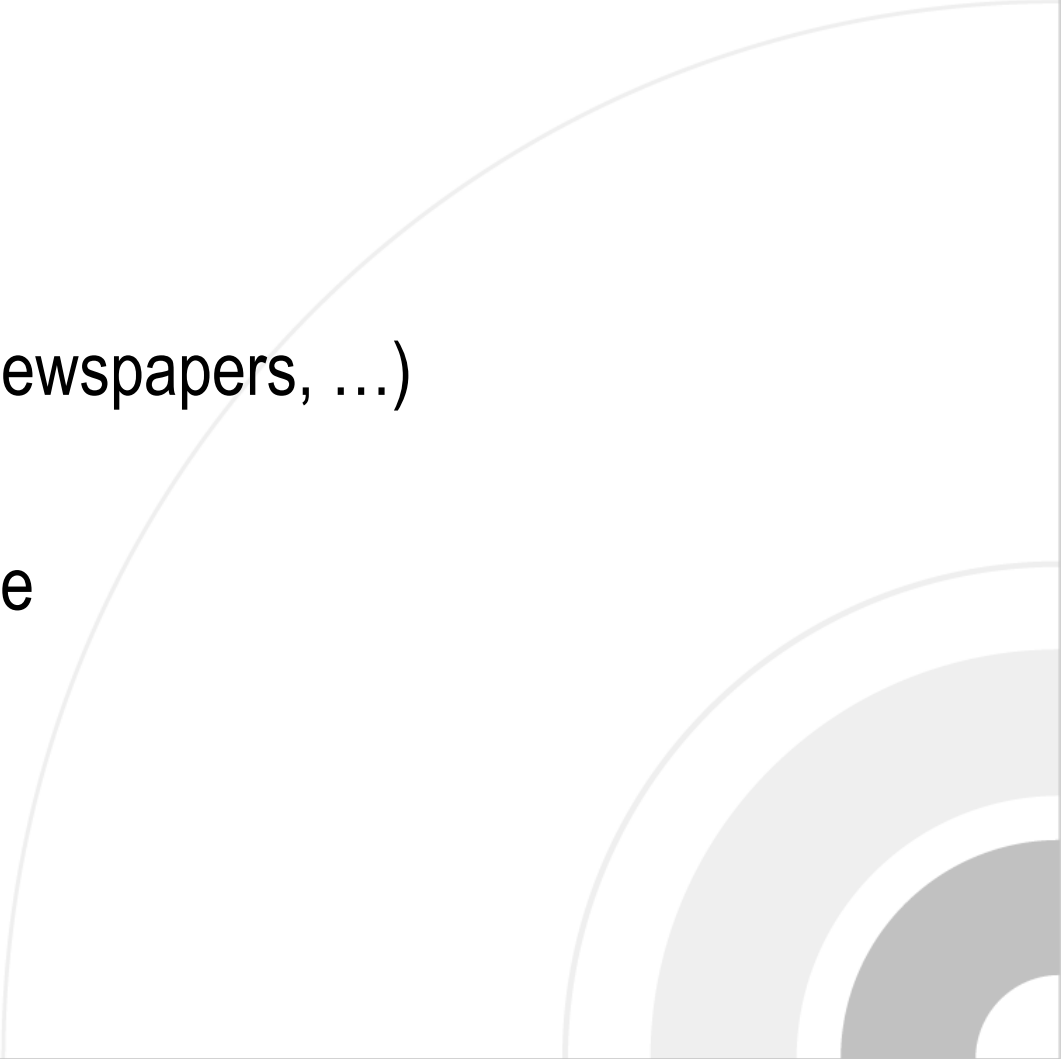


Centre of Information and Library Services

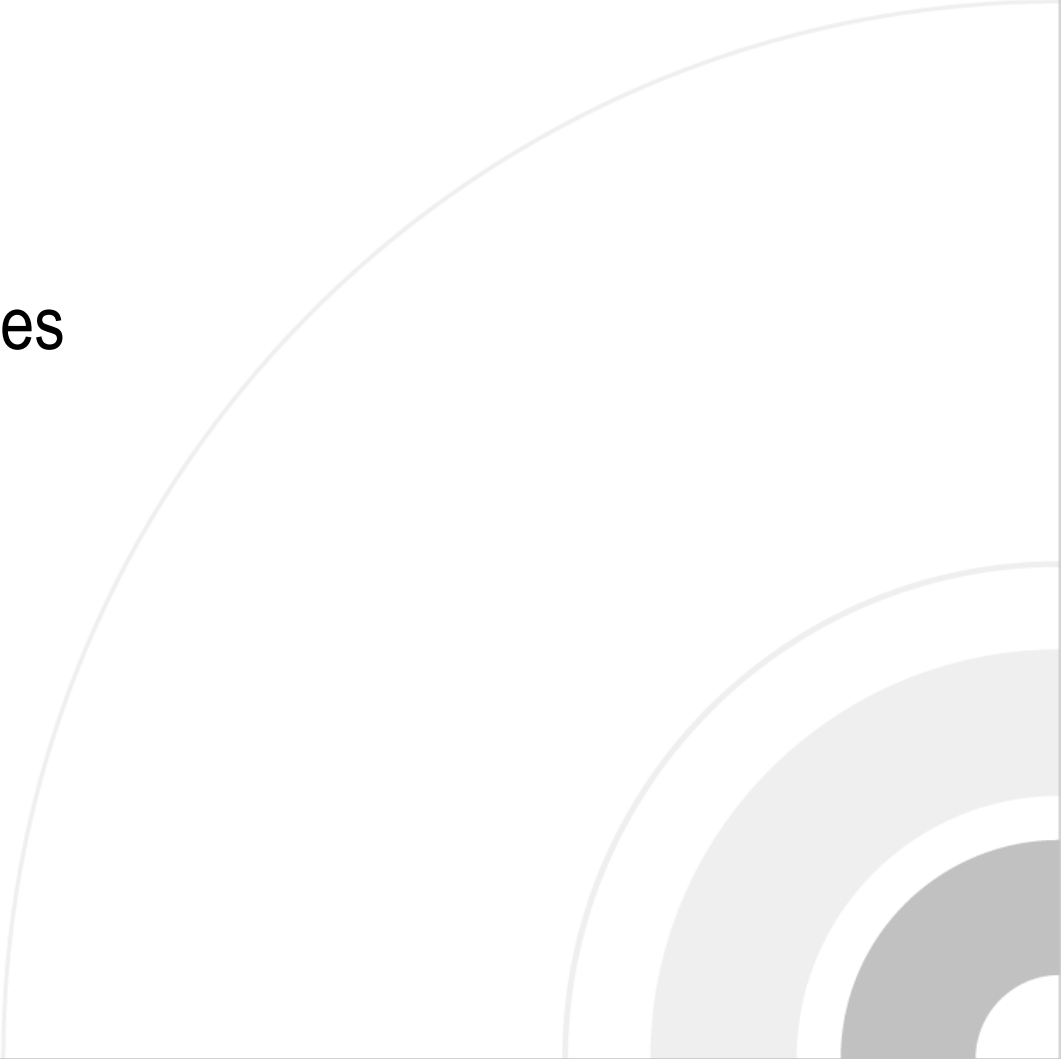
Before you enter our library

- use your multifunctional ID card to get a cloakroom locker key at the reception desk
- deposit bags, coats and other items in the lockers (very large items shall be deposited at the cloakroom in the new school building)
- switch off your mobile phones and don't bring any food or drink with you

Reception desk

- lockers
 - free materials (leaflets, newspapers, ...)
 - self-service copy machine
- 

Library club

- workshops
 - presentations of databases
 - language courses
- 

Catalogue room, lending area & loan register area

- fill in the registration form and, together with your ID card and passport, register at the desk
- registration fee 20 CZK
- daily newspapers
- computers are only for searching and for ordering documents from our library
- network printer

Catalogue room, lending area & loan register area

- Union Catalogue: <https://library.vse.cz/en>
- maximum number of books lent at one time is 20
- maximum loan period (according to the status of the item) is:
 - an item for 1 month = 35 days (may be renewed twice)
 - an item for 1 week (may be renewed twice)

Catalogue room, lending area & loan register area

- renewals by e-mail or phone must be done 1 day before the expiry of the loan period
- a document can't be renewed if it is reserved for another user
- the fee for reservation is 10 CZK per item (even in the case of your not taking the book)

Catalogue room, lending area & loan register area

- 3 days before expiry of the loan period a notice will be sent to your given e-mail address
- if the loan period is exceeded, users are fined for each day of the delay in the following way:
