

# UPDATED: Restricted Operation of Loans from the CU FA Libraries (Celetná 20)

**UPDATED:** Due to the reopening of libraries from 21 May 2021, the previous operation of collecting of requested books (Click & Collect) at the libraries in the main building of CU FA (nám. Jana Palacha), Sporck Palace Library and Mongolian and Tibetan Studies Library will cease. The former collection of requested books remains unchanged in all Celetná 20 libraries due to a reconstruction.

## CELETNÁ 20: Loan Operation, Collection Points

- Loans from libraries in Celetná 20 are provided **solely based on a user's request in Charles University Central Catalogue** (when signed-in). The requests are in operation. The process remains the same as when regularly requesting a book from the depository.
  - Tip: Do you need help with placing a request? Take a look at the manual on how to work with the user's account.
- Loans can be collected **only in Celetná Library** (attention: due to the ongoing reconstruction, the books can be collected in a substitute location: Celetná 16, office No. 10 in the Rectorate wing. The substitute location is also accessible through Ovocný trh 5).
- The user can collect the loans **only after receiving an email invitation to collect them**. If the requested loans are from multiple libraries, the user will receive a separate email from each library, where he requested a loan in its collection. When the email invitation is sent, the books are added to the user account. If they

are not collected within a week, they will be returned into circulation and removed from the user account.

### Collection points opening hours

- The loans may be collected from Tuesday to Thursday 10 am – 3 pm. After receiving the email about the prepared loan, the user may come anytime in the opening hours above. There is no obligation to reserve a specific time to collect the loans.

### Which books can I borrow? Cancellation of a request

- You may borrow all books from CU FA libraries that are by default lent as regular loans. Books with the status “in-house loan” can be lent as a regular based on an individual decision of the librarian, but it does not apply to theses and dissertations and most of the periodicals. If you are interested in an in-house loan, please send an email at knihovna@ff.cuni.cz.
- If the book is not collected within 1 week from the sending of the invitation, the request is cancelled and the book is returned into circulation so that it may be borrowed by another user.

### Returning books (Celetná 20)

- The books can be returned *contactless* via library book drop boxes. The books need to be returned in the same buildings where they were borrowed. Library book drop boxes locations.
- If you are not sure of your loans due dates, please check your user's account in CU Central Catalogue (when logged in). **The loans due dates stated here are binding and always have a priority.** If you have further questions, you may contact us anytime at knihovna@ff.cuni.cz.

### Contact and links

If you have any questions regarding the restricted mode or the operation of libraries, please send an email at [knihovna@ff.cuni.cz](mailto:knihovna@ff.cuni.cz).

The information about the current operation of CUFA libraries may be found on the informational website [koronavirus.ff.cuni.cz](http://koronavirus.ff.cuni.cz) and on the website <https://www.ff.cuni.cz/home/library>. You may also follow us on our Facebook.

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\* For the time being, the loan service will be offered only to the students and employees of Charles University regardless of the affiliation to any faculty. The service continues to be closed for the public (external users, students of the lifelong learning courses and universities of the third age, and the general public) until further notice.