



You can choose Simple or Advanced search in the left-hand menu and enter your search term in the box. Then click on „Find“.

The Simple search is the basic search by one criterion. If you wish to make your query more accurate, then choose the Advanced search. You can use an embedded help in English.

Displaying the record

To view the result in a more detailed way, click on the arrow in the display format box and choose „detailed“ instead of „short“. Or click on the underlined title. Thus you get information where to find the book in the Library – you can see the call number of the book, its location (mostly „Knihovna“ = Library) and its sublocation in Roman numerals – e.g.: sublocation II denotes the shelves with books dealing with economics, management, marketing.

You can see whether the book is available or borrowed. Yellow labelled books should be studied only in the Library.

RENEWING / PROLONGATION

You can renew any item you have borrowed except those requested by other users or items you had renewed 5x already. To renew your borrowings, log into online catalogue ARL <http://arl.uhk.cz>, then click on „Account“ and you can see your current borrowings, the date when you have borrowed them and when you should return or renew them, how many times they have been renewed or whether they are overdue already and you were notified.

To renew the borrowed items, click on the tiny box in the right part of the screen for each item and confirm O.K. Each item can be renewed up to 5x provided no other user has requested it. You can also ask the librarian at the circulation desk for renewing your loans.

RESERVATION OF BORROWED ITEMS

To make a request for a borrowed books, you need to be logged in online catalogue ARL, find the title

record and click on a little red icon tagged „Reservation“. You can reserve only borrowed items. When the requested title becomes available, you will be immediately informed by an e-mail. The reservation is prepared at the circulations desk for 7 days for you.

REQUEST – ITEMS IN LIBRARY STOCKS

Only a part of the Library collections is located on the bookshelves. For books which are stored in the Library stocks, you have to make a request. Find the title record and click on a little green icon tagged „Borrow“.

Books located in Stocks 2 or 3 are usually available within one hour of request.

Books from Stock 1 are prepared every Monday, Wednesday and Friday after 10 a.m.

REPROGRAPHIC SERVICES

Photocopying – printing – scanning

A self-service photocopier/printer/scanner called Forkys is available near to the desk inside the Library. For photocopying or printing, you should charge your ISIC with some money. Then you put your ISIC to the card-reader of Forkys and when you are identified by the system, confirm your choice on the display and can print or copy. When you finish, place your ISIC briefly on the card-reader again to log off.

Pricelist of photocopying and printing:

- A4 black and white: 1,50 CZK
- A3 black and white: 3 CZK
- A4 colour: 6 CZK
- A3 colour: 12 CZK

You can scan required parts of documents using Forkys. For scanning, you don't need to have your ISIC student card and this service is free of charge. The scanned pages are promptly sent to your e-mail. If you need advice, just ask a librarian for help.

**FIRST
STEPS...**
In University Library

JOINING THE LIBRARY

All university students can join the University Library. The registration is free. You only need to have your ISIC student card and fill in the registration form at the desk. Your ISIC student card also works as your Library card so you should always bring it to borrow, return or prolong books from the Library.

To enter the inner space of the Library through the turnstile, you have to put your ISIC on the access card reader. When you wish to leave, go through the opposite turnstile near the exit.

OPENING HOURS

Opening hours

(September–May) (June–August)

Mon	8:00–18:00	9:00–14:00
Tue	8:00–18:00	9:00–14:00
Wed	8:00–18:00	9:00–14:00
Thu	8:00–18:00	9:00–14:00
Fri	8:00–15:00	9:00–14:00

Sat 9:00–12:00

(October–December, February–April)

CONTACT

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University Library
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LIBRARY SERVICES

- on-site borrowings,
- off-site borrowings,
- interlibrary loan services,
- consultation, information and reference services,
- search services,
- access to the Internet,
- access to scientific databases,
- printing and copying services,
- library and information skills training,
- guided tours for students and public.

RULES FOR BORROWING AND USING DOCUMENTS

Library users	Borrowing limits	Borrowing period	Prolongation
	documents	days	
students of UHK	25	30	5x
academic staff of UHK	50	365	10x
other staff of UHK	20	365	10x
external users	10	30	2x

IF YOUR BORROWING IS OVERDUE

The borrowing period is 30 days and there is an overdue fine if you return your books to the Library late. The borrowings are charged from the date following the date they were due and you are notified by an e-mail. The overdue fines are paid at the desk in the Library.

Notifications and the list of overdue charges:

Notifications	Overdue charges for each borrowed item	Processed from the date of borrowing within
1 st notification	5 CZK	31 days
2 nd notification	10 CZK	41 days
3 rd notification	20 CZK	51 days
4 th notification	150 CZK	61 days

INTERLIBRARY LOAN SERVICES

You may apply for the Interlibrary Borrowing Service (MVS) when you need a document not available in the Library. The required document or its copy is then obtained from another library. For using this service, log into online catalogue <http://arl.uhk.cz> and click on „Account” and „Document request” or „Copy order form”. Fill it and you will be soon informed by an e-mail. For more information contact: knihovna@uhk.cz

SEARCH SERVICE

Search service can help you with finding relevant documents according to your proposed topic from all available resources. It is a paid service with a charge of 50 CZK.

Fill the online form: <http://olga.halama.cz/reserse/online-zadani.php> and you will be soon informed by an e-mail. For more information contact Mrs. Halamová: olga.halamova@uhk.cz

ELECTRONIC INFORMATION RESOURCES

These scientific databases are available in the Library:

- Web of Science
- Scopus
- EBSCO
- ProQuest – STMFull
- ScienceDirect – ACM
- SAGE Journals
- JSTOR
- Springer
- Literature Online

It is possible to use these databases and other e-resources from computers located in the University. The main list of available databases is on the Library website.

ONLINE CATALOGUE

Your Library account

Your Library account contains information about your personal data, borrowings, reservations, requests and charges. You can prolong your borrowings here. For checking your Library account, log into the online catalogue ARL and then click on „Account”. You can log into the online catalogue either in the Library or from your own computer: <http://arl.uhk.cz>

Searching

For searching in the online catalogue, use either <http://arl.uhk.cz> or the online catalogue in the Library: you can use the computers placed by the bookshelves in the Study room.