Electronic Catalogue

• It is primary source of information about the collections of Main Library and the latest collections of Department and Institute Libraries.

• It register books acquired by the Library since 1991, journals and series (e.g. monographs), audiobooks.

• Books from electronic catalogue are requested online.

• Searching for materials should always be started from electronic catalogue.

• If the materials (published before 1991) are not listed in the online catalogue, you should check the card catalogue.

• Catalogue browsing is possible without logging into your Reader’s Account.
Electronic Reader’s Account

To log into your Account, you should enter:

- the reader’s number (number of student identity card or library card) e.g. 205XXXXXX
- password – series (e.g. ABC) and number of personal identity card

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Ordering books via the Electronic Catalogue

• One can order only the books, which have location – BG Magazyn Główny and status – Available in Electronic Catalogue.

• One can’t order via Electronic Catalogue:
  ➢ books, which have location BG Czytelnia Główna
  ➢ books, which have location BG Kolekcja KW
  ➢ books, which have location of some institute or department library (e.g. IFiS Biblioteka)
  ➢ journals, which have location BG Czytelnia Czasopism in Electronic Catalogue.
Electronic Catalogues

Electronic Reader’s Account

Searching for books by author and ordering

Searching by title (Main Reading Room, KW Collection)

Searching by title (Scientific Information Department, Journal Reading Room)

Ordering books from Institute Libraries

Renewing Items

Reservations

Using the Special Collections
Electronic Catalogue

Guidance Users
Card Catalogues – types

• alphabetical books catalogue (cards are alphabetically arranged by authors or titles) – includes information on Library acquisitions until 1997

• subject books catalogue (according to Universal Decimal Classification) – includes information on Library acquisitions until 1997

• alphabetical catalogue of journals’ titles – includes information on Library acquisitions until 2005
Searching in Alphabetical Card Catalogue

Book written by 1 to 3 authors – search by first letter of author’s last name

WUNSCH Karl-Heinz, MIETHCHEN Ralf, EHLERS Dieter


547 (075.8) 191042

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Searching in Alphabetical Card Catalogue

Book written by more than 3 authors or joint publication – search by first letter of title
Searching in Subject Card Catalogue of books

• It allows searching for books by subject, when author or title is unknown.

• You should search for subject of desired materials in alphabetical index, which is in the end of Subject Card Catalogue.

• Number symbols in alphabetical index (e.g. 371.2) refer to particular catalogue drawers (it must not be confused with ordinal number of drawer).

• The drawers contains descriptions of desired materials.
Searching in Alphabetical Card Catalogue of journals titles

- The Catalogue of journals titles includes information on Library acquisitions until 2005.

- It can be searched by first letter of journal’s title.
Ordering in card catalogues

• It is possible only on traditional paper request form.

• Type of library request form depends on pick up location:
  big request form – book that can be borrowed for home loan,
  small request form – book that may be used only in the Main Reading Room

• Filled library request form you should throw into box, which is in Main Library’s hall.

• Library request form for materials from Journal Reading Room should be left in this place.
Paper library request forms

For materials from Main Reading Room or Journal Reading Room

For books from Library Storing Department
Library registration

The right to borrow a book from the Library's collection is granted to:

• staff members of our University

• retired academic staff of our University

• students of our University (PhD students, Postgraduate students, Full-time students, Extramural students, Erasmus students)

• students of public universities in Cracow and Ignatianum Academy or Andrzej Frycz Modrzewski Krakow University

• students of Cracow high schools

• academic staff of colleges and science or educational institutions in Cracow

• one which have permission for using collections from Main Library Director (after paying refundable deposit – 100 pln for 1 book)

• other libraries via Inerlibrary Loan
Registration condition is to show personal identity card and other documents, depends on category of user:

- **students and PhD students of our University:** student identity card and indeks (grade book) with valid entry for the academic year,

- **staff of our University:** an employment contract or other document of employment guarantee

- **students of other universities in Cracow:** student identity card and indeks (grade book) with valid entry for the academic year

- **students of Cracow high schools:** valid school identity card and parent’s signed commitment

- **academic staff of colleges and science institutions in Cracow:** valid employee identity card or other document of employment guarantee

- **employees of educational institutions in Cracow:** employer guarantee on relevant form which can be obtained at the Circulation Desk

- **one which have Main Library Director permission for using collections of Main Library:** deposit’s proof of payment from our University cash desk
Loan borrowing limits

- students of our University: 10 books for 1 month with 2 possible monthly renewals

- students of other universities, students of high schools and teachers: 3 books for 1 month with 2 possible monthly renewals

- additionally – all readers can borrow 2 books for 5 days from Collection of Short-term Loans (separated collection of most often borrowed books) without possibility of renewing – you should write back the call number from Electronic Catalogue and show it in Circulation Desk

You can renew your items in-person, via Electronic Reader’s Account or make a call to the Circulation Department.
Interlibrary Loan

• The Interlibrary Loan can be used by employees and students of our University, which have valid Library Card.

