

VŠE Library

Centre of Information
and Library Services (CIKS)



Visiting the library

You can use the central VŠE Library in Žižkov (mezzanine of the Old Building, W. Churchill Sq. 4, Prague 3, bus 101 or 135, stop "Náměstí Winstona Churchilla", tram 5, 9, 15 or 26, stop "Viktoria Žižkov") or the Jižní Město library (Ekonomická 957, Prague 4, bus 177, stop "Volha").

	Žižkov	Jižní Město
Monday	09:00–19:00	10:30–18:30
Tuesday	08:00–19:00	08:30–16:30
Wednesday	08:00–19:00	10:30–18:30
Thursday	08:00–19:00	10:30–18:30
Friday	08:00–18:00	08:30–16:30

How to become a reader

Register to use all library services and study rooms. You can pre-register on the library's website and complete the registration on your first visit. Students, teachers and employees of VŠE need a valid school identification card to register, a passport and 20 CZK. After the registration you can use all the services and premises of both libraries. Please keep in mind that a valid school identification card with a valid library registration is required at all times to enter the library.

Jižní Město study room	F232553c	658.8FOR	for 1 month	Available Place a Hold
Jižní Město library stacks	F232553a	658.8FOR	for 1 month	Available Place a Hold
Jižní Město library stacks	F232553b	658.8FOR	for 1 month	Available Place a Hold
Jižní Město study room	F232553	658.8FOR	short-term	Available Place a Hold

How to borrow books

Books are lent for a week or for a month. Some books are for reference only. When you click on a unit in the catalogue, you will find where and how a book is available. You can order books from library stacks (click on a "Place a Hold" link) or you can find books according to their shelf number in the study rooms (658.8FOR at the picture). The books will be available in the specified library where they were ordered, i.e. according to the picture the marked request will be available for collection in the central library in Žižkov. You can borrow up to 20 books in total from the VŠE library if you are a student or staff member. External users of the library can borrow a maximum of 5 books. Monthly and weekly loans can be extended twice: by logging into the catalogue (Your account – Checked Out Items). Alternatively you can extend the loan period

by e-mail (prodluz@vse.cz), by phone (+420 224 095 581) or in person at the loan desk. All renewals are possible before the expiry of the loan period. A document cannot be renewed if it is reserved for another user. If the loan period is exceeded users are fined for each day of the delay: 3 CZK/day for month loans, 5 CZK/day for week loans. We will send you an e-mail notice prior to the expiry of the loan.

How to borrow newspapers and journals

Print versions of newspapers and journals are available for reference only in the study rooms, they cannot be taken out. Older volumes may only be requested from the stacks, please, ask the library staff. Many journals are also available as e-resources.

E-books and other e-resources

We subscribe many e-resources that contain full texts from dozens of thousands of newspapers and journals (e.g. Economist, Forbes, Wall Street Journal, Harvard Business Review as well as top scientific journals including, for example, the Journal of Economic Literature, Journal of Finance, MIS Quarterly, Accounting Review and many others), thousands of electronic books, statistical data, legislation or data on companies and markets. We also provide access to the top citation indexes Web of Science and Scopus. A list of e-resources is available at library.vse.cz/resources/. Consult their descriptions to grasp their contents. Use the webpage at library.vse.cz/resources/ to access the e-resources from computers outside the school: after clicking on the title of a selected e-resource from a computer outside the school you log in using your username and password to the study system.

Printing, copying, scanning

To make a copy for yourself, you may use:

- a self-service copy machine at Žižkov
- 2 network printers at Žižkov and 1 at Jižní Město
- a book scanner and a flatbed scanner in the library in Žižkov and a flatbed scanner in Jižní Město

Learn to work with information effectively

We hold regular seminars to teach you how to work effectively with information and how to cite correctly. Both of these are key skills used throughout your studies.

Need help? Do not hesitate to ask.

Assistance is available at both libraries from the library staff. Get help via knihovna@vse.cz or use the Ask the Librarian service. Don't know how to cite correctly or need help finding specialist information? Contact us at i-servis@vse.cz to arrange a consultation.