

# How to Search the Book and its Placement in the Library

## I. Possibilities of Catalogue Search

The screenshot shows the library website's home page. At the top, there are navigation tabs: **Indexes**, **Lists**, **Search**, and **Reader's Account**. A search bar contains the text "Library catalogue" and a "Search" button. Below the navigation, there is a "Main menu -> Select" section with a "Help" link. On the left, there is a "Basket: 0" section with icons for adding, removing, and refreshing items. Below that is a "Top borrowed docs:" section listing various books and their borrowing counts. At the bottom, there is a "News:" section with a row of book covers. Several green callout boxes point to specific features: "Browsing through indexes" points to the navigation tabs; "News, high demand, top classified documents" points to the "Top borrowed docs:" section; "Basic, advanced search" points to the search bar; "Reader's account" points to the "Reader's Account" tab; "Top borrowed documents" points to the "Top borrowed docs:" section; and "Front covers of books" points to the "News:" section.

## 2. Search, Browsing through Indexes

### a. Title Index

The screenshot shows the library website's "Indexes" page. At the top, there are navigation tabs: **Indexes**, **Lists**, **Search**, and **Reader's Account**. Below the navigation, there is a "Main menu -> Indexes" section with a "Help" link. On the left, there is a "Basket: 0" section with icons for adding, removing, and refreshing items. Below that is a "Top borrowed docs:" section listing various books and their borrowing counts. In the center, there are two sections: "Select index:" and "Insert starting position:". A dropdown menu is open under "Select index:", showing the following options: "All documents", "All documents", "Books", "Periodicals", "Video documents", "Electronic sources", and "Audio documents". A green callout box points to the dropdown menu with the text "According to type of document". To the right of the dropdown menu is a "Storno" button with a red 'X' icon.

## b. Authority Index, Key Words, and UDC

The interface features a top navigation bar with 'Indexes', 'Lists', 'Search', and 'Reader's Account'. Below this, a 'Main menu -> Indexes' section includes a 'Help' icon, a 'Basket: 0' indicator with a red 'X' icon, and a 'Top borrowed docs:' section. The main area contains a 'Select index:' dropdown menu with 'Author' selected, and an 'Insert starting position:' input field. A 'Storno' button with a red 'X' icon is visible on the right.

## 3. Basic Search

The interface shows a top navigation bar with 'Indexes', 'Lists', 'Search', and 'Reader's Account'. The 'Main menu -> Catalogue search' section includes a 'Help' icon and a 'High demand words:' list: 'analýza ceske chemie dejiny dějiny doprava ekonomika english integrace jak komunikace management marketing marketing matematika metody mikroekonomie ochrana prace praxi právo psychologie rizeni n slovník socialni sociální sociologie studia system zaklady Zaklady Základy základy'. The 'Search' tab is active, showing a 'Catalogue search' dropdown menu with 'Basic search' highlighted. The search fields include: 'Authors:', 'Keywords:', 'Publisher:', 'Year of issue:', 'Place of issue:', and 'ISBN/ISSN:'. Below these are checkboxes for 'Type of document' (All documents, Books, Periodicals, Video documents, Electronic sources, Audio documents) and 'Results sorting' (ascending, descending, by title, by author, by year of edition, by click rate). A 'Search' button and a 'Cancel' button are at the bottom.

## 4. Advanced Search

The interface shows a top navigation bar with 'Indexes', 'Lists', 'Search', and 'Reader's Account'. The 'Main menu -> Global search' section includes a 'Help' icon and the same 'High demand words:' list as in the previous screenshot. The 'Search' tab is active, showing a 'Catalogue search' dropdown menu with 'Advanced search' highlighted. The search fields include: 'ISBN', 'ISSN', and a search input field. Below these are three search criteria sections, each with a dropdown menu (All fields, ISBN, ISSN) and radio buttons for 'AND', 'OR', and 'NOT'. A 'Search' button and a 'Cancel' button are at the bottom.

