

# MANUAL: HOW TO USE CU CENTRAL LIBRARY CATALOG

## What is CKIS?

CKIS is a centralized catalog of Charles University. CKIS offers possibility to search the central catalog or particular catalogs of Charles University libraries and to administrate a personal library account (it enables to renew borrowings, make requests for documents, change an email address for communicating with the library, etc.).

CKIS is available on <http://ckis.cuni.cz>.

The screenshot shows the CKIS search interface. At the top, there is a header with the Charles University logo, the text 'CKIS', and 'NOT SIGNED IN'. Below the header, there is a navigation bar with links: 'Login CU user', 'Login external user', 'End Session', 'Preferences', 'Databases', 'Feedback', 'Help', 'Search', 'Results List', 'Previous Searches', and 'My e-Shelf'. The main navigation bar includes 'Basic Search', 'Integrated Search', 'Multi-base Search', 'Advanced Search', and 'CCL'. The 'Basic Search' section is active, showing a search form with the following fields: 'Words from any field', 'Author', 'Year', 'ISBN/ISSN/ISMN', 'Title words', 'Publisher', 'Subject (keywords)', and 'Words from contents'. There are 'Go' and 'Clear' buttons. Below the search form, there are options for 'Words adjacent?' (No/Yes) and 'Base to search' (Central catalog CU). At the bottom, there is a 'Limit search to:' section with fields for 'Language', 'Year from', 'Year to', 'Material types', and 'Location'.

### Search hints:

- Fill in as much as you'd like. Using more than one line will narrow the search. If you choose Yes for "Words adjacent," you can type in the phrase *computer programming* and the system will understand that you want only records that have the word *computer* NEXT to the word *programming*. Adjacency is not performed if the set contains more than xxx records.
- Lowercase letters will find matches of capitalized words also. For example, *computer* will find matches for *computer*, *Computer* and *COMPUTER*.
- Boolean AND is assumed between words. You may use the Boolean operators AND, OR and NOT in your search string. For example, you could type *heart or cardiac* to retrieve all records having *heart* or *cardiac* in them.

To use the personal account, it is necessary to sign in (User ID – number bellow the picture on the student/library card, PIN – barcode or [CAS password](#)).

## Search

Search function enables you to find records by entering keywords or phrases. To perform any search, click on Search box from the menu bar. There are five different search types available in the interface: Basic, Integrated, Multi-base, CCL, and Advanced Search.

### Basic Search

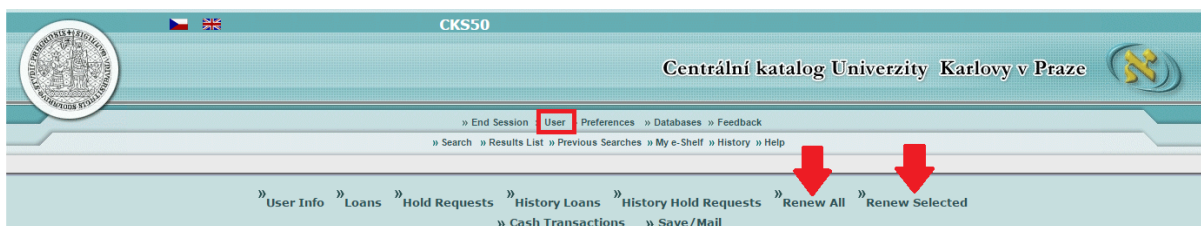
In this screen, you can choose the field to be searched such as Author, Subject, Publication Year, and so on, and type in keywords. Lowercase letters can also find matches of capitalized words. You can use Boolean operators AND, OR, and NOT in the search string.

## How to renew books?

To renew current loans, you need to sign in to your personal library account (User ID – number bellow the picture on the student/library card, PIN – barcode/CAS password).

Go to **USER** section → there is a list of your current Loans, Loan History List, Hold Requests, Hold Requests History and Cash Transactions:

- Open the **Loans** folder and check your loans. You can „**Renew All**“ or „**Renew Selected**“ books.
- The system will mark items that were renewed or tells the reason why the renewal process was not successful.
- It is not possible to renew loans if:
  - the title is requested by another user and you are supposed to return the book;
  - you have reached the maximum loan period (90 days, 720 days) and you have to return this book;
  - the regular loan period is overdue at any of your loans → you need to visit or contact the library;
  - the end of your registration is coming, so you can renew the books only till this date.



