

# J.E.PURKYNE UNIVERSITY RESEARCH LIBRARY

IN ÚSTÍ NAD LABEM



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*Where can you find INFORMATION about our library?*  
<http://knihovna.ujep.cz>

*Where can you find the ONLINE LIBRARY CATALOGUE?*  
<http://arl.ujep.cz>

*Where can you find the instructions how to SEARCH IN THE CATALOGUE?*  
<http://arl.ujep.cz> in section **Nápověda (Help)**.

*What should you do when you are still at loose ends and you need help?*  
Turn to library staff who pleased to help you with anything. 😊

### *How are the books organized?*

Go to <http://knihovna.ujep.cz>. Section **Mapa fondu** provides an overview of the books which are available in the library for immediate borrowing, including a table of sorting letters for particular disciplines.

### *How can you GET a required BOOK?*

Books which are on bookshelves you can find and borrow immediately at borrowing counter or use Self Check - self-service counter.

**BEWARE OF books with RED STRIPE on the spine. It means that the BOOK CAN'T BE BORROW home but ONLY FOR STUDY HERE, in study space.** The first thing to do is to **find the required book in the library catalogue**. Click on the name of the book and find **detailed information about book** in the table down the page – very important is the table column called **Volný výběr** (for example U200 2007). Mark number from this table column for look up book in bookshelf. In table you make sure that the book is available. When you book find on bookshelf, please hand book in to library staff at the counter for recording on your reader's account.

Another option is to use **Self Check - self-service counter**.



**Some books are stored** in closed access areas - in table this books are marked as SKLAD (Warehouse). **These books need to be requested in advance.**

To do so, you find the required book in the online catalogue, click on **Půjčit si** (Borrow). You can make this request for book online from home or from the library. Books from warehouse **are being brought every 15 minutes**. The ordered books need to **be collected within 7 days**. If you don't collect the requested books, they will return back to the warehouse and there is a **penalty of 5 Kč** for each uncollected book. To cancel the request, you must phone us or send e-mail.

### *Where can you find the NUMBER of your CARD?*

On your student's card, under your name. You must copy the entire number with no gaps, including capital letters.

### *What is your PASSWORD?*

Password is automatically set as your date of birth starting from year, next is month and the last is day of your birth (YYYYMMDD). If the password does not suit you, you change it..

### *What is the difference between REQUEST and RESERVATION?*

Reservation - you can reserve a book which is not currently available.

Request - you can order an available book from our warehouse.

### *How can you EXTEND LOAN PERIOD?*

Log in your account on <http://arl.ujep.cz>

1. Click on **KONTO** (Account).
2. Put in the number of your card or your e-mail and password.
3. Click on **VÝPŮJČKY** (Loans). You will see all your book loans. The number before the slash indicates how many times was the loan prolonged, the number after the slash indicates how many times it is possible to extend loan period.
4. If it is time to extend loan period (30 days in advance at the most), you will find a little square next to each item which can be tick off.
5. Click on **PRODLOUŽIT** (Extend).

### *What should you do if you FORGET THE PASSWORD?*

Go to <http://arl.ujep.cz>, click on **KONTO** (Account) and then on **Zapomenuté heslo** (Forgotten password). New password will be **sent to your e-mail**. You can also ask for a new password in the library..

### *What OTHER SERVICES does the library offer?*

The library offers loans, photocopying and scanning, access to electronic databases (bibliographical and full-text), research services etc.

