Contact information

University Campus Library
Kamenice 5
625 00 Brno
http://kuk.muni.cz
http://facebook.com/muni.kuk

Loan desk:
+420 549 49 7545
+420 549 49 1328
knihovna@ukb.muni.cz

Electronic information resources:
eiz@ukb.muni.cz

Interlibrary loan service:
mvs@ukb.muni.cz

MUNI

University Campus Library

Guide to Services

Medicine
shelf codes 61–619

Biology, Botany, Zoology
shelf codes 57–599

Mathematics, Physics,
Chemistry and Biochemistry
shelf codes 51–549

Social Sciences
& Humanities
shelf codes 0–4

RC

RC

i

Literature for students
of English study programmes
of the Faculty of Medicine

Journals

Sport Sciences
shelf codes 79–799

⇄ Main entrance to the library	
i Loan desk, information	
Toilets	Individual / group study rooms
PC for study purposes	Top-up machine
Library Catalog computer	Copy machine
	Quiet conversation allowed

LIBRARY CODE OF CONDUCT

Maintain the silence as far as possible.

Quiet conversation is only allowed
in the group study rooms.

Please do not disturb others by using a mobile phone.

If you need a refreshment break, use the café on the
first floor. Please do not bring any food into the library.

Only beverages in covered containers are allowed.

Please do not make notes in books or underline the text.

Please do not leave your personal
belongings in the library unattended.

In the case of emergency (personal injury, fire, etc.), inform
library staff immediately and heed their instructions.

CONTENT

WELCOME TO THE LIBRARY

The University Campus Library (UCL) serves as an information centre for students, lecturers and researchers of the University Campus Bohunice of Masaryk University (CEITEC, Faculty of Sports Studies, Faculty of Medicine, and the biology- and chemistry-related disciplines of the Faculty of Science).

3775 m²

Area available to users

500,000 volumes

Capacity

What we offer

> Access to scientific literature

> Borrowing, renewing and reserving

> Access to electronic information resources

> Information support for science and research

> Interlibrary loans

> Information literacy lectures and courses

> Printing and copying services

560
study places

120 places with a PC and
127 in separate study rooms

11,000
users

Number of
registered users

1

BORROWING, RENEWING AND RESERVING

Registration

In order to take books home or request items from the closed stacks, you need to be a registered user of the MU libraries.

Students and employees of Masaryk University become registered users after agreeing to the MU Library Terms of Service at https://inet.muni.cz/s/knihovny.

Loans

You can borrow books at the loan desk upon showing your ISIC, ITIC, or another university card. Cards are non-transferable.

> Items from the closed stacks can be requested through the library catalogue. They will be ready for pickup at the loan desk within 90 minutes of submitting the request.
> Journals and theses can only be used inside the library.

> The colour-coded dots on volume spines stand for the loan period of the book:

In-house loan – can not be taken outside the library

Month loan – 30 days

Semestral (term) loan – 90 days

Maximum number of loans

Students	20
Lecturers	50
Employees	50
General public	5

Placing holds

If all the copies (except in-house loan copies) of a given book are on loan, you can place a hold on the book through the library catalogue. You will be notified by email sent to your university email address as soon as the book is ready for you.

Renewing your loans

Unless someone has placed a hold on your loan, it can be renewed twice through the library catalogue. The due date of the loan will be extended by 30 days (in the case of month loans) or by 90 days (semestral loans) from the day of renewal. You can also ask the loan desk staff to renew your loans.

