in the "**Search**" interface you can search the requested item. The catalog is also freely available at the kiosks in front of the loans desk, in the red study room and in the computer lab. In the field "**Library (no. Of items)**" libraries that own the requested item are listed. By clicking on "**FPA Jan Palach Library**" you can display, how many copies of the requested item there are in the library, where they are stored and whether they are currently available.

If you wish to borrow an e-reader, type "**ctecky**" into the „Search" interface.

Some of the documents of the **Slavic seminar fund issued before 1995** may be found only in the card catalog (red study room, at the entrance to the computer lab).

WHERE CAN I FIND THE DOCUMENT?

Once you open the link "**Library (no. Of items)**" in the catalog, use the "**collection**" to find on what floor the document is located. „**Location**" (signature) informs you of its location on a shelf (Location-2 is used for the internal needs of the library). Signatures are listed alphabetically.

If the field "**collection**" mentions "**Storage**" or "**Safe-deposit**", create a **request** using catalog (see below).

Collection	Floor	Signatures
Red study room	-1	0 - 19.9
Blue study room	0	2 - 69.9
Green study room	1	7 – 99.9
Fiction collection	Above the computer room	BIO, BEL, HRY,KOR, PAM, PAR

TYPES OF LOANS AND LOAN PERIOD

Regular loan I and III. (no dot or marked „Storage") – **1 month**
Regular loan II. (green dot) – **3 months**
In-house loan (pink dot) – **until 12:00 the following working day**
Grant loan – **for the duration of the grant + 10 months for grant applicants**

Theses and dissertations, journals and selected old documents are to be consulted only within the library.

You can check the due date of the loaned items in your account **(Login CU user -> Loans).** Before the due date you will receive an e-mail alert.

BORROWING AND RETURNING DOCUMENTS

Borrowing – You can use the selfcheck kiosk in the red study or get the items checked at the loans desk. To borrow an item you must present your ISIC or any other type of student card.

Returning – Loans can be returned during the opening hours at the loans desk or by dropping them to bibliobox, which is located at the entrance to the library. Please use bibliobox when library is closed only.

READER'S ACCOUNT

Go to: http://**katalog.cuni.cz**/ -> „Login CU user" or „Login external user".
Note: *You can use english version of catalog using british flag icon on website header.*

LOAN REQUEST

If the requested items are located in store: Log into your reader's account -> search the item -> in the field „**action**" select „**request**" and **confirm**. The document will be ready within **30 minutes**. When it's ready, document will be available on the loans desk.

If Item is currently borrowed by another user: Log into your reader's account -> search for the item -> in the field „**action**" select „**request**" and **confirm**.

You will be informed by e-mail, as soon as the item is ready for pickup at the loans desk.

DO YOU NEED TO RENEW YOUR LOANS?

Loan period can be extended if the item hasn´t been requested by another user. The maximum loan period is usually 3 months. If you wish to renew your loan, log into your account-> choose „**loans**" -> in the top menu select „**renew all**" or „**renew selected**"

Loans can be renewed in person at the loans desk, by telephone or by e-mail.

OVERDUE FINES AND HOW TO PAY THEM

Regular loan – 2 CZK / day
In-house loan – 5 CZK / **hour**

You cannot borrow any more documents until all fines are paid!

You can pay fine in person at the loans desk or by transferring the owed amount to the account number: **85631011/0100**, variable symbol **KJP 871001**, specific symbol: **ID number of the user**, the message for the recipient: **name and surname**.

INTERLIBRARY LOANS

If the requested item is not in the collection of any of the libraries of the Faculty of Arts, you can use the interlibrary loan (ILL) or international interlibrary loan. For more information, please email us: **mvs@ff.cuni.cz**

PRINTING, COPYING, SCANNING

For print service, your card (ISIC, ITIC, external card) must be charged with credit. To print your documents, you have to be logged into a library computer and send documents to the printer named

\\ Ffsq01\ SafeQ (…or **SafeQ** and similar)

External users can only copy and scan with their cards. They may print only after logging into the PC account of the library by service in the computer lab. Printing can only be paid in cash.

Feel free to ask for more information at computer lab.

LOGGING IN TO A PC

Charles University users: Use your login and password for the SIS.
Note: Use the letter form of your login rather than the numeric one (alias).

Other (external) users: External users cannot log into the library computers. They can ask the library service in the computer lab or another librarian for log in on to the library account. External user has to provide his external user's ID card to be logged in.

YOUR LOGIN IS NOT WORKING?

Follow these instructions and try to log in again:

1) Check the keyboard language settings **(Left Shift + Alt)**.
2) Renew your CAS password (it may stay the same) at a catalogue kiosk.
3) Ask the library service in the computer lab.

TOP UP CREDIT FOR PRINTING/COPYING

The printing credit charger is placed in **computer lab** on the wall on the right side just behind the door (min. amount 5 CZK). Another charger is located **next to the elevator in front of the main entrance** (min. amount 5 CZK).
Note: Credit to the university canteen CAN NOT be used for print services.

ELECTRONIC INFORMATION RESOURCES

Charles University subscribes to a wide range of e-resources, which you can access from the computers in the library or via WiFi network Eduroam. From outside the university, you can use the **remote or institutional approach by logging in with your CAS credentials**. External users can access e-resources only from a library PC.

E-resources Portal: http: //**ezdroje.cuni.cz**
The portal facilitates the orientation among the e-resources at the Charles University. It allows you to search el. databases, el. magazines, e-books, articles and other texts and to search the content of the university repository.
Note: Switch to english version of the portal using British flag icon.

Search of electronic journals: http: //**ecasopisy.cuni.cz**
Search of ebooks: http: //**eknihy.cuni.cz**

For more information on the e-resources, please ask the service in the computer lab.

WI-FI CONNECTION

FFree: Wi-fi in the red study and on the gallery (unsecured network, no password needed)
Eduroam: university-wide secured web
    login: IDusernumber@cuni.cz (e.g.: 12235452@cuni.cz)
    password: can be set in CAS (go to http://cas.cuni.cz -> Other accounts -> Set password for eduroam…)

TEAMWORK ROOM

The library has a teamwork room equipped with audiovisual equipment. Booking the study for your team is possible via e-mail (mailto kjp@ff.cuni.cz) or in person at the reception. See its current availability at: http://bit.ly/KJP-tymova-studovna.

WHERE TO LEAVE YOUR LUGGAGE?

In front of the entrance to the library there are self-service lockers that are opened and closed by ISIC card. If your ISIC does not work, ask for a spare card at the reception. The locker is locked when the red light is on. Big luggage may be placed to the locker room, which is served by the reception. The lockers and the locker room share the opening hours with the library, therefore they do not serve as an overnight storage.