



1ST YEAR STUDENT HANDBOOK

Tips for CTU newcomers

Welcome to the CTU Central Library!

IS IT YOUR FIRST VISIT?

To study abroad in a foreign language might be difficult. CTU library team will make it easier for you.

In the library you may borrow study materials, books and text books or access to all online information resources available at CTU.

In the NTK building you may spend time between your lectures.

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



Find there:

Study materials

PAGE 02

Let us introduce!

PAGE 03

Services for you

PAGE 04

Use the library

PAGE 05

Tips for studying

PAGE 06

knihovna@cvut.cz/en

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Information resources for studying

WHERE YOU FIND THEM?

Textbooks, books and other information resources are inseparable part of university study.

What is available:

- Printed books, textbooks, journals, dictionaries, standards
- Electronic specialized databases
- Electronic books and journals
- University final theses

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.

Articles (electronic delivery document) – if you cannot find an article in any accessible database, we will acquire its copy for you.

Information retrieval

too many information resources might be confusing for someone while looking for relevant materials and resources for the subject of a thesis. Member of our staff with expertise in information retrieval will lend a hand.

~ADVICE FOR STUDENTS~

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





Let us introduce our libraries to you!

WHAT WE CAN DO FOR YOU?

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
Study room - 5th floor

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, at the Faculty of Electrical Engineering, Information Technology, of the Klokner Institute and the Masaryk Institute of Advanced Studies.



There are study, research and educational materials and academic and scholar literature such as books, textbooks, journals, standards and other information sources in the library.

Central Library organizes different educational programmes, which may help with an information retrieval, citing, sharing and organizing collected information etc. It is organized either in Dejvice or in local libraries.



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 YOU...

Registration at the library

Would you like to borrow a book or a textbook? Register on the 2nd floor at the Counter Desk with the notice of the Czech Technical University in Prague in the building of National Library of Technology or in one of the local libraries.

Credentials necessary for a registration?

Your ISIC card or the CTU card and the User's declaration, which you will be provided for your signature at the counter.

Borrowing a book or a textbook

1. Find the book you on shelf and borrow it, or
2. make a reservation for a required book in the catalogue and pick up once you receive a notification e-mail, or
3. borrow a book at the Self-check machine in the Study Room on the 5th floor in the NTK building yourself.



Number of documents allowed to be borrowed at the same time

You may borrow 10 items in each of the CTU libraries, maximum of 30 items in all parts of Central Library. Standard time limit of a loan is 180 days for textbooks and 30 days for books. You may borrow journals and standards and study them in the Study Room on the 5th floor only, under present status „To Study“. Your loans may be renewed.

Open Access resources:

Open Access (OA) means free unlimited online access to scientific literature and professional information, especially full texts of scientific articles published in peer-reviewed journals, but also monographs and other valuable information resources.

More information about OA

OA information resources

CTU DIGITAL LIBRARY:

An institutional repository of the Czech Technical University in Prague, a platform for storing, sharing and presentation of CTU published outputs

It can be usefull resource of information and inspiration for you and your academic writing.

Access to Digital library





Help with...

USEFULL INFORMATION ON USING THE LIBRARY

Did you know?

You may register at any CTU library, either at the Central library in Dejvice or at any local library.

Registration and library services are free of charge for students.

All information is at your disposal in Library and Lending Code.

[The Library catalogue](#) is available on the library website.

Where?

Where to pick up your loans? If you made a book reservation in your library account, you will get an e-mail notification about your reservations ready to pick up. You need to pick them up in the library you made a reservation at (at the circulation desk in Dejvice or in a local library).

Where to return your loans?

You will receive an e-mail notification about the end of lending period of your loans five days before their expiration. Return your loans in the library which you borrowed them. Returning books out of opening hours is possible only in the Central library in Dejvice, use Bibliobox located next to NTK3 entrance.

What if I return books late?

Take care of your loans and renew them in time. You will be asked to pay a fee for overdue items in case of late return. See the List of Charges.

Did you know about e-books?

Plenty of academic literature in Czech or in English language is available online, see the [CTU e-books guide](#).

The library also provides a short-term loans. You may borrow an e-book and download it into your personal e-reader. The book will disappear from your e-reader once the time limit expires.

You may borrow the e-reader in the library too in case you need one.

Special information resources:



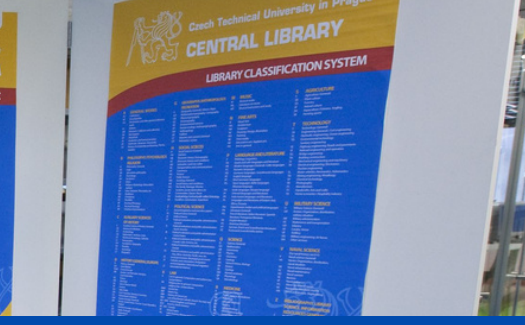
Standards

Patents

Legal information

Statistical data





Tips for studying

MAKE IT EASIER FOR YOU...

knihovna.cvut.cz

Library catalogue – in the frame in orange space situated in the left upper corner of the websites, in Quick links or under Resources section

Specialized databases/e-resources – under Resources section, you may search either in Information resources catalogue or in Alphabetical list of databases

Summary of library services – under Services section (Registration, Renewals, ILL or EDD services)
Final theses, citations – information on writing an assignment or on citing skills is under the Library for students section

Writing of an academic text - useful information on research evaluation, writing articles etc. is under Publishing and Editorial office sections

Events – events calendar, events organized by the Central Library

Blog – provides important news in the library and in the field of Information science



Part of our library team

More:

- Consultation - useful in case you are not sure about citing or referencing in your article or final thesis or you need to acquire standards etc.
- Events (lectures, seminars, workshops) - Central library organizes several forums for experts and seminars
- [Virtual library tour](#)

Follow the library on social networks

