Library manual

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2018 m.
General information

Students can use services and resources provided in the library.

Users can read and borrow books for reading at home in every library.

Your user ticket:

- Lithuanian student Identity Card
- identity card
- passport

Without one of these documents library services will not be provided.

In addition, in all libraries:

- computer workspaces are created
- Wi-Fi connection established
- self-service copying, printing, scanning services provided
Learning spaces

In university library users will find:

- computer work spaces
- silent reading rooms
- group work rooms
- leisure zones

Group work rooms:

- situated in Central library and faculty libraries
- equipped with computer work spaces (Central library, room 204)
- reservation is available

Attention – priority is given for people who make reservation

reservation is possible via booking system at the information desk in the libraries or by phone.

Being late (for more than 15 min. after beginning of reservation) reservation is canceled.

More information in library.ktu.edu/services/ section „Booking group work rooms“.

University library also borrows laptop and projector. In this case user should provide personal identity document.
Borrowing books

Users can find and order books:

- visiting library
- from home computers
- using e-catalogue [ktu.library.lt](http://ktu.library.lt)
- KTU virtual library [ktu.lvb.lt](http://ktu.lvb.lt)

After login to e-catalogue or KTU virtual library personal account users can

- check which books are borrowed
- check when books should be returned
- extend the loan period of borrowed book

Reader can prolong the return date of borrowed book if other reader has not reserved it. User who borrowed a book for one month can extend the return date for another month unlimitedly, while books issued for 3 days, 1 week or semester borrowing term could be extended online only once.

If KTU library does not have the book student is searching for, student can search in other Lithuanian libraries or databases.

**Attention**

If book was not returned on time, user will have to pay fine. Fine voucher could be ordered after login to academic information system in section “Settlement with university”.
E-resources

Being members of university community, users can browse subscribed databases and e-books, which can be found in:

KTU virtual library ktu.lvblt,
library website library.ktu.edu section „Databases“.

Usage of e-resources in University network does not require passwords. If user wants to use e-resources from home computer, one of the following options should be selected:

VPN: additional software is needed,
remote access (Ezproxy)
KTU virtual library ktu.lvblt

Systematized e-resources according to subject field are available in library website library.ktu.edu in menu section select “Subject guides”.

More information in library website library.ktu.edu in section „Subscribed databases and catalogues“.
Trainings and consultations

Library provides trainings for students on various topics:

- Library information system and services
- How to find information resources for your course paper,
- Bibliographical reference management programs
- How to cite information resources and prepare a reference list and other.

Taking into account requests of researchers’ or students’ additional trainings can be organized or subject librarian can be invited to a lecture. Please contact subject librarians.

Users can have individual consultations with subject librarians or specialists in other fields.

- final thesis, dissertations and dissertation summaries upload to eLABa
- books borrowing using inter-library loan service and other questions

More information in library website
library.ktu.edu/training/
6 libraries

1. Central Library
   K. Donelaičio st. 20, Kaunas
   Phone (8 37) 30 06 55
   During semester: I–V 8–21
   During holidays: I–IV 8–17
   V 8–15.45

2. Informatics Library
   Studentų st. 50, Kaunas
   Phone (8 37) 30 06 69
   During semester: I–V 8–21
   During holidays: I–IV 8–17
   V 8–15.45

3. Mechanical Engineering and Design Library
   Studentų st. 56, Kaunas
   Phone (8 37) 35 38 17
   VI 9–17
   V 8–15.45

4. Civil Engineering and Architecture Library
   Studentų st. 48, Kaunas
   Phone (8 37) 30 06 66

5. Chemical Technology Library
   Radvilėnų rd. 19, Kaunas
   Phone (8 37) 30 01 99
   During semester: I–V 8–18
   VI 9–17*
   V 8–15.45

6. Panevėžys Faculty of Technologies and Business Library
   Nemuno st. 33, Panevėžys
   Phone (8 45) 46 77 31
   During semester: II–V 9–18
   VI 9–16
   Lunch break 13.00–13.30

All libraries are closed for visitors on every last working day of the month from 8:00 to 12:00 (except in April, May, October and November). On these days services are provided after 12:00.

In Panevėžys faculty library the last working day of the month - Clean-up-the Library-Day (services for readers are not provided).

* the second and third Saturday of month. According to extended studies schedule, working days on Saturdays can be changed
Library services are available for all members of the academic community at KTU who have a valid Lithuanian Student Identity Card (LSIC), employee ID card, personal identity card or passport. Other visitors who want to use the Library services should register at the Information Desk at the Central Library (Gedimino st. 50) or at Faculty Libraries. All the students who are about to graduate from the University or to terminate their studies have to close their library account: to return all the borrowed items, to replace lost items and to pay fines if there are any. Students can close their library account by logging into the Academic Information System (AIS) in section Settlement with university.

More information about services provided in the library are in the website https://library.ktu.edu/
If you have any questions, search for answers https://library.ktu.edu/help/

News:

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twitter.com/KTULibrary,
Youtube channel „Kauno technologijos universiteto biblioteka“.