INFORMATION FOR NEW READERS

Welcome to the Librarian Information Centre of the Faculty of Civil Engineering. In forthcoming notes, we will introduce to you various services that our library offers.

OPENING HOURS

Monday – Friday	8:00 – 20:00
Saturday	9:00 – 15:00

USING COMPUTERS IN THE LIBRARY

For using all computers and installed programs (MS Office, AutoCAD, SCIA Engineering internet browsers etc.), you need a valid VUT login and VUT password.

BORROWING ENTITLEMENTS

In the library you will find two types of books:

a) Books only for studying in the library
How do you find them? Text books have a big red letter S on the front cover. Other books have stamped 'POUZE K PREZENČNÍMU STUDIU' on their sides.

b) Books you can take home for one month
Those have a green strip on the top of the spine cover and none of the markings mentioned above.

Standard loan period is one month.

Your loan can be renewed twice. Easiest way you can do so is through the on-line catalogue service (located at: http://aleph.lib.vutbr.cz/F or http://primo.lib.vutbr.cz/) after you log on to your account. There is only one exception – when someone has a reservation for the books you have. In this case, renewals won't be accepted, and you have to bring your books back before the end of your loan period.

Please remember that late book return means 2 Kč/day fine!

PHOTOCOPYING AND PRINTING

a) Printing

All printing facilities are located <u>next to the library stairs leading up to the first floor</u>.

From all library computers you can print either A4 or A3 sheets, black and white or colour. Only thing you have to do is select the right printer. Printers which have "A3/A4" are able to print both formats in black and white and colour (duplex is possible only on Xerox and OKI). When you confirm print options a small dialog window appears. Here you enter your **VUT PerID** and **VUT pin**. You don't know these entries? They are all located on the paper that study division gave you.

Next, put your Student Card to the card reader (part of every printer). Then select "Tisk" on the display. Number in brackets indicates print tasks you have sent.

Payment system is simple. You just need to have enough money on your Student Card. Place where you can add money to your Student Card is the dining facility on Rybkova street (building R).

<u>Printing charges</u>:
A4 – 2 Kč
A4 colour – 8 Kč

A3 – 4 Kč
A3 colour – 16 Kč

b) Photocopying

Another option is using one of our Xerox photocopiers. Procedure is simple. Put your Student Card to the card reader and press "Kopírování" on screen. Then press "Kopie" on the photocopier's display (if you can't see such thing, you can get there by pressing the button with house symbol) and if have followed these steps properly, everything is ready for copying. Photocopier deducts appropriate amount of money from your Student Card.

<u>Copying charges</u>:
A4 – 1,50 Kč
A3 – 3 Kč

c) Scanning

In our library we have three scanners connected to computers, and you can use them as you wish always free of charge.

USING WI-FI NETWORK

View the available wireless networks on your computer and select the Eduroam network. Dialog window appear and then you need to fill in two entries:

Login: *yourpersonalnumber@vutbr.cz*
Password: *VUT PIN*