ELECTRONIC INFORMATION RESOURCES

Electronic information resources (EIR) are licensed **expert online databases** intended for science, research and teaching, which include the full texts of expert publications, journals, e-books, statistical data, studies, etc.

To make it easier to work with electronic resources, the **EBSCO Discovery Service** metasearch engine is also available. It is located in the form of a widget on the library's main website.

The databases are intended mainly for university staff and students. By default, all resources are accessible from the UJEP computer network (library, study rooms of faculties, classrooms, dormitories, etc.) without the need to log in. To access resources from outside the UJEP computer network, it is necessary to use the so-called institutional remote access. Authorization of the user is then ensured by means of eduID data, which is available to every student and employee of UJEP free of charge.

More information on the list of available resources, the contents of individual collections, the search engine for specific titles, instructions and currently ongoing trial accesses can be found on the library's website in the **Catalogues and Databases section**. If necessary, the library offers the possibility of individual consultations on the issue of resources.

THE CULTURAL AND EDUCATIONAL EVENTS

The UJEP Research Library offers a large number of cultural and educational events. During the year, **author's readings** are organized with different interesting authors. Regularly, various **expositions** take place in the library.

The library organizes **regular trainings and seminars** of an educational nature concerning electronic information resources, processing of researches, and writing of expert theses. For first-year students, short introductory courses in IT education are always organized at the beginning of the winter semester.

The UJEP Research Library gained the award "The Library of the Year 2013" for merging libraries of particular faculties into an efficient complex in a modern building of the current library.
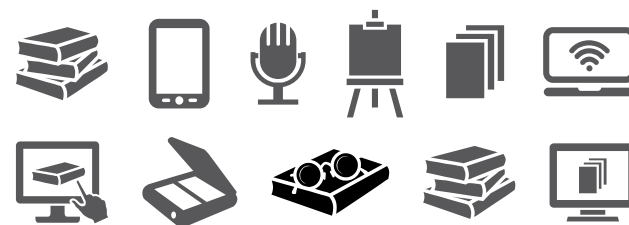
COME TO THE LIBRARY TO READ, STUDY, OR JUST HANG OUT.

OPENING HOURS

Monday–Thursday:	8:00–20:00
Friday:	8:00–17:00
Saturday:	8:00–12:00

RESEARCH LIBRARY

J. E. PURKYNĚ UNIVERSITY IN ÚSTÍ NAD LABEM

Pasteurova 5, 400 96 Ustí nad Labem

pult@knihovna.ujep.cz
(+420) 475 286 024-5, (+420) 702 201 972

knihovna.ujep.cz
facebook.com/VedeckaKnihovnaUjep

VĚDECKÁ KNIHOVNA
UNIVERZITY J.E.PURKYNĚ

The J. E. Purkyně University Research Library was established in 2013 by merging five faculty libraries. It is an unmissable part of the university campus. The Library provides library and information services at UJEP. There is a European Documentation Centre, which makes European Union publications accessible. The library also houses the book collection of the Austrian Library, which contains approximately four thousand volumes of Austrian literature, as well as the Ceproniv methodological and didactic library focused on the education of German language teachers. **The UJEP Research Library has more than 200 spots for studying, four study rooms, computers and Wi-Fi connection.**

THE LIBRARY PROVIDES THE FOLLOWING SERVICES:
- lending services (off-site and reference only),
- copying, scanning, and printing documents,
- access to electronic databases (bibliographic, full-text),
- information, bibliographic and research services,
- interlibrary loan service,
- seminars, courses, trainings and excursions,
- consultation and guiding services,
- self-service borrowing and return of documents,
- lending of e-book readers and board games, the offer also includes blankets, umbrellas, flash drives, etc.

HOW TO BECOME A READER
- **Registration:** to use the library's services, it is first necessary to register at the information desk.
- **UJEP students and staff** need a student / employee smart card to register; registration is free for them.
- **The public and lifelong learning students (CŽV)** need an identity card, a photograph, or optional chip card with photo; the registration fee per year is CZK 100 (public), CZK 50 (lifelong learning).
- More detailed information on the library website in the section "PRO ČTENÁŘE".

ONLINE CATALOGUE
- You can access the online catalog from the library's website or use direct access using the link **arl.ujep.cz/arl-ujep/en/**

READER'S ACCOUNT
- Provides a comprehensive overview of the borrowings, requests, reservations and debts.
- You can find the login to the reader's account on the library website (**knihovna.ujep.cz**) or via the online catalogue.
- Maximum number of loans:
  academic staff, UJEP employees – 30 loans,
  students of UJEP – 30 loans,
  external teachers, CŽV – 20 loans,
  public – 10 loans.

SIGNING IN TO THE ACCOUNT
- **Card number / e-mail:** sign in with your ID card number (on the student's chip card under the name – copy the number from the card in full, without spaces and including capital letters) or with student e-mail. Users from the public who have a card with a barcode enter the card number (on the back), or e-mail.
- **Password:** the date of birth is automatically preset in the form YYYYMMDD. For security reasons, change the password afterwards (Account settings / Change password).
- **Forgotten password:** a new password can be generated (Online catalogue / Account / Forgotten password).

FINES
- In case of non-return of the borrowed document on time, the fine is CZK 1 / 1 day / 1 publication.

BORROWING
- Find the relevant document in the online catalogue.
- The record of the document states the availability, location, loan period, etc.
- Types of borrowings: **off-site** (to take home), **reference only** (to be studied only in the library).

Location of the document "VOLNÝ VÝBĚR" (OPEN STACKS):
▪ Make a note of the number and then search for the book on the relevant shelf (eg J110 2012). ▪ Books with a red stripe at the top of the spine are available for reference only. ▪ You can borrow at the loan desk or at a self-service device called SelfCheck.

Location of the document "SKLAD" (CLOSED STACKS):
▪ Documents from the closed stacks are ordered in the form of a REQUEST via the BORROW icon. ▪ The required document will be ready within 30 minutes on the marked shelf in open stacks by name. ▪ The requested document can be collected for a period of 7 calendar days. ▪ You can cancel the request in person at the library, by phone or e-mail. ▪ You can borrow at the loan desk or at a self-service device called SelfCheck.

RESERVATION
- Documents borrowed by another user can be reserved via the RESERVATION icon. You will be notified by SMS or e-mail as soon as the document is available.
- The requested document is then free to pick up on the marked shelf for a period of 14 calendar days.
- You can cancel the request in person at the library, by phone or e-mail.

RENEWING
- Most books can be borrowed for one month (31 days), selected scripts and textbooks for half a year (183 days).
- Off-site loans can be gradually renewed up to three times the loan period, if the book is not requested by another user.

RETURNING
- at the loan desk,
- at SelfCheck (accessible in open stacks),
- in the return machine (located at the entrance to the library – accessible 24/7 by a chip card).