



# E-GUIDE TO THE LIBRARY

Tips for CTU newcomers

## Welcome to the CTU Central Library!

### IS IT YOUR FIRST VISIT?

Studying abroad in foreign language might be difficult. It is much easier when you have a good supporting environment and the library can be a part of it.

In the library you may borrow study materials, books, and textbooks. There is a huge number of online resources available. We will help with searching and citing of the resources.

We will be pleased if you will spend your time in the libraries, not only between the lectures.

We offer consultation about citation, e-resources, publishing, writing etc.



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[knihovna@cvut.cz/en](mailto:knihovna@cvut.cz/en)

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## Information resources at the CTU

### WHERE TO FIND THEM?

Study literature is an inseparable part of university studies. For this reason, there is the library. For you to be able to borrow everything you need for your studies.

### What is available:

- Printed books, textbooks, journals, dictionaries, and standards
- Electronic multidisciplinary and specialized databases
- Electronic books and journals
- Theses and dissertations

Do you need printed materials?

Visit [your library](#).

Do you need an access to online resources?

See our website.

<https://knihovna.cvut.cz/en/resources>



### Usefull services:

**ILL (Inter-library loans)** – If the book is not available in the CTU Library, our staff will borrow the book for you from the library in the Czech Republic which disposes of it.

**EDD (Electronic Document Delivery)** – Were you not able to find the article you need in any of the databases? No problem. Fill in a form and you will get its copy.

## Information retrieval

Information explosion, too many information resources – it all leads to a possible confusion while searching for relevant study materials and information resources for writing of thesis or an article. We will help you with searching and citing of the resources.

### ~A TIP FOR STUDENTS~

<https://knihovna.cvut.cz/en/resources/information-retrieval/what-is-ir>





## Let us introduce!

### WHERE TO FIND US

## The CTU Central Library

serves as the university library for all its faculties and its students, CTU academics and employees.

The Central library is in the campus Dejvice in the building of the National Library of Technology, local libraries are located outside the campus. See our [website](#).

**Circulation desk and registrations – 2nd floor in the NTK building**  
**Study room of the CTU Central Library – 5th floor in the NTK building**

The CTU Central Library specializes in subjects lectured in the campus Dejvice and primarily focuses on needs of the students of the Faculty of Mechanical Engineering, Civil Engineering, Architecture, Faculty of Electrical Engineering, Information Technology, Klokner Institute and the Masaryk Institute of Advanced Studies.



There are study materials, books, journals, standards, and other information resources useful for studies.

Central library organizes various educational programs, where you can learn how to find information effectively, cite literature, share, and organize information etc.

The programs take place not only in Dejvice but also in the local libraries. Follow library website.



Central library  
in the campus Dejvice

[opening hours](#)

Local library  
at the Faculty of Transportation

[opening hours](#)

Local library at the Faculty of Nuclear  
Sciences and Physical Engineering

[openin hours](#)

Local library  
at the Faculty of Biomedical Engineering

[opening hours](#)





## How to use the library?

### SERVICES FOR USERS

## Registration at the library

Would you like to borrow a book or a textbook? Register at the library. In the CTU Central Library use the circulation desk on the 2nd floor in the NTK building or visit one of the local libraries. Once you are registered you can borrow materials in all of the CTU libraries.

## Credentials needed for registration

Student/employee CTU card (ISIC/ITIC) and signed User's declaration at the counter desk in the library are needed. Then you will create a PIN code, which will enable you to borrow books, extend the due date, and return books and study materials.

## Borrowing books and textbooks

1. Find the book on the shelf and borrow it at the circulation desk in the library. At the CTU Central Library find the book on the 5th floor and borrow it via SelfCheck.
2. You can make a reservation of a book online in the library catalogue and pick it up at the counter.



## Number of documents allowed to be borrowed at the same time

You may borrow 10 items in your „home“ CTU library and other 10 items from the other libraries. In total you can have up to 30 items on your account. Standard time limit for a loan is 180 days for textbooks and 30 days for books.