Returning your loans

> Please return the books you borrowed at the loan desk.
> They can be returned by anyone, as you do not need to show your ISIC, ITIC, or any other card when returning a book.
> If your book is overdue, you will be asked to pay a fine at a rate set by the Masaryk University Library Regulations.
> When the studies of a library user are interrupted or completed or when the user's employment is terminated, the user is obliged to return all his or her loans.
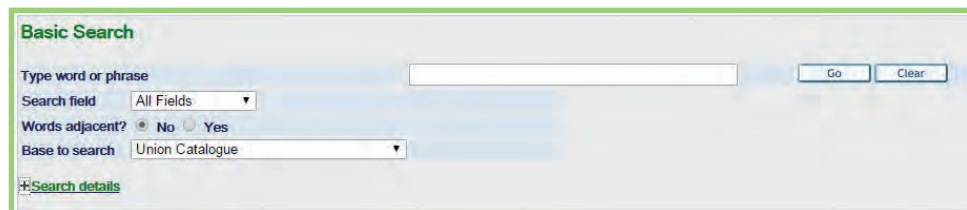
2

MU LIBRARY CATALOGUE

> **http://aleph.muni.cz**

Library users can use the catalogue to:

> Find out whether an item is available at the MU libraries and for which type of loan.
> See a list of their loans in their account.
> Renew loans.
> Request items from the closed stacks.
> Place a hold on a book if all copies of the book are on loan.

Search

> Type any words that will help you find the item (title, author, etc.) into the search box.

Basic Search

Type word or phrase	[_____] [Go] [Clear]
Search field	All Fields ▼
Words adjacent?	● No ○ Yes
Base to search	Union Catalogue ▼

⊞ Search details

> In the list of search results, click on the name of the library where you would like to borrow the book (the Items column).

Number #		Author	Title	Year	Items/Loans
90		Stefan, Martin	An atlas of schizophrenia	2002	Campus Library(1/ 0)
91		Herman, Erik	Diagnostika a léčba bipolární poruchy	2003	Campus Library(1/ 0)
92		Coleová, Martina	Život bez otce s diagnozou depersonalizace	2015	Faculty of Education(1/ 0)
93		Jakubik, Andrzej	Histeria : metodologia, teoria, psychopatologia	1979	Fac. Arts - central library(1/ 0)
94		Wolpe, Joseph	Wolni od lęku : lęki i ich terapia	1999	Fac. Arts - central library(1/ 0)
95		Leder, Stefan	Psychoterapia, psychiatria społeczna : wybrane zagadnienia	2004	Fac. Arts - central library(1/ 0)
96		Wilmshurst, Linda	Abnormal child psychology : a developmental perspective	2009	Faculty of Social Studies(1/ 1)

Location of the item and type of loan

If the status in the Collection column says **KUK – free access** or **KUK – reserved collection**, the item is located in the library study. If the column says **KUK – reposit**, the item is located in the closed stacks. In all other cases, you will see a name of a department library. Click on the link to find out who you can ask to borrow the item from. Please note that department libraries are not obliged to let you to take an item out of the library.

The Location column shows the shelf code, which will help you find the book on the library shelves.

The Item status column shows the type of loan available:

> **In-house loan** – cannot be borrowed
> **Monthly loan** – can be borrowed for 30 days
> **Semestral loan** – can be borrowed for 90 days
> **State exam loan** – items loaned only to students preparing for their final state exam (60 days)
> **Long term loan** – loans for employees and PhD students

