



Library Information

2022/2023

October 2022

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Intro 

Get some basic information about the Jan Kochanowski University Library

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skills 

Discover how to request / borrow books and periodicals
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01 Intro or basic information

1. Do You need to sign up to the Library?
2. Why should You sign up?
3. Where do You sign (up)?
4. What documents do You need?
5. Will You get a card or something?



1. Do I need to sign up to the Library?

You are not required to sign up to the library. Signing up is voluntary, free of charge and needs to be done by you in person.

2. Why should I sign up?

Even without signing up, you are still allowed to use the Library, however you won't be able to borrow anything home.

3. Where do I sign (up)?

You can sign up at the Library front desk, ground floor.

4. What documents do I need to be able to sign up?

Please remember to take your Student ID with you.

5. Will I get a card or something?

Once you sign up, your Student ID will become the Library Card. No other document will be issued.

02 Library 101: your account

6. OK, I am in. Is it for ever? How long is the account valid?
7. How do I extend my account?
8. Is it for free?
9. How many books can I borrow?
10. How long can I keep the books?
11. A book is overdue, what now?
12. A book is lost, what now?
13. Can somebody else collect my books in my stead?
14. Can somebody else return my books in my stead?



6. How long is the account valid?

Student's account stays valid for the entirety of the current academic year (until October 30).

7. How do I extend my account?

To re-activate your account, please visit the University Library and ask a librarian on duty to re-activate your account. This can be done at the Library Front Desk, ground floor.

8. Is it for free?

Using the University Library is free of charge.

9. How many books can I borrow?

Students are eligible to borrow up to 10 books before exhausting their quota.

10. How long can I keep the books?

By default, each loan is for 30 days. You are, however, allowed to extend it twice to a total of 90 days.

11. A book is overdue, what now?

If you happen to keep a book for too long your account will be locked (no more borrowing for you until you resolve the issue). You will also have to pay a fee for each day overdue and return the book in question.

12. A book is lost, what now?

Each such case is decided upon individually. Please ask a librarian on duty for more information.

13. Can somebody else collect my books in my stead?

Short answer: no. To collect a book one needs to identify oneself with a valid Student ID/Library Card. You are not allowed to use any ID that is not yours.

14. Can somebody else return my books in my stead?

Short answer: yes. Just bring the books over to the Library Front Desk or use the Book Drop located near the JKU Library front entrance.

03 Skills: how to use books and periodicals

Books (and other collections)

15. How do I search for a book?
16. Can all books be borrowed?
17. Open stack / close stack – what's the deal?
18. How do I place an order for a „close stack” book?
19. Do I place order for „open stack” books?
20. What is the UDC?
21. Open stack stickers - what is their purpose?
22. How do I borrow from the open stack?
23. What about periodicals? Can I borrow a periodical?



15. How do I search for a book?

Use the Online Catalog for that.

One can find it at lib.ujk.edu.pl or simply use the search box directly from the University Library webpage buk.ujk.edu.pl

For more instructions please refer to the instructional clips:

how to order books: <https://www.youtube.com/watch?v=gbev0CAxsR4>

open stack books: <https://www.youtube.com/watch?v=ijy16ebiJN0>

16. Can all books be borrowed?

Short answer: no. Some books are “on site only.”

17. Open stack / close stack – what’s the deal?

Close stack items are stored at the ground floor.

In general, you place a request and then borrow such books home

Not all close stack items can be borrowed though.

Open stack items are on display: first floor holds open stack books, the second floor is for open stack periodicals.

18. How do I place an order for a „close stack” book?

Please refer the following clip on how to order books:

<https://www.youtube.com/watch?v=gbev0CAxsR4>

19. Do I place order for „open stack” books?

Short answer: no. Open stack items cannot be requested on-line.

Please refer the following clip on how to use the open stack books:

<https://www.youtube.com/watch?v=ijy16ebiJN0>

20. What is the UDC?

The Universal Decimal Classification (UDC) is one of the most widely used knowledge organization systems in libraries, where it is used for either shelf arrangement, content indexing or both.

The UDC defines 10 main classes (including): 0. Science and Knowledge; 5. Mathematics. Natural Sciences; 6. Applied Sciences. Medicine, Technology; 8. Linguistics. Literature

21. Open stack stickers - what is their purpose?

In this library we use color-coding on top of UDC to further simplify finding the right shelf (thus the right book).

Yellow: UDC 0-3 Green: UDC 5-6 Blue: UDC 7-9 Red: "on site use only".

22. How to I borrow from the open stack?

None of the open stack periodicals can be borrowed home.

Only some of the open stack books can be borrowed home.

Open stack collections are self-serviced via self checkout terminals placed on the first floor. Please refer the following clips.

Open stack books: <https://www.youtube.com/watch?v=ijy16ebiJN0>

Self check-out: <https://www.youtube.com/watch?v=9gp4YLOeZmM>

23. What about periodicals? Can I borrow a periodical?

Periodicals cannot be borrowed and can be use on site only.

If you request a periodical from the close stack, you will receive it on-site.

Please refer: <https://www.youtube.com/watch?v=dS2AwoXZSYQ>

03 Skills: how to use e-sources

Resources on-line

- 24. What other sources of information can I use?
- 25. Where can I access the databases and on-line periodicals from?
- 26. How can I use the databases and on-line periodicals from other networks?



24. What other sources of information can I use?

Patrons can access a variety of databases. Those on medical faculty may find useful a number of sources including the following: EBSCO, WILEY-BLACKWELL, CLINICALKEY.

25. Where can I access the databases and on-line periodicals from?

All e-sources are accessible from the JKU network (that includes: computers in the library and dormitories).

26. How can I use the databases and on-line periodicals from other networks?

Outside the JKU network, E-sources (with exception of: Ebsco, Wiley-Blackwell and ClinicalKey) can be accessed from: <https://sslvpn2.ujk.edu.pl/bazy>
Your login will look like: sXXXXXX@student.ujk.edu.pl, where XXXXXX is your Student ID.

Accessing Ebsco, Wiley-Blackwell and ClinicalKey requires installing and configuring additional software on your PC.

Please refer to the following instruction: <http://www.ujk.edu.pl/czasopisma.html>

04 Trivia or some interestingly useful facts

- 27. Can I scan/copy (a fragment of) a book?
- 28. Can I use the Internet in the library?
- 29. Can I connect my device to the Wi-Fi?
- 30. Where are the books in English?



27. Can I scan/copy (a fragment of) a book?

You can scan a fragment of a book using self-serviced scanners located on the first and second floor. Remember, you will need an USB drive. If you prefer a regular printout, head to one of our self-serviced xerox machines (located on the first and second floor). Don't forget to have some change though.

28. Can I use the Internet in the library?

All of the computers in the JKU Library are restricted to the library catalog and university web pages only. Beyond these, you will be required to logging in. See question 26 for information on login and password.

29. Can I connect my device to the Wi-Fi?

Student can use a dedicated WI-FI (Eduroam). For configuration details, please refer to the following manual: https://buk.ujk.edu.pl/files/eduroam_eng.pdf

30. Where are the books in English?

There is no single place to store all the books in English. Please, note down the Open Stack Symbol; it is instrumental in finding a volume on a shelf.



Thank **You** for your attention