

REGISTRATION

Charles University users (students, employees) – To register as a library user you have to own one of the ID cards issued by Charles University. To complete the registration you have to fill in an electronic application form available in the CU Discovery Service UKAŽ (ukaz.cuni.cz). To access the application form, you need to log using your university credentials (same as for SIS). If you do not remember your password, it is necessary you to visit University Card Centre and get a new temporary password, that needs to be changed within 5 days.

For external users (general public) – To register you have to get an External Charles University User ID card and then fill in the electronic application form available in the CU Discovery Service UKAŽ (ukaz.cuni.cz). To access the application form, you need to log in using the credentials issued by University Card Centre together with your external user ID card. Please be aware that it is necessary to change the temporary password issued in the Card Service Centre within 5 days otherwise it will expire and you would have to visit the Card Service Centre again.

Note: *To use all the libraries of the university, it's sufficient to be registered in just one of them.*

DO YOU NEED A BOOK/A JOURNAL/THESIS...?

On the website <http://ukaz.cuni.cz> you can find the UKAŽ Discovery Service. Entering data into the fields in the "Search" interface you can search the requested item. The service is also available at the PC kiosks in front of the loan desk, in the red study room and in the computer lab. In the field "Locations" libraries that own the requested item are listed. By clicking on "FoA - Jan Palach Library" you can display, how many copies of the requested item there are in our library, where they are stored and whether they are currently available. If you wish to borrow an e-reader, type "ctecky elektronickych knih FF" into the „Search“ interface.

WHERE CAN I FIND THE DOCUMENT?

Once you open the link "Locations" in the Discovery service you can find on what floor the document is located. „Item Call Number“ informs you of its location in the library. The Call Numbers are listed alphabetically.

If the field "Location Items" mentions "Storeroom", "Storage" or "Safe-deposit", create a **request** using the discovery service (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
Relax & comics	-1 (under the stairs)	RLX, BEL-COM

TYPES OF LOANS AND LOAN PERIOD

Regular loan (no dot or marked „Storage“) – **1 month**

Study loan (green dot on book spine) – **5 months**

In-house loan (pink dot on book spine) – **until 12:00 the following working day**

Electronic devices (laptop, e-reader, tablet computers) – **14 days**

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 (**Sign in -> My Loans**). Before the due date you will receive an e-mail notification.

BORROWING AND RETURNING DOCUMENTS

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

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

READER'S ACCOUNT

Go to: <http://ukaz.cuni.cz/> -> „Sign in“

Note: You can access the english version of the discovery service by selecting the UK flag icon on the website header.

LOAN REQUEST

If the requested items are located in store: Log into your account -> search the item -> in the field „Get it“ select „Request“, choose the „Pickup Location“ and **confirm**. The document will be ready within **30 minutes**. When it's ready, you can collect the document at the loan desk.

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

You will be informed by e-mail, as soon as the item is ready for pickup at the loan 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 „My Loans“ -> in the top menu select „Renew all“ or „Renew selected“

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

OVERDUE FINES AND HOW TO PAY THEM

Regular loan – **3 CZK/day**

Study loan – **3 CZK/day**

In-house loan – **50 CZK/day**

Electronic device – **100 CZK/day**

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

You can pay the fine in person at the loan desk (cash or by card) 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 CU libraries, 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 as follows: [\\ffas01\MyQ](#) . You can also print from your own device via the myq.ff.cuni.cz website. Using your own flash disks is also possible.

External users (general public) and **other CU members** can print (see below), copy and scan with their CU ID cards. Before using the printing services for the first time, one must contact the service and request the activation of the pass for printing or activate the pass by scanning the QR code in the PC study room. Printing is available directly from the photocopier machine from USB flash memory drives ONLY. Feel free to ask for more information at the PC lab.

LOGGING IN TO A PC

Charles University users: Use your login and password for SIS or CAS.

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 to log them in on to the library computer. 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 logging in again:

- 1) Check the keyboard language settings (**Left Shift + Alt**).
- 2) Renew your CAS password (it may stay the same) at one of the kiosks*.
- 3) If you've forgotten your CAS/SIS password. Set the new one at a catalogue kiosk*.
- 4) Ask the library service in the computer lab.

The kiosks are located by the loan desk, in the red study room and in the PC lab.

TOP UP CREDIT FOR PRINTING/COPYING

The printing credit charger is placed in the **PC lab** just behind the door (min. amount 5 CZK).

You can also top up printing credit on <http://myq.ff.cuni.cz> (same login/password as for the computers). To top up credit via WebPay from a phone or tablet, you need to switch to the full version of the website on the login page.

Note: Credit to the university refectory CANNOT be used for printing 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.

University-range information resources search UKAŽ <http://ukaz.cuni.cz>

Performs search through almost every subscribed e-resources and all the library catalogues.

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 by selecting the UK flag icon.*

WI-FI CONNECTION

FFree: Wi-fi in the red study room and on the gallery (unsecured network, no password needed)

Eduroam: faster, reliable, university-wide secured web, password needed

login: IDusernumber@cuni.cz (e.g.: 12235452@cuni.cz)

password: to be set in CAS (go to <http://cas.cuni.cz> -> Other accounts -> Set password for eduroam...)

FF VISITORS: You must register with your cellphone number after connecting to the network. Credentials will be sent to registered number via SMS. Account is active for 14 days.

TEAMWORK ROOM

The library has a teamwork room with audiovisual equipment. Booking the study for your team is possible via e-mail (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 you can open and close with your 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. Larger luggage may be placed in the locker room, which is served by the reception. The lockers and the locker room share opening hours with the library, therefore they do not serve as an overnight storage.

STANDARD OPENING HOURS: Mon - Thu 8:00 – 20:00; Fri 8:00 – 18:00; Sat – Sun CLOSED

Website: www.kjp.ff.cuni.cz | **Facebook:** www.facebook.com/kjpfuk | **Instagram:** www.instagram.com/knihovnapalach

Phone reception: +420 221 619 418 | **Phone loan desk:** +420 221 619 338 | **E-mail:** kjp@ff.cuni.cz