

INTERLIBRARY LOAN SERVICE IMPORTANT INFORMATION:

1. You can use the interlibrary loan service only if you can't find the required book in our library or in another library in the Zlín region.
2. The lending period and overdue fines are determined by the lending library according to their price list.

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](tel:576032889)

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

I WANT TO
BORROW A BOOK
THAT IS NOT
AVAILABLE IN
THE TBU LIBRARY

1. First try to find the book you're interested in the library catalogue at <http://katalog.k.utb.cz>.
2. If the book is not in the library catalogue, you can order it from another library in the Czech Republic or from abroad. This is called **Interlibrary loan service (ILL)**.
3. Log in as a registered user to the catalogue (the item in the menu on the top right).
4. Click on the **Interlibrary Loan Requests** link. You will be redirected to the request form.
5. Fill the form according to the instructions. The fields are different, depending on which document you want to order (book or journal/article).

7. Fill in as much information as possible in the form, at the very least the author, the title and the year.
8. We will inform you about the processing your request by e-mail.
9. As soon as the book or the article is prepared for you, we will send you an e-mail. You can pick up the book or the article at the lending desk on the 2nd floor.

Five requests of ILL ordered from libraries in the Czech Republic per semester are free of charge, for each next you pay CZK 50. Books from abroad are always charged, the price is between CZK 300–600. In case of articles from abroad the price is CZK 10 per page.

There is a fee of CZK 50 charged for each ILL item that you don't pick up. A fee of CZK 150 is charged for each uncollected international ILL.