



# INFO GUIDE

**LIBRARY**  **UNIVERSITY OF OSTRAVA**  
UNIVERSITY LIBRARY



## University Library

 Bráfova st. 3, 701 03 Ostrava  
 +420 597 091 204 (Loan Department)  
 [pujcovna@osu.cz](mailto:pujcovna@osu.cz)

 You can send us your questions and remarks at: [asklibrary@osu.cz](mailto:asklibrary@osu.cz)

Mo-Thu 8<sup>AM</sup>-6<sup>PM</sup>  
Fri 8<sup>AM</sup>-4<sup>PM</sup>



## LIBRARY FLOORPLANS

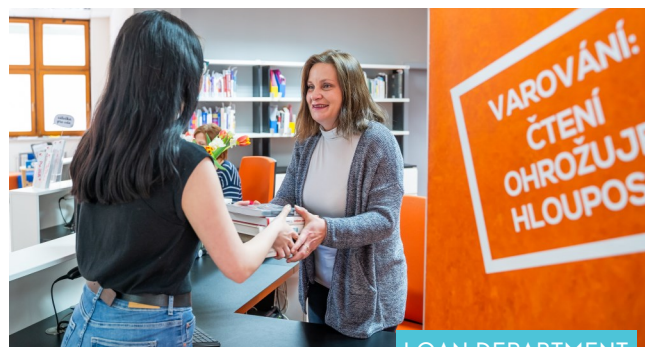
**3-5 floor** BOOK STACK

**2 floor** S-ZONE  
Relax zone, kitchen  
Space for 24 people, dataprojector, laptops

**1 floor** J. RUPNIK STUDY ROOM  
Variable places for study, library collection of J. Rupnik, collection of FoSS, reprographic services, book scanner, computers, spiral binding, kitchen  
Space for meetings and events

**0 floor** LOAN DEPARTMENT  
Off-site loans (to home), registration at the enquiry desk, Interlibrary loans, computers for requests and reservations  
GROUP STUDY ROOM

**-1 floor** PERIODICALS STACK



LOAN DEPARTMENT

## Services

**University Library** = space (not only) for studying

**REGISTRATION** is free of charge for students and staff of UO, including Erasmus students. Student ID card is needed. Online via the library catalogue or at the first visit of the Loan Department or the chosen study room.

### BORROWING

#### OFF-SITE LOANS

- You can borrow any combination of 25 items.
- The standard loan for documents is 1 month.
- You can renew standard items up to 3 times (for another month), if they are not recalled by another customer.

#### ON-SITE LOANS (on reference only)

- Documents for studying on reference only.

#### SHORT-TERM LOANS

- Items from Study rooms can be borrowed overnight or for the weekend. These items can be borrowed 2 hours before the study room closes and must be returned 2 hours after the study room opens on the following working day.

### ONLINE ACCESS TO THE CATALOGUE [katalog.osu.cz](http://katalog.osu.cz)

- You can look up the books there through the basic or advanced searching, through the name of author / title of the book, you can also use the basis of keywords.
- **Request** = the item is available; You can request items for off-site loans online in advance. You must collect the requested item within the next 7 working days at the Loan Department or in the chosen study room (F. of Medicine/Science/Education).
- **Reservation** = the item is borrowed, you can still make a reservation and after its return you'll get an e-mail with information, that you can pick up the book within 7 working days.

**TIP:** check our video manuals [How to use the catalogue.](#)

## BIBLIOBOX

- Return your books via Bibliobox 24/7.
- Easy and quick way how to return borrowed books from the Loan Department.
- Returned books will be deleted from your account the following working day.

## RETURNING BOOKS IN STUDY ROOMS

- Easy and quick way how to return borrowed books from the Loan Department at faculty study rooms.
- Returned books are deleted from your account immediately.
- You can also use **returning boxes "BOB"** situated near the study rooms entrance.
- Returned books will be deleted from your account the following working day.

## INTER-LIBRARY LOANS /ILL/

ILL is free of charge for students and staff of the University of Ostrava (UO). ILL enables you to order documents that are not available in our collections. Order via catalogue [katalog.osu.cz](http://katalog.osu.cz) – tab ILL.

## TRAININGS, COURSES, EXCURSIONS, INFO-LESSONS

## REPROGRAPHIC SERVICES (printing, photocopying, scanning)



## EXTRAS

- Headphones, book scanner.
- Chargers for cell phones, micro USB cables, power cubes.
- Spiral binding, paper cutter, flipchart.
- Group/Individual study rooms, kitchens (coffee, tea).
- [YouTube channel](#) with video manuals.

# E-sources

## ONLINE SERVICES

- Electronic journals and e-books.
- Important information sources for your studying.
- Available 24/7.
- Access from PCs at the UO or from the outside of university network (from your home) via the authorised remote access: EDS, Shibboleth, VPN web <https://vpn.osu.cz>

## EDS /Ebsco Discovery Service/



- You can search more e-sources at the same time.
  - After signing-in (the same as to the Portal OU) there are full texts available for downloading and printing.
  - You can generate citations, it's connected with the reference management tools.
- [eds.osu.cz](http://eds.osu.cz)

## E-BOOKS

- Czech and foreign titles.
- Available 24/7 via the catalogue or EDS.
- Access from PCs at the University of Ostrava or via the authorised remote access from your home.

## REFERENCE MANAGEMENT TOOLS

- Easy and quick tools for making citations.
- You can generate and save citations, add it easily into MS Word. Use thousand citation styles.

[citacepro.com](http://citacepro.com)

[zotero.org](http://zotero.org)



## WRITEFULL

- Automated proofreading tool for science.
- Use this software to check and correct grammar, vocabulary, and sentence structure of any text.

[writefull.com](http://writefull.com)



## WHERE YOU CAN FIND US