## 5. Search Results

Title	PY	Type of Doc.
<b>Environmental chemistry / Stanley E. Manahan</b> 9th ed. Boca Raton : CRC Press/Taylor & Francis, c2010 xxix, 753 s. : il. ; 26 cm	c2010	Books
<b>Green chemistry letters and reviews [elektronický zdroj]</b> London : Taylor & Francis, 2007-	2007-	Periodicals

## 6. Record Display

Detail	Citation	Copy
Title	Environmental chemistry / Stanley E. Manahan	
Author	Manahan, Stanley E. 1937-	
ISBN	978-1-4200-5920-5 (váz.)	
Edition Statement	9th ed.	
Publisher	Boca Raton : CRC Press/Taylor & Francis, c2010	
Key words	životní prostředí environmentální chemie znečištění odpady	
Physical Description	xxix, 753 s. : il. ; 26	
UDC	504.054	
Signature	78269	

UDC = number of the bookshelf

Signature of the book on the shelf

Detail	Citation	Copy	Availability			
<b>COPIES:</b>						
Accession number	Signature	Bar Code	Location	Category	Volume disposition	Comm
1. 271239	58233	32100165680	knihovna Stavařov		available	Available to borrow
2. 219988	58233	32100080510	knihovna Stavařov		available	
3. 219989	58233a	32100080506	knihovna Stavařov		due date do 30.09.2011	Borrowed until


Details on the book

## How to Log in into the Reader's Account and Orientation in It

- **Log in**


1. Homepage of the catalogue <http://katalog.upce.cz> or the login page <http://katalog.upce.cz/upalogin.php>
2. click the *Reader's account* → click *Login to the UPa system* → select *public user* or *university user*

**Login to the UPa system:**



**Public**

**Public Users:**  
After clicking the button „Public”, you will be redirected to the log-in page in the catalogue. Your **log-in name** is in the form of the **11-digital number from your library card bar code**. You will enter the **password** in the form of the year of your birth, i.e. the 4-digital number. }



**University**

**Employees and Students of UPa:**  
After clicking the button „University”, you will be redirected to the central University systems. Enter your log-in information in the form of **NetID**, and the **password belonging to the NetID**.

3. Entering the login details

*University user* = NetID + generated password

*Public user* = barcode of the user card + year of birth

- **Basic Information on the Reader + List of Borrowed Documents**

[ILL](#) | [Reader's own bookcase](#) | [PC](#) | [About me](#) | [SDI](#)

Thu, 13.01.2011, 18:16

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**User information:**

User NetID: [redacted]

Date of issue: 02.04.2007      Registration date: 02.04.2007      Valid until: 10.06.2011

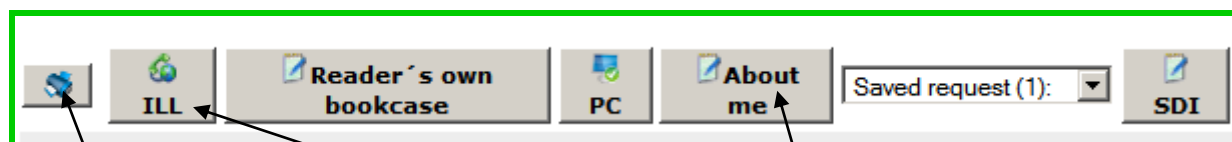
User category: [redacted]      E-mail: [redacted]

Possibility to prolong the loan term

Information on reminders

Loans No. 33	History of Loans	Reservation No. 0	Title:	KP_CTEN_OZNAC:	Location:	Date:	due date:	Over due notice:
			Objective proficiency : [new for December 2002 exam specifications]. Workbook with answers / Erica Hall	32100081525	knihovna Stavařov	05.01.2011	05.02.2011	
			CAE practice tests - plus : cassette / Alan Stanton, Susan Morris	32100081523	knihovna Stavařov	04.01.2011	04.02.2011	
			CAE practice tests - plus : cassette / Alan Stanton, Susan Morris	32100081527	knihovna Stavařov	04.01.2011	04.02.2011	
			International express elementary [zvukový záznam] : class CD / Liz Taylor	32100131827	knihovna Stavařov	10.10.2007	01.12.2011	
			Authentic reading : a course in reading skills for upper-intermediate students / Catherine Walter	32100160956	knihovna Stavařov	01.12.2010	01.12.2011	
			Test your English vocabulary in use : upper-intermediate / Michael McCarthy, Felicity O'Dell	32100081502	knihovna Stavařov	29.01.2009	01.12.2011	
			CAE practice tests - plus : with key. 2 / Nick Kenny, Peter Sunderland	32100081515	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
			Objective CAE. Cassette / Felicity O'Dell, Annie Broadhead	32100081522	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
			Objective CAE. Cassette / Felicity O'Dell, Annie Broadhead	32100081517	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
			The Cambridge CAE course : self-study : [new edition adapted to reflect the specifications from Dec 1999]. Student's bo	32100081550	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
			Dear Vítie : Dear Doosie : [aneb jak si zlepšit angličtinu četbou milostných dopisů] /	32100081516	knihovna	28.02.2008	01.11.2010	3.