 - an item for 1 month – 3 CZK per day
 - a „short-term“ item – 5 CZK per day

Reading room & study room

- at the entrance of the study room place your ID card on the electronic checking device
- show the librarians all the documents you either, bring to or take from, the study room
- put a book on the trolley after using, don't return books to the shelves

What can you find in the reading room & study room?

- textbooks, reference books, encyclopedias, language learning textbooks,...
- newspapers, journals, ...
- materials produced by The OECD, United Nations, International Labour Organization, EU...
- scanner

Using your computer in the reading room & study room

- service Eduroam – wireless network connection
- free of charge
- setting of different password from VŠE network at <https://heslo.vse.cz/eduroam>

<http://osi.vse.cz/eduroam/>

Mediatheca (multimedia study room)

- login & password
- remote access to online databases via proxy server
- computers only for study purposes
- network printer

What can you find in the Mediatheca?

- more than 20 online and local databases (EconLit, EBSCO, ProQuest Central, Web of Science, ...)
<https://www.vse.cz/english/zdroje/>
- electronic thesis and dissertations
- language courses on CD
- collections of documents produced by The World Bank, International Monetary Fund and The Czech National Bank, ...

Team work area study room

- area for loud team work study activities
- place for discussions etc.
- no reservation needed

Collection of the literature by the economists awarded the Nobel Prize for Economics

- a small exhibiton of works and portraits of the economists awarded the Nobel Prize for Economics

Time for a little tour around our library...

