

2023

LIBRARY MANUAL

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GENERAL INFORMATION

5 LIBRARIES AT THE UNIVERSITY

Chemical Technology Library
Radvilėnų rd. 19, Kaunas
tel. +370 37 300 199

Mechanical Engineering and Design Library
Studentų st. 56, Kaunas
tel. +370 37 353 817

Social Sciences and Humanities Library
Gedimino st. 50, Kaunas
tel. +370 37 300 655

University Campus Library
Studentų st. 48, Kaunas
tel. +370 37 300 666

Panevėžys Faculty of Technologies and
Business Library
Nemuno st. 33 Panevėžys
tel. +370 45 467 731

For library opening hours, see the library website library.ktu.edu/hours-locations

STUDENTS CAN USE SERVICES AND RESOURCES PROVIDED IN THE LIBRARY

USERS CAN READ AND BORROW BOOKS FOR READING AT HOME IN EVERY LIBRARY.

YOUR READER'S CARD:

- 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,
- individual and group work rooms,
- leisure zones.

WORK ROOMS:

- situated in the University Campus Library and other faculty libraries,
- equipped with computer work spaces,
- reservation is available.

ATTENTION:

priority is given for people who make reservation:

- reservation is possible via booking system (rezervacija.ktu.lt);
- at the information desk in the libraries or by phone +370 (37) 300 666;
- being late (for more than 15 min; after beginning of reservation) reservation is canceled.

BORROWING BOOKS

Users can find and order books:

- visiting library,
- from home computers:
 - using e-catalogue ktu.library.lt;
 - KTU virtual library 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 multiple times, 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 a 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.lvb.lt;
- library website section Resources <https://library.ktu.edu/databases>.

Usage of e-resources in University network does not require passwords. If user wants to access 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.lvb.lt)

Systematized e-resources according to subject field are available in [Subject guides](#).



TRAINING SESSIONS 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;
- Final degree project: how to check similarity in the Turnitin system and upload to eLABa repository;
- other.

Taking into account requests of researchers' or students' additional training sessions 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;
- other questions.

Also, in the Moodle ([Library trainings](#)), you will find prepared methodological library training materials on various topics – a total of 13 topics.

More information in library website
<https://library.ktu.edu/library-training/>

ADDITIONAL INFORMATION

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.

You can inquire about the settlement with the library by tel. +370 37 300 655 or email biblioteka@ktu.lt.

More information about services provided in the library are in the website <https://library.ktu.edu>.

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