- Further Possibilities



Print the information on the reader

Interlibrary loan service

Correction of personal details

## How to Prolong the Document

1. Log in to the reader's account = see above
2. Basic Information on the Reader + List of Borrowed Documents

Thu, 13.01.2011, 18:16

User information: [redacted]  
 User NetID: [redacted]  
 Date of issue: 02.04.2007      Registration date : 02.04.2007      Valid until: 10.06.2011  
 User category: [redacted]      E-mail: [redacted]

Loans No. 33	History of Loans	ILL	Reservation No. 0	Title:	KP_CTEN_OZNAC:	Location:	Date:	due date:	Overdue notice:
				Objective proficiency : [new for December 2002 exam specifications]. Workbook with answers / Erica Hall	32100081525	knihovna Stavařov	05.01.2011	05.02.2011	
				CAE practice tests - plus : cassette / Alan Stanton, Susan Morris	32100081523	knihovna Stavařov	04.01.2011	04.02.2011	
				CAE practice tests - plus : cassette / Alan Stanton, Susan Morris	32100081527	knihovna Stavařov	04.01.2011	04.02.2011	
				International express elementary [zvukový záznam] : class CD / Liz Taylor	32100131827	knihovna Stavařov	10.10.2007	01.12.2011	
				Authentic reading : a course in reading skills for upper-intermediate students / Catherine Walter	32100160956	knihovna Stavařov	01.12.2010	01.12.2011	
				Test your English vocabulary in use : upper-intermediate / Michael McCarthy, Felicity O'Dell	32100081502	knihovna Stavařov	29.01.2009	01.12.2011	
				CAE practice tests - plus : with key. 2 / Nick Kenny, Peter Sunderland	32100081515	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
				Objective CAE. Cassette / Felicity O'Dell, Annie Broadhead	32100081522	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
				Objective CAE. Cassette / Felicity O'Dell, Annie Broadhead	32100081517	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
				The Cambridge CAE course : self-study : [new edition adapted to reflect the specifications from Dec. 1999]. Student's book	32100081550	knihovna Stavařov	16.09.2010	01.11.2010	3. upomínka
				Dear Vítie : Dear Doosie : [neb jak si zlepšit angličtinu četbou milostných dopisů] /	32100081516	knihovna	29.03.2009	01.11.2010	3.

3. Click on the green icon once

4. Is not it possible to prolong the book? = there is a high possibility that the book has been reserved by another library user. You can find such information by clicking on the title of the book in the file Copy and you will see [the blue field](#) informing you about placing reservation on the document

## How to Place a Reservation on the Document

1. Log in to your Reader's account
2. Search the requested document → click on the title of the document

Lists Search Reader's Account

Search result : Global : industrial inorganic chemistry  
Records count : 3  
Save Your request

#		Title
1.	<input type="checkbox"/>	Industrial inorganic chemicals : production and uses / edited by R. Thompson Cambridge : Royal Society of Chemistry, c1995 xvii, 408 s. : il.
2.	<input type="checkbox"/>	Industrial inorganic chemistry / Werner Büchner [a kol.] Weinheim : VCH, 1989 614 s.
3.	<input type="checkbox"/>	Ullmann's encyclopedia of industrial chemistry. Volume A24, Silicon compounds, inorganic to stains, microscopic / editors Barbara Elvers, Stephen Hawkins 5th completely rev. ed. Weinheim : VCH, 1992 xv, 579 s. : obr., sch., tab., grafy

3. Record display → Copy → Click on Reservation Button

Detail	Citation	Copy			
<b>COPIES:</b>					
Accession number	Signature	Bar Code	Location	Category	Volume disposition
1. 157743	41330	32100044865	knihovna Stavařov		due date do 20.12.2011

Reservation

4. Enter the date until when your request is valid

Insert booking information:  
Industrial inorganic chemistry / Werner Büchner [a kol.]

Valid until: 03.03.2011

OK

5. Possibility to delete reservation of the document (you have to be logged in yours Reader's Account) → click on the dustbin icon

User information: [redacted]  
User NetID [redacted]  
Date of issue: 18.01.2005 Registration date : 18.01.2005 Valid until: 30.06.2011  
User category: [redacted] E-mail: [redacted]

Loans No. 2	History of Loans	ILL	Reservation No. 1			
Title:	KP_CTEN_OZNAC:	Location:	Date:	due date:	Reservation:	Overd notice
The alkaloids : chemistry and physiology. vol.18 / R. H. F. Manske ; R. G. A. Rodrigo			17.01.2011		1. rez.	