

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

Library Opening Hours

Monday	9:00 AM – 6:00 PM
Tuesday	9:00 AM – 6:00 PM
Wednesday	9:00 AM – 6:00 PM
Thursday	9:00 AM – 6:00 PM
Friday	9:00 AM – 4:00 PM
Saturday*	9:00 AM – 4:00 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

library.mup.cz



METROPOLITAN
UNIVERSITY PRAGUE

Metropolitan University Prague

Contact Address:

Dubečská 900/10 100 00

Praha 10 - Strašnice

IČ: 26482789

library.mup.cz



METROPOLITAN
UNIVERSITY PRAGUE

Jiří Hájek Specialised Library

Online Catalogue

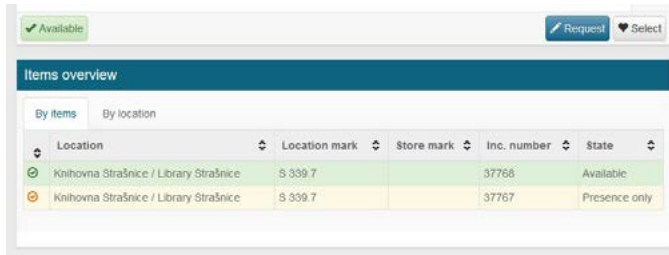


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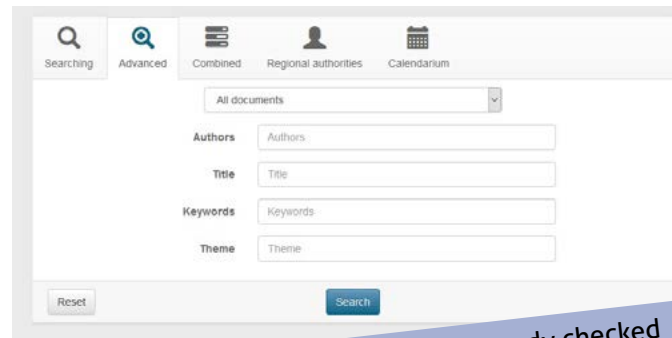
Online Catalogue Search

- The catalogue is accessible via the MUP website <https://tritius.mup.cz>
- In the catalogue you find all books, journals, final dissertations and other publications held by the university.
- Basic and advanced search options are supported in the catalogue (search by author, by title, by keywords or a combination of the categories).



Reservation (Booking) and Ordering of Documents

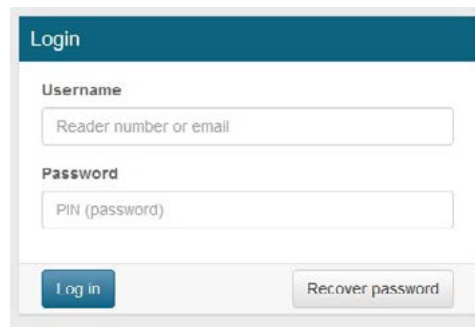
- In order to make a reservation or booking from the library stock you have to log-in to your reader's account (same login information as to SIS) and then click on the "Request" ("Získat") button.
- In case the requested document is available, it will be automatically ordered. In case the requested document is checked out, the system will make a reservation and put you on the wait list for this document.
- Scheduling access to books from 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 Saturday by 4 p.m.
- You will receive a notice to your MUP email account when the ordered document becomes available.
- **You may change the settings of your MUP email account to forward all emails to your personal email account, if convenient.**



You cannot reserve books that you have already checked out or books that are available for on-site borrowing only.

Reader's Account login

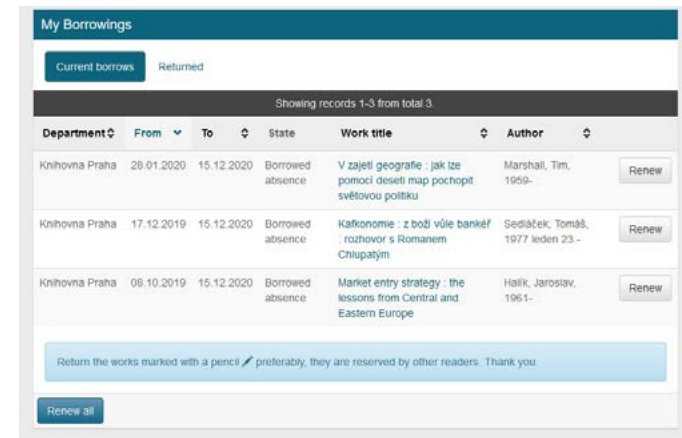
- Your library account login information is the same as your SIS login information.
- Once you log in to your reader's account you can see the complete history of your transactions. It also includes the due date of each checked out book.
- Your reader's account allows you to access full-text databases of specialised articles, such as EBSCO and JSTOR.



Extension of the Loan Period

- Once you log in to your reader's account, you can extend the loan period of the books you have checked out.
- You can extend the loan period by clicking on the „Renew“ button or „Renew all“. The new loan period will immediately appear in the reader's account.

- Prior to the expiration of the loan period, you will receive an email to your MUP email account reminding you of the due date of the checked out document.
- **Books that have been reserved by other readers are marked with the pencil sign. The loan period of such document cannot be extended.**
- **Extension of the loan period via your reader's account is possible only prior to the expiration of the loan period and before reaching the maximum allowed loan period, which is 100 days for Czech books and books in foreign languages.**
- After the expiration of the loan period, you can request an extension of the loan period via email, telephone, or personally at the library.



Late fees per day

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

Payments in cash in MUP Strašnice library or by bank transfer to account no. 5736762/0800 (IBAN: CZ940800000000005736762, 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).