




INFO GUIDE

LIBRARY  **UNIVERSITY OF OSTRAVA**
UNIVERSITY LIBRARY




University Library

 Bráfova st. 3, 701 03 Ostrava
 597 091 204 (Loan Department)
 pujcovna@osu.cz



Mo-Thu 8-18
Fri 8-16

 You can write us your questions and remarks at: zeptejteseknihovny@osu.cz

LIBRARY FLOORPLANS

3-5 floor	BOOK STOCK
2 floor	S-ZONE Relax zone, kitchen Space for 24 people, dataprojector, laptops
1 floor	PERIODICALS STUDY ROOM Places for studying, collection of FoSS, audiobooks, CD/DVD Reprographic services Computers, spiral binding Smart wall, sofas, kitchen
0 floor	LOAN DEPARTMENT Off-site loans (to home), registration at the enquiry desk Interlibrary loans Computers for requests and reservations
-1 floor	PERIODICALS STOCK



LOAN DEPARTMENT

Services

University Library = space (not only) for studying
REGISTRATION is free of charge for students and staff of the University of Ostrava, including Erasmus students.

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 over a night 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

- You can look up the books there through the basic or advanced searching, through the name of author / title of the book, 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 weekdays at the Loan Department in the Main Library.
- 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 at the Loan Department within 7 working days.

BIBLIOBOX

- Return your books via Bibliobox 24 hours 7 days a week.
- 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 of Medicine study room, Faculty of Science study room, Faculty of Education study room and Faculty of Arts study room.
- Returned books are deleted from your account immediately.
- You can also use [returning Book 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. ILL enables you to order documents that are not available in the collections of the University Library.
- Order at via catalogue katalog.osu.cz – tab ILL.

TRAININGS, COURSES, EXCURSIONS, INFO-LESSONS

REPROGRAPHIC SERVICES (printing, photocopying, scanning)



EXTRAS

- Audiobooks, headphones, earplugs machine.
- Chargers for cell phones, micro USB cables, power cubes, extension cords.
- Wi-Fi access.
- Spiral binding, paper cutter, flipchart.
- Relax zone, sofas, study corner.
- Kitchen (coffee, tea, etc.).

E-sources

ONLINE SERVICES

- Electronic journals and e-books.
- Important information sources for your studying.
- Available 24 hours 7 days a week.
- Access from PCs at the University of Ostrava 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 text available for downloading and printing.
- You can generate citations its connected with the service Citace PRO.
- [link](#)



E-BOOKS

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

CITATIONS ("CITACE PRO")

- Easy and quick tool for making citations.
- You can generate and save citations, add it easily into MS Word.
- It offers more than 8 thousand citation styles including Czech norm ČSN ISO 690.



WHERE YOU CAN FIND US

