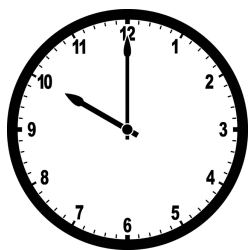


The first time in Library of the Institute of International Relations



When can I come?

Tuesday: 10:00 – 16:00

Wednesday: 10:00 – 18:00

Thursday: 10:00 – 16:00

What are the rules I must follow in the study?

Before entering the library, please leave your coat and/or bag in the cloakroom. In the library is not allowed to make phone calls, snacking, noise disturb other visitors.



What will I find in the library?

The collections of the IIR library contain more than 72,000 volumes of monographs, proceedings, yearbooks, materials from conferences, research and analytic studies of research institutes and international organizations.

The collections also include approx. 500 periodical titles. Full texts of some foreign journals are also available online. Bibliographic records and full texts of articles can also be retrieved through external databases that the library has access to (ProQuest, Ebsco, JSTOR).

The reference library contains basic reference literature, encyclopaedias, special and language dictionaries. It is divided into several divisions by themes.

The collections contain all of the IIR's monographs and yearbooks as well as the journals which IIR publishes (Mezinárodní vztahy and Perspectives)

How to order a book?

If you want to read any books and journals that are stored in the storeroom, you must order them one day in advance before your visit to the library.

In the electronic catalogue (www.katalog.iir.cz) you can search for your desired document.

The location of a document is listed on its catalogue card.

- Příruční knihovna (the reference library): Here, any document is permanently available in the reading room, and it is not necessary to order it in advance. You can find it in the appropriate department (International Politics, Economy, etc.). In the department, documents are ordered according to their call numbers (this number is located on the upper right hand corner of the catalogue card).
- ÚMV-sklad (the IIR storeroom): Here, you must order the desired document in advance. After clicking on the legend [Order](#), enter your identifying data (the number of your card and your PIN – your date of birth in the format YY/MM/DD).

In the event that you haven't gotten your card yet and haven't received the number of your card either, send us your order by email (studovna@iir.cz) in format **call number - author - title**.

The book is loaned out. How can I make sure that I will get it eventually?

You can reserve the book through our online catalogue. The procedure is identical with the procedure for ordering. As soon as the book returns, we will let you know.

Can I borrow books home?

Yes. We lend out 3 books for a 2 week at the most and on the condition that the person borrowing the book must pay a security deposit equal to the price of the book. We don't lend out articles, journals, fine prints (in the catalogue, these are termed DR) and books from the reference library.

3



Can I make copies in the library?

Yes. 2 copiers are available for use. The price of 1 copy A4 is 2,50 Kč. You'll pay for your copies at the charging desk.

Can I scan in the library?

Yes. 1 scanner is available for use. It is situated by the last computer at the window. An instruction manual for how to scan is kept by the scanner.



Can I use a computer in the library?

Yes. There are 7 computers with internet access available for use in the reading room. From 6 of these computers, you can print. The price of one printed page A4 is 2,50 Kč.



Can I use my notebook in the library?

Yes. Wifi access is available.

What electronic sources are available in library?

The library provides:

- 3 big databases (Ebsco, ProQuest, JSTOR)
- 200 CD-ROMs
- 24 journals available on-line
- more than 200 Internet addresses periodicals and many links to interesting sites that can be found on the portal <http://irel.jib.cz>

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vědecko-výzkumného projektu Ministerstva zahraničních
věcí ČR (projekt RB 35/19/02) / Eds.: Jiří Šouša, Jiří
Novotný. -- Praha : [Ministerstvo zahraničních věcí
České republiky], 2003. -- 446 s. : tab. -- Bibl.-
Pozn.

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