



OPEN ACCESS SECTION 2nd FLOOR

1. Lending conditions:

- every reader of the Education and Research Library of Pilsener Region with a valid membership card can use the open access section of books
- to visit an open access section we require you to leave your belongings in the cloak room on the ground floor or in the lockers before entering the open access section
- readers with on site membership or one-time membership card can books study only on site

2. Book search:

- books in the open access section are sorted by **location** and **signature**, which can be found in the online catalogue after searching for the required document and clicking the **Order** button
- the online catalogue allows you to choose to search for books only from an open access section
- the orientation labels above each shelf contains a numerical designation of book placement or alphabetical abbreviation of the author's last name for fiction; each book is labeled with a signature that determines its position on the shelf - here the books are sorted in ascending order

3. We kindly ask readers to put the books they are looking at in the storage box **next to** the shelf.

4. Always return borrowed books at the loan registration on the ground floor of the library via [the return machine](#) or to biblioboxes (their [locations](#) can be found on the library website).

5. Na všechny půjčené knihy si můžete zadávat rezervace prostřednictvím svého konta v [online katalogu](#); tyto rezervace [vyzvedávejte](#) vždy u výpůjčního pultu v přízemí knihovny prostřednictvím [selfchecku](#).

6. Wi-fi and four readers computers with internet are available at the open access section.