If you will need to have the item for longer it is good to renew the loan in advance.

## TIPS FOR STUDENTS



It is necessary to wait for your ISIC card to be activated (up to 24 hours from its issuing) to be able to get registered successfully.



As soon as you register in the central or the local libraries you will be registered in all the CTU libraries automatically.



Open access to the printed books and textbooks of the CTU Central Library can be found in the CTU Central Library study room on the 5th floor in the NTK building.



In the CTU Central Library it is possible to borrow books via SelfCheck in the study room on the 5th floor in the NTK building. Instructions can be found in this [video](#).



You will find the journal study room on the 3rd floor in the NTK building.



If needed title is not available, make a reservation. When it is returned to the library you will get a notification to pick the title up. The book will be prepared in library where the reservation was made.





## What you need to know:

### USEFUL INFORMATION

#### Where to return your loans?

If you get an email reminder that your books are due, return them in the library where you borrowed them. Opening hours of the libraries.

Returning books outside of opening hours is possible only in the CTU Central Library in campus Dejvice, use Bibliobox located next to entrance NTK3.

#### What if you return books late?

Watch the due dates of your loans. You will also get a reminder few days before the due date. In case you return the books after the due date you will have to pay a fine.

[List of Charges.](#)

#### Wi-fi in the CTU libraries

In each of the CTU libraries there are computers assigned for searching in the library catalogue and for accessing the Internet. Do you need to work online on your laptop? Connect to the university Wi-fi called Eduroam.

In your user profile at CTU ([usermap.cvut.cz](http://usermap.cvut.cz)) select the option Settings (the cog wheel icon) and set password for Eduroam login.

#### How does the Wi-fi login work?

To login to the Wi-fi you will need a username (you will find it in your Profile section) in form `username@cvut.cz` and your chosen password.

#### Photocopying in the library

Do you need to have a CTU study material photocopied? You can get it done in the CTU Central Library in Dejvice in the journal study room on the 3rd floor in the NTK building. Do not forget to bring cash. Copying services are also offered by local library of the Faculty of Nuclear Sciences and Physical Engineering.

## Study materials



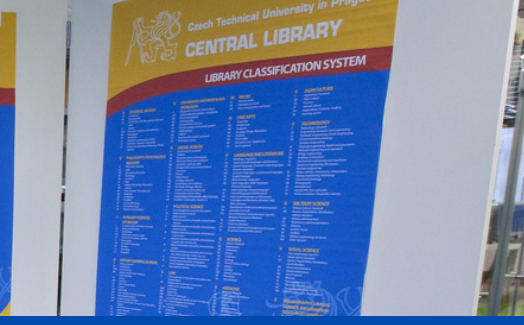
Huge number of specialized information can be found online even from your home.

The CTU Central Library offers disciplinary, multidisciplinary, and specialized databases which can be used for studying.

Their overview can be found here:

<http://knihovna.cvut.cz/en/resources/databases-overview/alphabetical-list-of-databases>





## Tips for studying

WE WILL MAKE IT EASIER FOR YOU.

[knihovna.cvut.cz](http://knihovna.cvut.cz)

**Library catalogue** – you will find it on the main page in the left part. You will get to the information about documents after entering keywords into the search box.

**Specialized databases** – under the Catalogues and Databases section you will find everything about information resources. You will also find information about full texts there.

**Summary of library services** – you will find everything you need to know about services, methods, and other offers. Click on the section Services and find out more.

**Writing of an academic text** - useful information on research evaluation, writing articles etc.

**Events** – the CTU Central Library organizes various educational events. Follow our website to stay updated.

**Blog** – interesting and useful information can be also found in the Blog section. We are pointing out educational and interesting events of other institutions, publishing manuals etc.



Part of our library team

## More:

- Consultation - you do not know how to search for information, cite literature, write academic articles, or publish them? Book a consultation.
- Events - we organize workshops, seminars, and presentations.
- **Virtual library tour**

Follow the library on social networks

