

Loan Periods

	MUP Students, Alumni Club	Public
Books in Czech	1 month * 150 days	14 days * 30 days
Books in Other Languages	1 week * 50 days	on-site only
Periodicals	1 week * 20 days	on-site only
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 – 3:00 PM

* with the exception of dates specified at: <http://www.mup.cz/en/library>

Contact Information

Metropolitan University Prague

Jiří Hájek Specialised Library

First floor

Dubečská 900/10

100 31 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 31

Praha 10 - Strašnice

IČ: 26482789

library.mup.cz



METROPOLITAN
UNIVERSITY PRAGUE



Jiří Hájek Specialised Library

Online Catalogue

library.mup.cz

library@mup.cz

Online Catalogue Search

- URL: <http://s-knihovna.mup.cz/katalog/>
- The online catalogue of Jiří Hájek Specialised Library includes all publications, final dissertations, journals, and CDs held by MUP in Prague and on the premises of MUP University Centres in Pilsen, Liberec, and Hradec Králové.
- Basic and advanced search options are available for searching the online catalogue of the library holdings.

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

Reservation (Booking) and Ordering of Documents

LOCATION OF COPIES	Call Number	Deposit number	Acq. number	Status	
Knihovna Strašnice	A 123		1234	Available	
Knihovna Strašnice – sklad		SI-123	5678	Available	order

[Show similar titles in circulation](#)

[Booking](#) [Back](#) [New search](#)

- In order to make a reservation, click the “Booking” (“Rezervuj”) button below the record of the found document.
- **For booking final dissertations and books from library stock use command Order (“Objednej”).**
- Log in (same login information as the SIS).
- In case the requested document is available, it will be automatically ordered. In case the requested document is checked out, the system will automatically 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.**

Reader’s Account login

- Your library account login information is the same as your SIS login information.
- Once you log in into your reader’s account, you can see the complete history of your transactions.
- Books that are currently checked out on behalf of your account are highlighted in blue and marked as “Checked out” (“půjčeno”). This information 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.

- 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 indicate an “R” to the left of the specification of the loan period. The loan period of such documents 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 150 days for Czech books and 50 days for books in foreign languages.**

D		31.03.2011	-	31.03.2011		returned		15413	-	Vladař
D		31.03.2011	-	31.03.2011		returned		15413	-	Vladař
D		18.04.2011	?	19.05.2011		borrowed		13432	-	Učebnice evropské integrace
D		18.04.2011	?	19.05.2011		borrowed		4213	-	Evropská integrace - Evro...
M		31.03.2011	-	31.03.2011		returned		15413	-	Vladař
P		31.03.2011	-	31.03.2011		returned		15413	-	Vladař

- Following the expiration of the loan period, you can request an extension of the loan period via email, telephone, or personally in the library.

Late fees per day

- 5 CZK for Czech book
- 20 CZK for book 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).

Please note the location of the requested documents (location of the individual copies); certain copies may be available only in some library branches (e.g. the requested document may be available only in Liberec and not in Prague 10 – Strašnice).

Extension of the Loan Period

- Once you log in into your reader’s account, you can extend the loan period of the books you have checked out.
- Books that allow for an extension of the loan period include a check box to the right of the title of the book. By checking this check box and clicking on the button “Extend the Loan Period of Selected Documents” (“Prodluž označené výpůjčky”), the loan period can be extended. The new loan period will immediately appear in the reader’s account.