Library Opening Hours

Monday	9:00 AM – 5:00 PM
Tuesday	9:00 AM – 5:00 PM
Wednesday	9:00 AM – 5:00 PM
Thursday	9:00 AM – 5:00 PM
Friday	Closed
Saturday*	9:00 AM – 3:00 PM

* days of classes only

Contact Information

Metropolitan University Prague
Jiří Hájek Specialised Library
First floor
Dubečská 900/10
100 00 Prague 10

tel.: 274 815 044
mob.: 724 831 985

e-mail: library@mup.cz
URL: library.mup.cz

METROPOLITAN UNIVERSITY PRAGUE

Metropolitan University Prague
Contact Address:
Dubečská 900/10 100 00
Praha 10 - Strašnice
IČ: 26482789

METROPOLITAN UNIVERSITY PRAGUE

Jiří Hájek Specialised Library

Dubečská 900/10, Prague 10

How to Become a Registered User of MUP Library

- MUP students, graduates and employees are entitled to use all library services after the first registration by presenting a chip card (ISIC, access card), which then serves as their reader's card.
- The general public can also use the library services. For more information see the MUP official website.

Online Library Catalogue

- The catalogue is accessible via the MUP website https://tritius.mup.cz/?lang=EN
- In the catalogue you find all books, journals, final dissertations and other publications held by the university.
- Special collections of the Library of the World Intellectual Property Organization (WIPO), donations from the Council of Europe, and the private collections of Professor Jiří Hájek are also available in the library.
- Basic and advanced search options are supported in the catalogue (search by author, by title, by keywords or a combination of the categories).

Ordering and Reservation of Documents

- Via the online catalogue.
- Reservation of documents that are checked out. (Please note it´s not possible to reserve a document that is available for on-site borrowing only.).
- Reservation of books that are checked out.
- Scheduling access to books from the library stock and final dissertations written by MUP students for a given date at the earliest 10 working days and at the latest one working day before the loan is to take place („Pick-up date" field). Orders for the next working day may only be placed from Monday to Thursday by 3 p.m. or on Saturday by 2 p.m.

Library Account

Information at a glance including:

- when your books are due,
- what books you have reserved or ordered,
- history of your library transactions.

With the use of your library account, you can:

- extend the loan periods of your books,
- cancel outstanding reservations or orders,
- access full-text databases, such as EBSCO, JSTOR, E-Books Cambridge Core and Taylor & Francis, from anywhere.

Extension of the Loan Period

- Via your Library account, email, telephone, or in person.
- You can extend the loan period only prior to its expiration.
- Only documents that are not reserved by other library members can be extended.

Loan Periods

	MUP Students, Alumni Club	Public
Books in Czech	1 month * 100 days	1 month * 60 days
Books in Other Languages	1 month * 100 days	1 month * 60 days
Periodicals	1 month * 100 days	1 month * 60 days
Final Dissertations	on-site only	on-site only

* max loan period

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Late fees per day

- 10 CZK for Czech book
- 10 CZK for book in other languages; journals

Payments in cash at MUP Strašnice library or by bank transfer to account no. 5736762/0800 (IBAN: CZ9408000000000005736762, BIC/SWIFT: GIBACZPX). Please use your "MUP Personal ID number" or library card number as the variable symbol for payment (in case of international payments as the reason for payment or comments for the payee).

Full-text Databases of Specialised Articles

- EBSCO, JSTOR, E-Books Cambridge Core and Taylor & Francis.
- Computer access from MUP network (including MUP University Centres).
- Remote access via your Library account (EBSCO, JSTOR, E-books Cambridge Core, Taylor & Francis).

Other Library Service

- Interlibrary loans.
- International interlibrary services (against fee).
- Sale of MUP publications (in the library or via e-shop).

Copying, Printing, and Scanning

- Self-service multifunctional printer.
- Payment through ISIC.
- Credit can be charged by online payment in SIS or in cash at the library.

Computer Lab and Study Room

- 40 work stations, 20 computers
- WiFi

MUP students can log in to their library account in the online catalogue by using the same login information as for the SIS.

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