• Delivers books and copies of articles from journals that cannot be found in other Cracow libraries.

• One can order materials personally in Circulation Department or fill in a form available on the Library website.

• Materials obtained via ILL may be used only in our reading room.

• Users are obliged to cover the costs incurred by the Library to satisfy their ILL requests.

Rm. 68
Tel. 12 662 63 73
E-mail: miedzybiblioteczna@libpost.up.krakow.pl

The opening hours are:
  Monday & Friday: 1pm-7pm
  Tuesday, Wednesday and Thursday: 8am-2pm
Scientific Information Department

In this Department you can get help with:

• searching for literature/ bibliographical information needed e.g. to write degree dissertations or create bibliographies and bibliographical notes
• searching for literature/ bibliographical information in online databases (polish and foreign)
• effective use of Library catalogues

We are creating own databases which are available on the Library website.

There are computer workstations with internet access and scanners, also for blind and partially sighted users.

The Reference Library of Science Information Department are situated in the Reading Room.

Rm. 71
The opening hours are:
Monday – Friday: 9am-7pm
Saturday: 9am-3pm
phone 12 662 63 75, 12 662 63 72
info@libpost.up.krakow.pl
Own databases of Scientific Information Department

EDUKATOR

- Allows users to search for literature according to Main Library collection.
- Includes topics in the pedagogics, psychology, philosophy, literature, linguistics, sociology, political science etc.
- Includes titles of book chapters, journal articles in various scientific fields, research results and lesson plans.
- Contains over 54 000 bibliographic records.
- The database is available online on the Library website.
Own databases of Scientific Information Department (2)

BIOGRAFIK collects bibliographic records of biographic materials about people connected with Pedagogical University of Cracow.
Own databases of Scientific Information Department (3)

BIBLIOGRAPHY OF UNIVERSITY STAFF PUBLICATIONS
• contains bibliographic records of university staff science publications
• bibliography is available online on the Library website
• bibliography for the years 1946-2000 is available in the Scientific Information Department in paper form

CATALOGUE OF DOCTORAL DISSERTATIONS
• contains bibliographic records of doctoral dissertations with thesis defence at our University
Foreign databases of Scientific Information Department

The Main Library provides access to most recent multidisciplinary, full-text foreign databases contains world scientific publications.

- Proquest Central,  
- Elsevier,  
- Springer,  
- Web of Knowledge,  
- Ebsco,  
- Nature,  
- Scopus,  
- Wiley-Blackwell.

This databases are available only in the area of our University.
Faculty and Institute Libraries

- Library Card received in Main Library does not allow access to Faculty and Institute Libraries. In order to use these libraries, one must register separately with each particular library.

- Books from Faculty and Institute Libraries could be ordered only on traditional paper request form, there is no possibility to order via electronic catalogue.

- Faculty and Institute Libraries have their own regulations.

Library of the Institute of Biology
  (Rm. 4)
  Podbrzezie st. 3
  phone 12 662 66 83

Library of the Polish Philology and Scientific Information
  (Rm. 247)
  Podchorążych st. 2
  phone 12 662 6149

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Faculty and Institute Libraries

Library of the Institute of Geography
(Rm. 438)
Podchorążych st. 2
phone 12 662 6269

Library of the Institute of History and Archiving
(Rm. 334)
Podchorążych st. 2
phone 12 662 6190

Library of the Institute of Neophilology – English Section
(Rm. 1)
Karmelicka st. 41
phone 12 662 6957

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Faculty and Institute Libraries

Library of the Institute of Neophilology – Roman Section
(Rm. 26)
Podchorążych st. 2
phone 12 662 6207

Library of the Institute of Neophilology – Russian and German Section
(Rm. 106)
Studencka st. 5
phone 12 662 6730, 12 662 6727

Library of the Institute of Philosophy and Sociology and Political Science
(Rm. 231)
Podchorążych st. 2
phone 12 662 6220

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Main Reading Room

• offers open access to collection of books located there, copy machine and computer workstations with access to library electronic catalogue

• all books available there are only in electronic catalogue

• it is possible to order books from Storing Department to Main Reading Room

Rm. 70
phone 12 662 63 73

The opening hours are:
Monday – Friday: 9am-7pm
Saturday: 9am-3pm
Journal Reading Room

- offers computer workstations with access to library electronic catalogue and copy machines
- all items available there are only in electronic catalogue (with location BG Czytelnia Czasopism).

Rm. 1P
phone 12 662 63 69

The opening hours are:
Monday – Friday: 9am-7pm
Saturday: 9am-3pm