**How to use Biological Library (instructions)**

*Student Card serves as card for all libraries at Charles University, there are no other cards used.*

*First visit of library – you will be asked for sign Library User application (it is for free)*

Our services:

* You can borrow books and other documents here. There are same rules for all libraries at CU, so called Uniform borrowing matrix. Ii is set of rules under which library users of a particular patron status (category) can borrow documents from the CU libraries. Matrix defines loan periods, rules for renewals, fines for late returns etc.
* Main access to our collection is Central Catalogue of Charles University (ckis.cuni.cz), there are library collections of all CU libraries included. Here you can search for books etc.
* There is open access area in the second room. Books are organized by its subjects, for easy orientation are marked with colour tags (for each subject one combination of two colours). Books purposed only for in-house loan are marked with the red circle in yellow field.
* Lots of books older books etc. we have in store. If you see in the catalogue, that the book you need is in store, you have to ask librarian service (librarian desk is in first room)
* Interlibrary loan service – if you want some book or article etc. which we have not in our catalogue, you can use so called interlibrary loan service. Via email (knihbio@natur.cuni.cz) with bibliographical details ask for this item, we get it for you from other library.
* You can use about 30 computers placed in the library (at two galleries upstairs), additionally you can use Wi-Fi connection (network Eduroam) throughout all library.
* There is one printer (first gallery upstairs) and one copy and scan machine (first room). To use you will need credit on your Student card (MyQ system). You can gain it at first gallery, there is a cash machine and here you can pay for your credit (with coins or banknotes).
* There is lot of electronic resources at CU. To access you can use all computers in the library, authentication is via IP address (direct access) or via remote access (you need your CAS login)

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