By clicking on **Request** in the untitled column on the left (the button appears when you log in to your user account, see below), you can place a hold on a book if all copies available for month or semestral (term) loans are on loan. If the item you want to borrow is located in the closed stacks, use this link to request a loan.
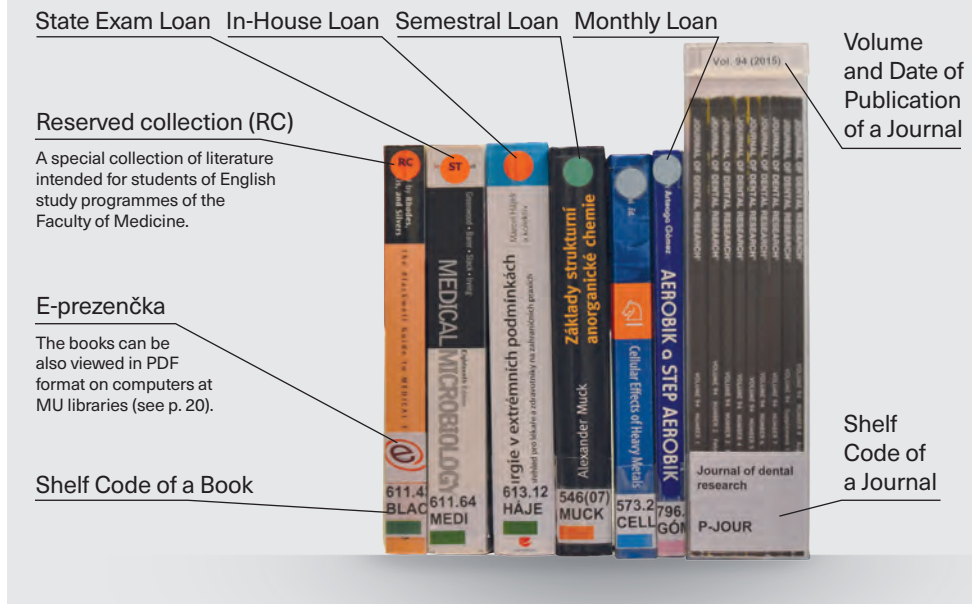
Click on the link ("request" or "photo") to make a hold request or photocopy request for an item.

Select year All ▾ Select volume All ▾ Select sublibrary All ▾ ☐ Hide loaned items [Go]

◀ Previous Page

	Description	Item status	Due date	Sublibrary	Collection	Location	No. of requests	Barcode
Request Expand		Month	On Shelf	Campus Library	KUK - free access	613.6-ZVOL		3147003065
Request Expand		Semestral	On Shelf	Campus Library	KUK - free access	613.6-ZVOL		3147010093
Expand		In house loan	On Shelf	Campus Library	KUK - free access	613.6-ZVOL		3147003064

◀ Previous Page

How we mark books and journals

State Exam Loan · In-House Loan · Semestral Loan · Monthly Loan

Volume and Date of Publication of a Journal

Reserved collection (RC)

A special collection of literature intended for students of English study programmes of the Faculty of Medicine.

E-prezenčka

The books can be also viewed in PDF format on computers at MU libraries (see p. 20).

Shelf Code of a Book

Shelf Code of a Journal

User account

> Log in to your user account by clicking on the **Sign-in** link. After you sign in, the name of the link changes to **My account**.

> In your account, click on the relevant number to see all information about your current loans, holds you have placed, etc.

> In the list of currently borrowed books, choose the items that you want to renew and then click on **Renew selected** at the top.

	FIL50	MUB50	INF50	SOC50	ECO50	LAW50	SCI50	PED50	MED50	TEL50	Summary
Loans	2	0	0	0	0	0	0	0	7	0	9
Loan History List	183	0	0	18	0	0	8	0	73	0	282
Hold Requests	0	0	0	0	0	0	0	0	0	0	0
Hold Requests History	34	0	0	6	0	0	7	0	53	0	100
Booking Requests	0	0	0	0	0	0	0	0	0	0	0

3

E-RESOURCES

> **http://ezdroje.muni.cz**

Employees and students of Masaryk University have access to a wide range of academic online sources that the university subscribes to. Using a computer, you can:

> Read and/or download full texts of academic journals and books.
> Search for sources in abstract and bibliography databases.
> Use academic citation databases (Web of Science, Scopus).
> Use other specialised resources.

E-resources can be accessed from university computers as well as from your home. For a list of all e-resources available at MU, including guidelines for remote access and other user support, go to http://ezdroje.muni.cz.

In the case of some sources, access may be limited to an individual faculty or library. You can find information on any limitations by clicking on the name of the source at the http://ezdroje.muni.cz website.

All of the e-resources can be searched quickly and efficiently at once using the http://discovery.muni.cz search engine (more details about the search engine can be found at http://ezdroje.muni.cz > Discovery).

Don't know your way around the online resources?

