



# Welcome to the SAU Library, or the Most Frequently Asked Questions

Version as of February 9<sup>th</sup>, 2023

## What are your opening hours??

- Regular opening hours are as follows:

Monday, Wednesday, Thursday	7:30 – 12:00	12:30 – 16:30
Tuesday	7:30 – 12:00	12:30 – 18:00
Friday	7:30 – 12:00	12:30 – 15:30
- Saturday 8:00 – 13:00 – only during spring and autumn classes
- Current opening hours (e. g., during exam sessions, holidays) - see news on the [website](#).

## How can I contact the Library?

- Tel: +420 326 823 060
- E-mail: [knihovna@savs.cz](mailto:knihovna@savs.cz)
- WWW: <https://www.savs.cz/knihovna>

## Where can I find the online catalogue? How can I use it?

- Online catalogue of the SAU library: <https://savs.tritius.cz/>
- You can browse the catalogue even without being logged in.
- You receive your login details when you enrol; it is recommended to change them immediately.
- Once logged in, you can see, renew your book loans or make reservations.
- The online catalogue contains records for all documents in the Library; however, it does not contain full texts!

## Where can I find the Library Rules and the Schedule of Charges?

- [Library rules](#)
- [Schedule of charges](#)

## Book loans, reservations, fines

- There are no book loan limits (yet 😊).
- Loan period: 2 months for the first loan. It is renewable after one month.
- Reservations can be made via the [online catalogue](#), telephone and [e-mail](#).
- Every tenth day after the end of the loan period. Reminders are automatically generated - the Library is not obligated to send them!
- Fines: The first reminder is not chargeable; each subsequent reminder notice is subject to the [Schedule of charges](#). In your own interest, please study it 😊
- The fines can be paid in cash or by bank transfer to the school's account. Unfortunately, it is not possible to pay by card.
- The Library may refer the matter of unpaid fines to the Study Department.



- Anyone may return the borrowed items.
- Anyone can pick up the loans; however, you are required to announce it in advance by e-mail (who shall pick up the items).
- The loans can be returned by post/parcel service/courier. However, you shall bear the shipping costs and risks.

### Where can I find the theses?

- The printed theses are available in the Library. Please notify the Library one day in advance, as they are stored in the archive.
- Theses can also be read online within [AIS](#) (since 2008, and the older ones optionally); they are also available via the public portal [Theses](#) (since 2015).

### Are there any electronic resources available?

**Access to databases is tied to authentication with school credentials.**

- The [BOOKPORT](#) database is a database from the Grada publishing house that allows you to read more than 1,200 Czech professional books focused on business, finance, economics, law, taxes and accounting.
- The [EMERALD OPERATIONS, LOGISTICS & QUALITY](#) database contains scientific journals for operational, logistics and quality management. It is intended for students, researchers and professionals involved in the field.
- [JSTOR](#) database. The BUSINESS II collection is the digital archive of major American journals in economics, politics, law, and psychology.
- The [ProQuest Business Ebook Subscription](#) is a collection of professional electronic monographs focused on economics - especially management, trade, finance, marketing, human resources, international trade, economic policy, capital markets and investment, corporate culture, banking and. You can also optionally request access to books from the field of IT, logistics and engineering.
- The [ProQuest Central](#) database is a multidisciplinary database of foreign literature. It offers access to expert information from business, economics, medicine, natural, social and human sciences, technology and the arts. Searchable full text of over 22,000 professional journals, full text of over 264,000 dissertations and 455,000 conference papers and reports, millions of current market, industry (BMI) and company reports, nearly 60,000 company (Hoover's) and country profiles (EIU), 150,000 case studies, over 2,000 newspaper titles.
- The databases mentioned above are also available remotely (from home), 24/7.
- The National Digital Library (in its [Works Unavailable on the Market](#) segment) offers full texts of documents (books, magazines, newspapers, etc.) published in the Czech Republic up to 2007 (periodicals - issues up to 2010). They are documents protected by copyright (i. e, the 70-year period has not expired since the death of the author) that are not available on the market, including further editions, possibly modified or electronic. Furthermore, the WUM interface provides access to the full texts of documents that are free (no longer protected by copyright) from the point of view of copyright.
- The Library has prepared a [directory](#) of other Open Access electronic resources.
- The Library has an ASPI system - Automated System for Legal Information.



Where can I find information on citations and thesis preparation?

- Citation: [materials](#)
- Thesis preparation: [materials](#)

Where can I find acquisitions in the library fund (news)?

- [Acquisitions](#) in the last two months.

Where can I find the latest library news?

- Follow the library [website](#) - News section,
- Follow the news in the [online catalogue](#)