

## PROBLEM WITH RESERVATION?

### POSSIBLE CAUSES:

1. You cannot reserve a book if it has at least one copy on shelf with a lending period of 30 days.
2. The maximum number of reservations is 5 at a time.
3. In case you are no longer interested in the requested item or you will not manage to pick it up, please, delete your reservation in your user account or contact the library. Otherwise you will have to pay a fine of CZK 10 per item for each abandoned document.

If you need help, don't hesitate to ask our librarians at the lending desk on the 2<sup>nd</sup> floor or at the reference desk on the 3<sup>rd</sup> floor.

E-mail us: [sluzby@k.utb.cz](mailto:sluzby@k.utb.cz)

Call us: [576 032 889](tel:576032889)

Comment on: [facebook.com/knihovnautb](https://facebook.com/knihovnautb)

I WANT  
TO RESERVE  
BOOKS OR  
REQUEST  
DOCS FROM  
THE ARCHIVE

1. Find the record of the specific book via online catalogue at <http://katalog.k.utb.cz> and click on the [availability icon](#) (e.g. Available or Checked Out) or on the [book title](#).
2. You will see a table with all items, their status and due dates.
3. Click on the orange [Recall This](#) button, sign in to the electronic catalogue, specify the period of interest (1 month is default) and click on the Submit Request button.

Status	Description	Location	Call Number
<b>30 days - Due :</b> <b>29.03.2019</b> 		Open access collection	336.7/DOUBKOVÁ,A .
<b>In house loan</b> 		Study room - 3rd floor	336.7/DOUBKOVÁ,A .

You can check all your requests in you user account. You can delete your request or all your requests by selecting them.

Cancel Selected Holds

Cancel All Holds



**Finanční gramotnost pro každého**  
by: *Doubková, Anna, 1959-*, et al.  
 **Book**  
**Pickup Location:** Library  
**Created:** 19.03.2019 | **Expires:** 19.04.2019  
**Queue Position:** 1

You can request only items with Item status of 30 days (lending period) and whose [all copies are lent out](#).

You can also ask for documents located in the archive by making a reservation. The required documents with Item status [In house loan](#) will be delivered to the reference desk on the 3<sup>rd</sup> floor. The required documents with Item status [30 days](#) will be delivered to the lending desk on the 2<sup>nd</sup> floor. All documents will be delivered within 15 minutes on all working days until 16.00.