> Enrol in credit courses at:
  http://kuk.muni.cz > Teaching > Courses > Courses for Faculty of Medicine.
> Documents, instructions, help: http://kuk.muni.cz > Teaching > Tutorials.

4

IT SERVICES

When you enrol at MU, a user profile is automatically created for you so that you can use the university IT services. When you complete your studies or terminate your employment at MU, your user profile is deactivated and archived for two years (you can ask for your data by sending an email to helpdesk@ics.muni.cz).

Using the computers and multifunctional printing, copying, and scanning machines ("copy machines") is regulated by the Operating Regulations of MU Computer Rooms. Some of the rules are:

> Computers can only be used by persons affiliated with MU and registered readers.
> Copy machines can only be used by persons affiliated with MU and registered readers with a valid card (ISIC, ITIC, etc.). The only function available without a card is scanning.
> IT can only be used for personal and study purposes.

Logging in to a PC

The library offers 120 desktop computers, which are part of the Masaryk University Computer Rooms network. This means that you can access your data from any computer in any MU study room.

PC user credentials
To log in to a computer, use your UČO (personal university number) + secondary password (you can create and change your secondary password at https://is.muni.cz/system/heslo_pop.pl).

Tap rule

If all computers are occupied and you find out that somebody is using their computer for purposes other than studying (e.g. playing games), ask them to vacate the computer; they are obliged to do so.
If they refuse, ask library staff for assistance.

4 IT SERVICES

Connecting to Wi-Fi

The library is covered by a Wi-Fi signal and you can choose between two networks:

EDUROAM	MUNI
Secure network	Unsecured network (unsuitable for transferring sensitive data, including making online payments).
The network can be installed using an application downloaded from http://eduroam.muni.cz (use the MUNI network for downloading it). The installation guide will ask you to enter your UČO (personal university number) and secondary password.	Upon opening the first website, you will be asked to enter your **UČO (personal university number) + secondary password**.
You can use this connection at all other Czech and international universities participating in the EDUROAM project.	

MU cashless payments (SUPO)

SUPO is a cashless payment system allowing you to pay for certain services at MU. At the library, this includes printing and copying services as well as paying for spiral binding material, headphones, and other purchases. SUPO can also be used to pay late fees and pay for costs related to the interlibrary loan service.

To use SUPO, you must activate your account at https://inet.muni.cz/app/supo/aktivace and deposit a minimum of 50 CZK in a cashless transfer or a minimum of 100 CZK in cash.

You can use the top-up machine in the copy room to deposit money on your account.

Copying

You can use the library self-service copy machines. Choose **Copy** on the control panel, touch your card (ISIC, ITIC, etc.) to the reader, and start copying. You can change the print settings on the display (page format, colour/black and white, etc.).

The price list and step-by-step instructions are available at http://kuk.muni.cz > IT Services > Copy.

Copying tips
> When you are done with copying, please press the yellow button to reset the settings.

Printing from PCs and laptops

You can print from copy machines at the library by sending the documents to be printed from a library computer or from your own laptop. You must activate your SUPO account to be able to pay for printing. Simply touch your card (ISIC, ITIC, etc.) to the copy machine card reader for a cashless payment of your printing.

Printing from a PC
When sending a document to be printed, choose a printer that has the "KUK" acronym as a part of its name (instructions are available at http://kuk.muni.cz > IT Services > Print from PC).

Printing from a laptop
After installing the print application (instructions are available at http://kuk.muni.cz > IT Services > Print from laptop), choose to print the document and choose **Print MU**.

Printing tips
> Before sending the document to be printed, check the print settings (colour/ black and white, page format, etc.).
> A submitted print job can be cancelled at https://print.ucn.muni.cz (type in your UČO – personal university number and secondary password).
> The document can be printed at any printer by touching your card (ISIC, ITIC, etc.) to the reader.

> When you are done with printing, please press the yellow button on the printer to reset the settings.

Scanning

You can use the library self-service copy machines. Choose **Scan** on the machine, enter your email address, and adjust the settings as needed (colour, resolution, format). After scanning the document, press the # button to send a PDF file of the scan to the email address that you entered.

