



Welcome to the ŠAVŠ Library – FAQ

Version 17 September 2026

When are we open?

- Standard opening hours:

Monday, Wednesday, 7:30 – 12:00 12:30 - 16:30
Thursday

Tuesday 7:30 - 12:00 12:30 – 18:00

Friday 7:30 – 12:00 12:30 - 15:30

Saturday, Sunday Library closed – use the KnihovniQ pick-up lockers – see below

Current opening hours (e.g. during the exam period or holidays) – see the news on our [website](#).

How can I contact the library?

- Tel: +420 703 854 723
- E-mail: knihovna@savs.cz
- WWW: <https://www.savs.cz/en/library>

Where can I find the online catalogue? What can I do with it?

- ŠAVŠ Library online catalogue: <https://savs.tritius.cz/>.
- You can browse the catalogue without logging in.
- Your login credentials are the same as for the university's other systems (AIS).
- Once logged in, you can see your loans, renew them and make reservations.
- The online catalogue contains records of all documents in the library – it does not contain full texts (with a few exceptions – see below)!



- Logged-in users can access the full texts of ŠAVŠ study materials (course textbooks) and titles published by Grada (thanks to the Bookport database – see below).

Where can I find the Library Rules and the Schedule of Fees?

- [Library Rules](#)
- [Pricelist of Fees](#)

Loans, reservations, fines

- No loan limit (for now ☺).
- Loan period: 2 months for the initial loan, then renewals of 1 month each.
- Reservations can be made via the [online catalogue](#), by phone or by [e-mail](#).
- Overdue notices: every tenth day after the loan period expires. Overdue notices are generated automatically – the library is not obliged to send them!
- Fines – the first overdue notice is free of charge, each subsequent one is charged according to the [Pricelist of Fees](#). Please read it in your own interest ☺.
- Fines – can be paid by card at the library or by bank transfer to the university's account.
- In the case of unpaid fines, the library may refer the matter to the Study Department.
- Borrowed items can be returned by anyone.
- Borrowed items can be collected by anyone, but this must be announced in advance by e-mail (stating who will come).
- Borrowed items can be returned by post / parcel service / courier, but they are sent at your own cost and risk.

Borrowing outside library opening hours and at weekends

- Borrowed items can be collected from the KnihovniQ lockers even outside library opening hours (overnight, at weekends).
- The lockers are located in the atrium; instructions for using them can be found in the [manual](#).
- Outside library opening hours, you can return publications to the book drop (bibliobox) located in front of the library.



How can I use the library if I study at the Prague branch?

- The Prague branch is served once a week by a “flying librarian”, who is available on designated days.
- The librarian is available for consultations, help with citations and the sale of course textbooks and, above all, brings publications ordered from Mladá Boleslav.
- The exact procedure for this service can be found in this [manual](#).

What electronic resources do we have available?

- [BOOKPORT Business](#) - a database from the publisher Grada providing access to more than 1,700 Czech professional e-books on business, finance, economics, law, taxes, accounting, etc.
- [DNNT](#) – Works Unavailable on the Market – a database of the National Library of the Czech Republic.
- [EMERALD OPERATIONS, LOGISTICS & QUALITY](#) – 16 journal titles in these fields + 12 journal titles in the area of Knowledge Management.
- [JSTOR FULL ACCESS COLLECTION](#) – a multidisciplinary database of articles from 2,800 scholarly journals
- New [ASPI](#) – Automated Legal Information System, including commentaries, scholarly monographs and professional journals.
- [PROQUEST BUSINESS E-book](#) Subscription – a collection of approx. 100,000 scholarly e-books focused on economics – especially management, business, finance, marketing, human resources, international trade, economic policy, capital markets and investment, corporate culture, banking and accounting. Selected titles in IT, logistics and mechanical engineering.
- [PROQUEST CENTRAL](#) – a multidisciplinary database of international literature. It provides access to scholarly information in business, economics, medicine, the natural sciences, social sciences and humanities, technology and the arts. You can search the full texts of more than 34,000 scholarly journals, the full texts of more than 380,000 dissertations and 2,500,000 conference papers and reports, millions of current market, industry (BMI) and company reports, nearly 60,000 company (Hoover's) and country (EIU) profiles, 150,000 case studies and more than 2,700 newspaper titles.
- The library has prepared a [guide](#) to further electronic resources with free access (Open Access).
- All databases are also accessible remotely, 24/7.
- You access all databases via EduID by selecting ŠAVŠ and entering your standard login credentials.



KNIHOVNA
Škoda Auto Vysoká škola

Škoda Auto Vysoká škola z. ú.

Na Karmeli 1457

293 01 Mladá Boleslav

Where can I find information on citations and preparing final theses?

- Citations – [materials](#)
- ŠAVŠ recommends using the [CitacePRO](#) citation generator; the full version is available to you after logging in via EduID by selecting ŠAVŠ and entering your standard login credentials.

Can I find a list of new acquisitions in the library collection?

- [New acquisitions](#) from the last two months.

Where can I find library news?

- Follow the library [website](#) – News section.
- Follow the news in the [online catalogue](#).
- Read the [Newsletter](#) of the ŠAVŠ Library.