
How to borrow a document

At the library, you can borrow books, magazines, daily newspapers, and documents on CDs or DVDs. What you can borrow and for how long depends on your user group and the loan rules - see the [Uniform Loan Rules](#) for details.

Some of the library's collection is available on open access shelves, while the remainder is stored in the library deposit.

How to borrow a book

	1	Search for a book To find a book, use the search box on the library's home page or access the UKAŽ search tool directly. For each book, you will see its availability, location, and whether it can be borrowed outside the library.	
	2	Borrow a book Open Shelves: Locate the book by its call number and borrow it using the self-checkout machine. Deposit: To access a book stored in the deposit, submit a loan request (reservation) through UKAŽ. You will receive an email notification when the book is ready for pickup.	
	3	Reserve a book If another reader has checked out a book, you can request (reserve) it and wait for its return. It is not possible to request an item that is available in free access collection. How to Reserve / Cancel a Book Reservation	

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<style> .warning-card { display: flex; align-items: flex-start; gap: 1em; background: #f2f2f2; padding: 1.25em 1.5em; width: 100%; box-sizing: border-box; } .warning-card svg { width: 1.6em; height: 1.6em; color: #943c3b; /* barví stroke přescurrentColor */ flex-shrink: 0; } .warning-card p { margin: 0; font-size: inherit; line-height: 1.5; } </style> <div class="warning-card"> <svg xmlns="http://www.w3.org/2000/svg" viewBox="0 0 24 24" fill="none" stroke="currentColor" stroke-width="2" stroke-linecap="round" stroke-linejoin="round" aria-hidden="true"> <path stroke="none" d="M0 0h24v24H0z" fill="none"/> <path d="M12 9v4"/> <path d="M10.363 3.591l-8.106 13.534a1.914 1.914 0 0 0 1.636 2.871h16.214a1.914 1.914 0 0 0 1.636 -2.871l-8.106 -13.534a1.914 1.914 0 0 0 -3.274 0z"/> <path d="M12 16h.01"/> </svg> <p> <b>Pay attention to books marked with a red call number.</b> They are available for in-library use only - check the loan period on the selfcheck screen. </p> </div>
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Loan period and fees

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<style> .lhuty-cards { display: grid; grid-template-columns: repeat(auto-fit, minmax(240px, 1fr)); gap: 12px; margin-bottom: 1.5rem; } .lhuty-card { background: #fff; border: 1px solid #e0e0e0; border-radius: 8px; padding: 1.25rem; box-sizing: border-box; } .lhuty-card-title { font-family: 'Open Sans', sans-serif !important; font-size: 14px !important; line-height: 1.43 !important; font-weight: 600 !important; color: #1a1a1a !important; margin: 0 0 0.75rem !important; padding-bottom: 0.75rem !important; border-bottom: 1px solid #e0e0e0 !important; } .lhuty-card-label, .lhuty-card-value { font-family: 'Open Sans', sans-serif !important; font-size: 14px !important; line-height: 1.43 !important; } .lhuty-card-label { color: #666 !important; } .lhuty-card-value { font-weight: 600 !important; color: #1a1a1a !important; } .lhuty-card-row { display: flex; justify-content: space-between; align-items: baseline; padding: 0.4rem 0; border-bottom: 1px solid #f2f2f2; } .lhuty-card-row:last-of-type { border-bottom: none; } .lhuty-card-note { font-family: 'Open Sans', sans-serif !important; font-size: 13px !important; line-height: 1.43 !important; color: #888 !important; margin: 0.75rem 0 0 !important; } .lhuty-card-note a { color: #1a6eb5 !important; text-decoration: none !important; } .lhuty-info { background: #f2f2f2; border-radius: 8px; padding: 0.875rem 1.25rem; font-family: 'Open Sans', sans-serif !important; font-size: 14px !important; line-height: 1.43 !important; color: #555 !important; box-sizing: border-box; } .lhuty-info a { color: #1a6eb5 !important; text-decoration: none !important; } /* Dotyková zařízení (mobily, tablety) – funguje i bez viewport meta tagu */ @media (hover: none) and (pointer: coarse) { .lhuty-cards { grid-template-columns: 1fr; } .lhuty-card { padding: 1.25rem; max-width: 100%; } .lhuty-card-title { font-size: 4rem !important; } .lhuty-card-label, .lhuty-card-value { font-size: 4rem !important; } .lhuty-card-note { font-size: 3.2rem !important; } .lhuty-info { font-size: 3.2rem !important; } } </style> <div class="lhuty-cards"> <div class="lhuty-card"> <p class="lhuty-card-title">Regular loan</p> <div class="lhuty-card-row"> <span class="lhuty-card-label">Loan Period</span> <span class="lhuty-card-value">30 days</span> </div> <div class="lhuty-card-row"> <span class="lhuty-card-label">Renewal</span> <span class="lhuty-card-value">up to 3 months</span> </div> <div class="lhuty-card-row"> <span class="lhuty-card-label">Daily fine</span> <span class="lhuty-card-value">3 CZK</span> </div> <p class="lhuty-card-note">Renewals can be made through your reader account at <a href="https://ukaz.cuni.cz/en">UKAŽ</a> or by email.</p> </div> <div class="lhuty-card"> <p class="lhuty-card-title">In-house loan</p> <div class="lhuty-card-row"> <span class="lhuty-card-label">Loan Period</span> <span class="lhuty-card-value">1 day</span> </div> <div class="lhuty-card-row"> <span class="lhuty-card-label">Renewal</span> <span class="lhuty-card-value">not available</span> </div> <div class="lhuty-card-row"> <span class="lhuty-card-label">Daily fine</span> <span class="lhuty-card-value">50 CZK</span> </div> <p class="lhuty-card-note">For on-site study only. Magazines, newspapers, and documents marked "Strictly in-house loan" cannot be checked out.</p> </div> </div>
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Returning books

	Selfcheck: This is the standard method for returning items. After you return a book, please check your "Reader Info" account to ensure that there are no outstanding fees or overdue books. Service Desk: If you know you have exceeded the loan period, please return the book directly to the Service Desk.. Return Box at the Reception Desk: This option is available during the building's operating hours. Books returned through this box will be removed from your account on the following business day.. By Mail: You can also return books by mailing them to the library's address.
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