### CKS50 - Items on Loan for:

CKS50 - 6

For details about a loan, click on the underlined number.

No.	Author	Description	Year	Due date	Due hour	Fine	Sublibrary	Location	2nd Location	Item Desc
<u>1</u>	<input type="checkbox"/> Kahle, Werner xx0066829 aut	Color atlas of human anatomy :	2010	05/01/16	20:00		1st Faculty of Medicine K-56448			
<u>2</u>	<input checked="" type="checkbox"/> Koolman, Jan nlk20050165774 aut	Color atlas of biochemistry /	2005	05/01/16	20:00		1st Faculty of Medicine K-55175			
<u>3</u>	<input type="checkbox"/> Křenová, Drahomira, 1941- nlk19990073475 aut	How to practise biological and medical genetics /	2009	05/01/16	20:00		1st Faculty of Medicine S-1011			
<u>4</u>	<input type="checkbox"/>	First aid manual :	2006	05/01/16	20:00		1st Faculty of Medicine K-55151			
<u>5</u>	<input checked="" type="checkbox"/> Bloom, Stuart aut	Oxford handbook of gastroenterology and hepatology /	2006	05/01/16	20:00		1st Faculty of Medicine K-55336			
<u>6</u>	<input type="checkbox"/> Trent, R. J. aut	Molecular medicine :	2012	05/01/16	20:00		1st Faculty of Medicine K-57174			

## How to make a request for a book?

To make a request for a book, you need to sign in to your personal library account (User ID – number bellow the picture on the student/library card, PIN – barcode/CAS password).

To make a request, follow these steps:

- Search the catalog and find out the title you need (for quicker results, choose Search Catalog of the 1st Faculty of Medicine ).

- To get exact information on particular items (availability, amount), click on „Library(no.of items)“ at the chosen record.
- The system distinguishes these item statuses:
  - **Regular loan I** – 30-day loan period
  - **Study loan** – 150-day loan period
  - **In house loan** – only for in house study
  - **Deposit** – the book is located in a sub-library (institutes and clinics of the 1st Faculty of Medicine and General University Hospital)
  - **Grant** – 365-day loan period (only for user category B and C)
- The request can be made only for the **Regular loan I** and **Study loan**.
- The request can be made only when all items of the title are lent out. It means that there are not available any **Regular** or **Study loans** with status **On Shelf**. If at least one item is available, you will need to come to the library.
- To make a request, click **Request** in the left part of the table and then confirm your interest by clicking **OK** and then **OK** again.
- It doesn't matter which item you have requested → you always join the end of the line of pending users.
- You will receive an e-mail notice as soon as the book is prepared for you. The requested book will be held in the library for three working days.

Click on the link ("Request" or "Photo") to make a hold request or photocopy request for an item.

Select year  Select volume  Select sublibrary   Hide loaned items

Action	Description	Item status	Due date	Sublibrary	Collection	Location	No. of requests	Location-2	OPAC note
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		Deposit	Deposit	1st Faculty of Medicine	Institute of Immunology and Microbiology				imunologie a mikrobiologie
<a href="#">Expand</a>		In house loan	On Shelf	1st Faculty of Medicine	Library of 1st Medical Faculty	ST-mikrobiologie		S-959	ÚVI
<a href="#">Expand</a>		In house loan	On Shelf	1st Faculty of Medicine	Library of 1st Medical Faculty	ST-mikrobiologie		S-959	ÚVI
<a href="#">Expand</a>		Repair	Repair	1st Faculty of Medicine	Library of 1st Medical Faculty	S-959			ÚVI
<a href="#">Request</a>		Regular loan I	17/12/15	1st Faculty of Medicine	Library of 1st Medical Faculty	S-959			ÚVI
<a href="#">Expand</a>		Regular loan I	10/12/15	1st Faculty of Medicine	Library of 1st Medical Faculty	S-959			ÚVI
<a href="#">Request</a>		Regular loan I	05/01/16	1st Faculty of Medicine	Library of 1st Medical Faculty	S-959			ÚVI
<a href="#">Expand</a>		Regular loan I	18/12/15	1st Faculty of Medicine	Library of 1st Medical Faculty	S-959			ÚVI
<a href="#">Request</a>		Regular loan I	05/01/16	1st Faculty of Medicine	Library of 1st Medical Faculty	S-959			ÚVI