Scanning tips
> If you need to scan multiple pages, it is recommended that you send the scanned PDF files to a folder saved in your computer profile that you can access in the study room. Instructions are available at http://kuk.muni.cz > IT Services > Scanning.
> When you are done with scanning, please press the yellow button to reset the settings.

5

INFORMATION LITERACY ACTIVITIES

KUK offers regular training for MU students and employees, allowing you to learn about searching academic literature, correct citation, publication ethics, citation analysis, etc. A list of current activities can be found at http://kuk.muni.cz/vyuka.

Course for the Faculty of Medicine

The library provides an e-learning credit course for students of the Faculty of Medicine.

UCL lessons

One-off trainings focused on the above-mentioned topics for CEITEC, Faculty of Sports Studies, Faculty of Medicine, and Faculty of Science users.

Further study support

Instructions, tutorials, and documents are available at http://kuk.muni.cz > Teaching > Tutorials.

6

" E - P R E Z E N Č K A "
(E-BOOKS TEXTS FOR IN-HOUSE USE)

The "E-prezenčka" service provides access to books that are in high demand in the MU libraries in the form of scanned copies. The books can be viewed in PDF format on computers at MU libraries.

Choose Start > Programy > E-prezenčka on a library computer (the library catalogue interface with "E-prezenčka" will open).

For step-by-step instructions and more details about the service, go to http://kuk.muni.cz > Need a publication > Read on a PC (E-prezenčka).

7

COPY-ON-DEMAND

The Copy-on-Demand (CoD) service allows you to order a printed copy of a book from the library.

The service is provided for selected books marked by the CoD icon in the catalogue entry. Click on the icon to fill in an order form and specify the pages to be copied. Your request will be ready within 5 days and you will be notified by email when your copy is ready for pickup.

The service price list and more details about the service are available at http//kuk.muni.cz > Need a publication > Copy on demand (COD).

8

INTERLIBRARY LOANS

If a publication (book, article, etc.) that you need is not available at any MU library or another library in Brno, you can use the interlibrary loan service (ILL). This service will help you obtain a loan or a copy of the publication that you need from another library. This is a paid service and it is only offered to users registered in one of the MU libraries.

For the interlibrary loan service order form and price list, go to
http://kuk.muni.cz/mvs.

9

INFORMATION FOR THE GENERAL PUBLIC

Free services (no registration required)

Catalogue search
Free access to the library catalogue using the computers next to the loan desk.

In-house loans
Access to the library is free and allows anyone to read the items located on shelves in the study room.

Scanning

The copy machines can be used for free scanning of documents using an e-mail address. Choose **Scan** on the machine, enter your email address and adjust the settings as needed (colour, resolution, format). After scanning the document, press the # button to send a PDF file of the scan to the email address that you entered.

Step-by-step instructions: http://kuk.muni. cz > IT Services > Scanning.

Paid services (for registered users)

Registration

Users not affiliated with MU need to fill out a print form at one of the MU libraries and pay the registration fee required by the Masaryk University Library Regulation. The registration is valid in all MU libraries.

Holders of the "Karta absolventa" card ("Alumni Card") do not pay any fee (see http://www.absolventi.muni.cz/karta).

After registration, new users will receive user credentials for their library account and computers in MU libraries. The password can be changed at the library catalogue login page or at the loan desk.

Borrowing books

Registered users can borrow books at the loan desk after presenting their user card. Maximum number of loans: 5.

User account

You can see a list of your loans, renew your loans and place holds on books after logging in to your account in the library catalogue (see the "MU library catalogue" section).

Closed stacks loans

Items kept in the closed stacks can be request for in-house use or for loan after logging in to the catalogue (see the "MU library catalogue" section).

Computer access

To log in to computers, use the credentials that you received during registration.

Access to online resources

The general public can only access online resources (such as online journals or e-books) from computers in the MU libraries.