## How to order a document?

In the electronic catalogue (<a href="http://katalog.iir.cz">http://katalog.iir.cz</a>) you can search for your desired document.

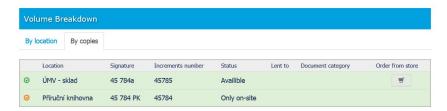
You can choose from several ways to search: basic, advanced or combined.



After locating the desired document, you find document location:

**Příruční knihovna (the reference library**): 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. In the department, documents are ordered according to their call numbers.

**ÚMV sklad (the IIR storeroom)**: the desired document must be ordered. After clicking on the 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 library card yet and haven't received the number of your card either, please send us your order by email (studovna@iir.cz).

## How to order a document that is currently not available?

A document that is not available you can reserve. The procedure is identical with the procedure for ordering. After clicking on the enter your identifying data (the number of your card and your PIN - your date of birth in the format YY/MM/DD). As soon as the document returns, we will let you know.



In the event that you haven't gotten your library card yet and haven't received the number of your card either, please send us your order by email (<a href="mailto:studovna@iir.cz">studovna@iir.cz</a>).