

## PROBLEM WITH FINDING THE BOOK ON SHELF? POSSIBLE CAUSES:

1. The book is covered by other books and not visible.
2. The book is misplaced under a different call number, search nearby shelves.
3. Someone at the library is currently reading the book.
4. The book is on the book cart next to shelves.
5. The book has just been returned and is available at the desk.
6. The book was stolen (Bad student! Go to your dorm room!).
7. The book has been borrowed (find out how to make a reservation).

If you're at a loss, ask at the lending desk.

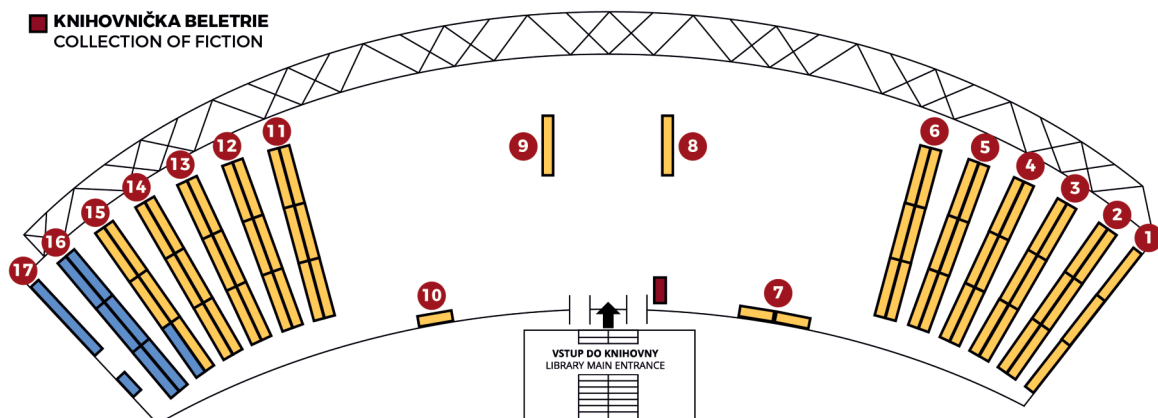
E-mail us: [sluzby@k.utb.cz](mailto:sluzby@k.utb.cz)

Call us: 576 032 889

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# I WANT TO BORROW A BOOK

## LIBRARY COLLECTIONS LAYOUT: 2<sup>ND</sup> FLOOR



### RANGE OF CALL NUMBERS ON THE SHELVES

1 **BOOKS** 001-004  
2 **BOOKS** 005-15  
3 **BOOKS** 15-316.6  
4 **BOOKS** 316.6-339  
5 **BOOKS** 339.138-37  
6 **BOOKS** 37-537

7 **BOOKS** 539-60  
8 **BOOKS** 61  
9 **BOOKS** 61-614.84  
10 **BOOKS** 615-615.9  
11 **BOOKS** 616-657  
12 **BOOKS** 657-664

13 **BOOKS** 664-778  
14 **BOOKS** 778-809.5  
15 **BOOKS** 820/88-97  
15 **TEXTBOOKS** S001-S005  
16 **TEXTBOOKS** S005-S658  
17 **TEXTBOOKS** S658-S911

I'M LOOKING FOR  
SOME BOOKS  
FROM MY BRANCH  
OF SCIENCE

I'M LOOKING  
FOR A SPECIFIC  
BOOK

SEARCH VIA  
THE ONLINE  
CATALOGUE

BROWSE  
SHELVES

KATALOG.K.UTB.CZ

At the top-right corner of the catalogue, choose English language. Fill in the word or phrase into the search field. Click on „Find”.

Find a record of the specific book. Click on the **book title** or the **availability icon** (green = some items are available in the library, red = all items are checked out) and find out if the book is available.

Available

Checked Out

If you want to borrow the book, the Item status must be green and **30 days, Open access collection**. Write down the **call number** from the record.

Status	Description	Location	Call Number	
30 days PLACE A HOLD		Open access collection	15/LUDWIG,P.	MAP IT
30 days - Due : 10.04.2019 RECALL THIS		Open access collection	15/LUDWIG,P.	MAP IT
In house loan PLACE A HOLD		Study room - 3rd floor	15/LUDWIG,P.	MAP IT

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.

LIBRARY COLLECTION  
LAYOUT

LOCATE THE BOOK  
BY ITS CALL NUMBER

Find the shelf with the call number you’re looking for (the list of call numbers in English language can be found on the sides of the shelves).

Books with the same call number are arranged **alphabetically by the author’s last name or by the first word of the title**.

If there is a note written on the barcode in red colour about book inserts (CDs and DVDs), collect them at the lending service desk.

AT THE DESK

VIA SELF-CHECK

BORROW THE BOOK