



Guide to the VŠE Library

Centre of Information and Library Services (CIKS)

Visiting the library

You can use the central VŠE Library in Žižkov (mezzanine of the Old Building, W. Churchill Sq. 4, Prague 3, bus 135, stop "Náměstí Winstona Churchilla", tram 5, 9, 15 or 26, stop "Husinecká") or the Study Library in Jižní Město (Ekonomická 957, Prague 4, bus 177, stop "Volha").

	Žižkov	Jižní Město
Monday	09:00–19:00	10:30–18:30
Tuesday	08:00–19:00	08:30–16:30
Wednesday	08:00–19:00	10:30–18:30
Thursday	08:00–19:00	10:30–18:30
Friday	08:00–18:00	08:30–16:30

How to become a reader

Register at the circulation desk in Žižkov or Jižní Město library upon the first visit to the library. Students, teachers and employees of VŠE need a valid school identification card to register, a passport and 20 CZK. After the registration you can use all the services and premises of both libraries. Please keep in mind that a valid school identification card with a valid library registration is required at all times to enter the library.

Item status	Due date	Sublibrary	Collection	Call Number	Shelf Number	Barcode
Request	for 1 month	On Shelf	Žižkov library stacks	F169747	72KUB	3142030336
in-library use	On Shelf	Žižkov study room		F169747a	72KUB	3142030337

How to borrow books

- Books are lent for a week or for a month. Some books are for reference only.
- When you click on a unit in the catalogue, you will find where and how a book is available. You can order books from library stacks (click on a "Request" link) or you can find books according to their shelf number in the study rooms (see picture). The books will be available in the specified library where they were ordered, i.e. according to the picture the marked request will be available for collection in the central library in Žižkov. The maximum number of books lent at one time is 20 for VŠE students and staff, 5 for external users.
- Items for 1 month and for 1 week can be renewed twice. The renewals can be done in the library, in the catalogue, by e-mail (prodruz@vse.cz) or by phone (+420 224 095 581). All renewals are possible before the expiry of the loan period. A document cannot be renewed if it is reserved for another user. If the loan

period is exceeded users are fined for each day of the delay: 3 CZK/day for month loans, 5 CZK/day for week loans. We will send you an e-mail notice prior to the expiry of the loan.

How to borrow newspapers and journals

Print versions of newspapers and journals are available for reference only in the study rooms, they cannot be taken out. Older volumes may only be requested from the stacks, please, ask the library staff. Many journals are also available as e-resources.

How to access texts in the electronic form

We subscribe many e-resources that contain full texts from dozens of thousands of newspapers and journals (e.g. Economist, Forbes, Wall Street Journal, Harvard Business Review as well as top scientific journals including, for example, the Journal of Economic Literature, Journal of Finance, MIS Quarterly, Accounting Review and many others), thousands of electronic books, statistical data, legislation or data on companies and markets. We also provide access to the top citation indexes Web of Science and Scopus. A list of e-resources is available at <http://www.vse.cz/english/zdroje/>. Consult their descriptions to grasp their contents.

Use the webpage at <http://www.vse.cz/english/zdroje/> to access the e-resources from computers outside the school: after clicking on the title of a selected e-resource from a computer outside the school you log in using your username and password to the study system.

Printing, copying, scanning

To make a copy for yourself, you may use:

- 5 self-service copy machines at Žižkov
- 2 network printers at Žižkov and 1 at Jižní Město
- a book scanner and a flatbed scanner in the library in Žižkov and 2 flatbed scanners in Jižní Město

Our library offers more than books

We regularly organize seminars, where we will teach you how to cite properly or how to search the electronic resources. You may use a lot of other services – interlibrary loans, consultations, retrievals and so on.

Need help? Do not hesitate to ask.

Assistance is available at both libraries from the library staff. You can also get help via e-mail at knihovna@vse.cz or by phone at +420 224 095 581 for general questions about the library. You can use the service "Ask your library" for specialized queries.