

THE LIBRARY SERVICES CENTRE - FAQ

- **Opening hours and contact info**

Opening hours of all library facilities (Praha, Karlovy Vary, Most, KI Library) and corresponding contacts can be found [on the library website](#).

- **How do I open an account in the library?**

You can register to the library only in person in the library facility. Student card (VŠFS or ISIC) and valid ID (passport, residence permit) is required.

- **How many books can I borrow and for how long?**

Book limit: 5 books

Loan period¹: 14 days, possible to extend twice, unless there is a reservation placed on the book

Reserving a book: via [online catalog](#) through your account (to access the account, registering in the library is necessary to do so). Once the book is ready to pick up, you'll receive a confirmation e-mail. Please pick up your books within 2 working days, otherwise the reservation will be cancelled.

- **Fees and fines**

Overdue fine: 10 CZK/book/day

Registration to VŠFS Library: for VŠFS students free of charge; public users 200 CZK/year

Registration to KI Library: KI students and public users 200 CZK/year

The complete Library and Lending Regulations along with full pricelist [can be found here](#)

- **Online catalog – how can it help me?**

[The library online catalog](#) is a complete list of titles available in the VŠFS library and KI library for you to loan. Browsing through the catalog is possible without the need to be logged in. The online catalog **does not contain** full digital versions of the books to read online.

After opening an account in the library, you will be now able to log in, which will provide you with the option to place reservations on books and extend your loan period.

Online catalog manual [can be found on this link](#).

¹ Loan periods for Konfucius Institute Library: textbooks – 1 semester (180 days), no prolongations; other documents – 30 days, option to extend once

- **Where can I find theses?**

Theses and their abstracts can be found via [IS VŠFS](#) main page -> type the chosen topic or keywords into the search bar and then filter out theses with „All sections“ -> „Theses“ under the search bar. All theses evaluated from 2017 and later are available online in full version for all VŠFS students and employees.

If you want to have a look at theses evaluated before 2017 (or any other theses you can't access online), **contact us** with which ones you'd like to have a look at and we'll prepare them for you. Such theses can be accessed in the library via designated PC.

- **Electronic resources – where to find them**

The VŠFS Library has available list of free electronic resources, that [can be found here](#).

VŠFS also offers access to **several databases**, accessible via [IS VŠFS](#), on the „UFA Library“ tile. The full list of available databases along with info on how to access them [can be found here](#).

If a book is available through electronic resource, it is mentioned in the online catalog. Link is usually included in the description of the title; if it isn't, the corresponding database is mentioned.

- **Where can I learn about citations and how to prepare my final thesis?**

A part of your study plan is a seminar dedicated to introducing the issues of the scientific work and to acquaint you with the rules, procedures and techniques for writing a professional text.

More information about theses preparation can be also found on [the library website](#) or you can ask the library staff for any additional help.

- **I have finished my studies on VŠFS, can I still use the library?**

Yes, you can, however you have to be a member of the [VŠFS Alumni Club](#). The membership and alumni card enables you to use the library services free of charge.

If you are not interested in the VŠFS Alumni Club membership, you can always use the library as a public user. The fee is 200 CZK / year.

- **I can't make it to the library in person – can someone else borrow/return books on my behalf?**

Loans – if you have a reservation ready, another person can pick them up for you after validating themselves with an ID and preferably your student card / UČO student number.

Returns – for returns, you don't need to validate yourself with student card or ID, as the books are already checked into your account - therefore someone else can return them on your behalf.

In case an overdue fine will be generated upon returning the books, the fine can be paid by the person who returned book in your stead and we will print out a receipt; or the unpaid fine will be there until you are able to come to the library.

Until the fine is paid, your account will be blocked and you won't be able to borrow any more books.

In case of a long term unpaid fee or not returned books, the study office will be notified and the student may not be able to take any exams until the account is settled.

- **Can I return the books by post?**

This option is possible only after prior arrangement – if you decide to return books this way, we prefer sending them via the Zasilkovna (Packeta) „Mezi námi“ app or Czech post. We will inform you via e-mail once the books will be delivered and checked out of your account.

Please note, that this option is always at your own risk and expense.

- **Can I find textbooks published by VŠFS in the library?**

Yes – in the library we always have several copies for circulation and one copy for study room only (unavailable for loan). At the start of the semester or during exams there may be a longer waiting period, as the demand is usually higher.

We'd also like to remind you, that making photocopies from these publications in school copy centres is strictly prohibited.

If you know you will need the textbooks longer than the lending period, we suggest you consider purchasing the textbooks via the [VŠFS e-shop](#), or in person (Estonská – reception, Vltavská – library).

- **Where can I find the latest information about the library?**

For up-to-date information we do recommend following our [Facebook page](#), where we post all the important info in the first place.

The same information is then published on our website as well as the main online catalog page.

In case you have any further questions, do not hesitate to contact us via library e-mail knihovna@vsfs.cz or a message through our Facebook page.