

Information resources at UK

Charles University Libraries

- **Central Library of Charles University**
 - is not a "classical library", but fulfills the function of a managerial workplace for the area of library and information services of Charles University (UK)
 - coordination center for faculty libraries, coordinates the purchase of electronic information resources (EIZ)
- **Faculty and departmental libraries**
 - here you can already find classic libraries with a physical (books, scripts, textbooks, magazines, etc.) but also an electronic collection
 - the role of libraries is to acquire, process, store and, above all, make information resources available according to their mission
 - provide services (borrowing, research, reference, reprographic, etc.)
- **Institute of Computer Technology**
 - the department of library applications cooperates with the libraries of the UK and provides all technical support

UK Libraries Services

- **rental services**
 - full-time (only in the study room)
 - absent (home loans)
 - MVS – inter-library (providing literature that the given library does not have and must request from another)
- **bibliographic services**
 - catalog creation (in the Aleph system)
 - own database (e.g. db publication activities)
- **research services**
- **making EIZ available**
- **reference services**
 - user navigation
- **reprographic services**

Visiting the UK library

- the libraries of the Charles University are governed by the common "Library and lending regulations of Charles University"
- each library of the UK has its own "Loan Regulation", which regulates the rights and obligations of users
- to register, you need a student card of the University of Warsaw and a completed electronic application
- users who are not students or employees of the UK either pick up a "UK external user card" at the UK distribution centers or some libraries provide non-personalized cards and register on the spot

UK student/employee card

- information on issuing and using the card is available online (<https://www.cuni.cz/UK-1444.html>)
- when picking up your pass, you will receive a password, which you can change according to the instructions
- you will need a card for example:
 - to visit the UK library
 - to manage your library account online (+password)
 - to use e-resources from home (+password)

Orientation in UK catalog

- **The central catalog of the UK** brings information about what individual CU libraries have in their collection (in physical and electronic form)
 - All the libraries of the UK participate in the creation of the Central Catalog of the UK
 - The central catalog is available at <http://ckis.cuni.cz>
 - is administered by the Institute of Computer Technology of the UK
- you can search
 - in the central catalog (you will search all the fund stored at UK)
 - in the catalog of the selected faculty library
 - according to the type of document (books, periodicals, VŠKP, e-books, e-magazines, articles from anthologies)
- search methods
 - basic/advanced search

- e.g. combination of subject (psychology) and author (Vymětal)
- browsing registers
- the system will offer the searched records:
 - basic information about the book (including cover image if available)
 - information on owned specimens (abbreviations of faculties and number of specimens are used), information on specimens can be obtained by clicking on the abbreviation of the given faculty
 - samples
- reader account – based on login (login / password) you have access to:
 - information held about your person
 - list of borrowed books
 - list of reserved books
 - you can extend loans (if the library allows it)
 - you can reserve books online (if the library allows it)

Electronic resources at UK

- **Portal of electronic resources (PEZ)**
 - is available online at <http://pez.cuni.cz>
 - makes information resources available for science, research and teaching
 - all UK libraries participate in the creation and updating
 - technically provided by the Institute of Computer Technology
- information sources are available:
 - by license (purchase or subscription)
 - in trial access
 - freely

Access to EEZ

- **direct access**
 - means that the given resource is usually accessible without entering login data from the network of the faculty to which the given resource is subscribed
 - direct access is also allowed to external library users
- **Remote Access**
 - remote access was created for the convenience of users, or access from anywhere based on login data (login/password)
 - the system identifies which faculty you are from and accordingly lets you access the resources of that faculty

UK Electronic Resource Portal

- browsing method by:
 - alphabets
 - faculties
 - subject
- search methods:
 - simple
 - extended – different criteria can be combined
- integration of all types of EIZ
- breakdown:
 - database (bibliographic, factual, ...)
 - e-journals
 - e-books
- databases and packages of e-magazines or e-books are listed on the PEZ
- individual titles of e-journals are available through the Portal of Electronic Journals or also in the Central Catalog of the UK
- individual e-book titles are gradually delivered to the Central Catalog of the UK

Basic Search Techniques

- query formulation - what am I looking for?
- selection of keywords - MeSH thesaurus
- selection of EIZ
- building the query
 - boolean (AND, OR, NOT)
 - proximity (distance) operators
- finding records - debugging the query
- provision of full text

E-Journal Portal

- degrees accessible for the entire Charles University or for individual faculties

- depending on the time, an example of searching for a magazine title, whether it is available

Links

Related Articles

- Information and information institutions
- Catalogs (1. LF UK, NT)
- Basics of searching in free resources
- Orientation in available e-resources
- Full-text electronic information sources
- Citation of used literature
- Digital portfolio from R&D perspective
- Written scientific or professional communication

Source

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