

TOMAS BATA UNIVERSITY LIBRARY

1. The TBU Library has 3 floors. The only entrance is located on the 2nd floor. To get to other floors (3rd or 4th) use the internal staircase.
2. You can borrow books and textbooks. Journals and newspapers are also available. We provide access to the electronic information resources.
3. There are over 200 computers with internet access, over 500 seats equipped with a socket, Wi-Fi (requires registration to the Eduroam network via the TBU website), children's corner, relaxation rooms and individual study rooms in our library.
4. Opening hours: Monday–Thursday (08.00–19.00), Friday (08.00–18.00), Saturday (09.00–14.00).

If you need help, don't hesitate to ask our librarians at the lending desk on the 2nd floor.

E-mail us: sluzby@k.utb.cz

Call us: 576 032 889

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

FIRST TIME AT THE LIBRARY

1. Everyone must enter and exit the TBU Library through turnstiles using the student's ID card.
2. An open shelf collection of books and textbooks is situated on the 2nd floor. You can borrow these documents usually for 30 days. A study room is located on the 3rd floor. Documents in the study room are to be used only within the library. Newspapers and journals (for use only within the library too) and relaxation space are on the 4th floor.
3. During your first visit to the library, please come to the lending desk on the 2nd floor to register (the registration is free). We will use your university e-mail address for communication (for sending information about ending loan period, reminders and reserved books).
4. **INTERNET** When you want to use the internet, sit down to any unoccupied computer (except computers reserved for searching in the library catalogue) and log in to the university network. In case you have your own notebook you can use a cable (you can borrow it at the desk) or use the Wi-Fi connection (the instructions and registration form are available at www.utb.cz/en/tbu-wireless-network-guide).
7. **DEPOSITORY** You can ask for documents located in the depository via the online catalogue after logging in the Reader's Account (the same way as for reservations, see above). The required documents will be delivered to the lending desk within 15 minutes on all working days until 16:00.
8. **RENEWAL** Each item can be renewed twice at the lending desk or online via Reader's Account in the catalogue. You can also contact us by e-mail knihovna@utb.cz. Renewal is not possible if the item is reserved by another reader.
9. **ONLINE RESOURCES** Available through the Information Resources Portal at <http://portal.k.utb.cz/> (login is the same as to the university network). Final theses submitted in 2005 and later are stored in electronic form in the TBU Digital library <http://digilib.k.utb.cz/?locale-attribute=en>.
10. **LITERATURE SEARCH SERVICE** We can prepare for you a list of all literature published on the requested topic (particularly in international databases). This is a paid service (CZK 100).
5. **BORROWING A BOOK** To locate a book, find it in the online catalogue at <http://katalog.k.utb.cz>, check its availability and write down its call number (e.g. 678.5/TADMOR). This combination of number and usually the author's surname will help you to locate the book on the shelf. You can click on the „Map It” icon. You'll see a map that will help you find the shelf and find out the location of the book.

When you just want to browse the books from your field of science, see the list of call numbers in English language on the sides of the shelves.

You can borrow books at the lending desk or at the self-check machine on the 2nd floor. When you want to return the books out the opening hours, use the machine downstairs, behind the cloakroom.
6. **RESERVATION** If all copies are lent out (lending period is 30 days), you can reserve the book after you log into your Reader's Account to the catalogue. Click on the orange „Recall This” icon on the left side of the book record.
11. **PRINTING SERVICES** Multifunctional devices can be found on each floor. Copying and printing are paid services, scanning is free of charge. There is also a special scanner for scanning books on the 3rd floor.
12. **INTER-LIBRARY LOAN SERVICE** If you don't find the book you're looking for in our library, it can be borrowed from any library in the Czech Republic and abroad (see bookmark ILL – InterLibrary Loan – in our catalogue).
13. You can borrow LAN cables, whiteboard markers, external CD burners, chargers for mobile devices, computer mice and headphones at the lending desk (2nd floor) or reference desk (3rd floor).

OUR WEBSITE: <https://knihovna.utb.cz/en>

You can find us on Facebook, Instagram and Twitter.