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# Library

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Welcome from the Library! Current students, fellows, and staff, as well as prospective applicants and visiting researchers can access to a wide range of sources.

## Opening Hours

<b>Monday:</b>	<b>10:00 - 14:00</b>
<b>Tuesday:</b>	<b>9:00 - 18:00</b>
<b>Wednesday</b>	<b>9:00 - 14:00</b>
<b>Thursday</b>	<b>9:00 - 14:00</b>
<b>Friday</b>	<b>closed</b>
<b>Saturday</b>	<b>Once a Fortnight*</b> <b>9:00 - 16:30</b> *9 <sup>th</sup> October, 23 <sup>rd</sup> October, 6 <sup>th</sup> November, 20 <sup>th</sup> November, 4 <sup>th</sup> December, 18 <sup>th</sup> December (In the Year 2021)

- To return books, you can use the using the book return box located opposite the study department on the 1<sup>st</sup> floor.
- Please note that when returning books using the box, the returned books will not be deducted from your account until the next business day and, in exceptional cases, for technical reasons, later. We will not charge you for such delays until further notice.
- However, if possible, you are advised to return books to the library during office hours as the book return box has limited capacity.
- Order documents **in advance**, either by e-mail or after logging in, or through the catalogue!
- The library is closed during public holidays, and the opening time is reduced during vacations.

- **Important:** If you are required to order the books in advance (mail: [knihovna@ktf.cuni.cz](mailto:knihovna@ktf.cuni.cz) , tel. 220 181 304).

## Contact

The library is located in the third floor of the building and provides a peaceful study space for the visitors while offering standard services like internet connection and printing.

[knihovna@ktf.cuni.cz](mailto:knihovna@ktf.cuni.cz)  
telephone: 220 181 512

## Charles University Central Catalogue

To search in the holdings of individual libraries, readers can use the [Charles University Central Catalogue](#) , which is a union catalogue of the libraries of all faculties and other parts of the University.

## Charles University E-resources

The [Charles University E-resources Portal \(PEZ in Czech\)](#) enables users to search in databases of academic texts. The Portal contains databases of electronic resources, an electronic journals portal, and e-books. The Portal offers a range of resources accessible via subscriptions paid at University level or faculty level, plus freely accessible resources, trial access to some resources, and links to other meta-resources similar to the Portal.

The Portal can be accessed directly from any computer connected to the Charles University network or a network of a faculty or other part of the University; the system automatically logs users into the Portal, so there is no need to enter an ID or password. Charles University staff and students can also use remote access to the Portal.

## Library Regulations

To use the Library's services, you must first become a registered reader. (Legal entities, such as societies and associations, can also be registered.) To register, you will need to complete and sign a registration form to get a reader card. Legal entities wishing to register should contact the Head Librarian ( [bajtlova@ktf.cuni.cz](mailto:bajtlova@ktf.cuni.cz) ).

## Charles University Library and Circulation Rules

[Rector's Directive No. 36/2019](#)

### The Library is a silent study space

- Please keep conversations to a minimum.
- Please do not bring any food or drink into the Library. Consumption of alcohol or smoking is not permitted.
- Please leave your luggage and coat in a locker.

### Borrowing

- Faculty members may borrow books both during the term and vacation.
- Books can be borrowed for 30 days and textbooks for 150 days.
- Books may be renewed 2 times before it is necessary to return them to library on condition that they are not required by other readers.
- The system does not usually allow more than 30 books on loan, which can be overridden by staff if necessary.