

Instructions for settlement with the library for books not returned on time (overdue fee) for employees

Step 1:

Log in to AIS

ACADEMIC INFORMATION SYSTEM

Login for students*

Login

* Using unified KTU registration system

Login for employees*

Login

* Using unified KTU registration system

- Study programmes and courses administration

Step 2:

Select the section *Other > Settlement with the library*

Individual workload of academic employee

Pedagogical work plan of University
Distribution of pedagogical workload for academic employee
Pedagogical workload of academic employee
Research/artistic and expert activities of academic employee
Student consultation hours

Surveys

No active surveys at the moment

Results of student surveys

Other

Payment checks for other services (rent, conferences, certificates of studies) and penalties for delays, penalties to the Library

Settlement with the library

Premises registry

Modulio literatūros sąrašas

Student projects and internships

Final degree projects
Internships

Step 3:

Order the receipt for the overdue fee

Settlement with the library

Overdue fee: 0,30Eur [Order the receipt](#)

After receiving your request an invoice will be issued on the same working day. The invoice will be uploaded to AIS section "Payments". Invoices are not issued on weekends or public holidays.

Unreturned publications:

Publication title	Return until
Sveikata ir riebalai /	2025.03.03
Geros nuotaikos vadovas :	2025.02.10
Spartusis mokymasis : įvaldykite sudėtingus įgūdžius, pranokite konkurentus ir paspartinkite savo karjerą / Scott H. Young ; vertė Vita Daugelienė.	2025.02.11

Step 4:

The system provides a notification that the receipt has been ordered

Settlement with the library

Overdue fee: 0,30Eur [invoice is ordered](#)

After receiving your request an invoice will be issued on the same working day. The invoice will be uploaded to AIS section "Payments". Invoices are not issued on weekends or public holidays.

Unreturned publications:

Publication title	Return until
Sveikata ir riebalai /	2025.03.03
Geros nuotaikos vadovas :	2025.03.03
Spartusis mokymasis : įvaldykite sudėtingus įgūdžius, pranokite konkurentus ir paspartinkite savo karjerą / Scott H. Young ; vertė Vita Daugelienė.	2025.02.08

Step 5:

We receive a notification to KTU email that the receipt has been prepared and uploaded to AIS

Dear Client,

Debt payment voucher which you ordered is prepared and can be found in the Academic Information System, in the section Payments.

Information: phone number (+370 37) 300655, e-mail: biblioteka@ktu.lt

Sincerely
Library

Step 6:

The payment receipt is provided in the section *Outstanding payments > All payments*. Payment terms can be viewed by clicking on the MS Word or HTML links, payment can be made online as well.

Individual workload of academic employee

Pedagogical work plan of University
Distribution of pedagogical workload for academic employee
Pedagogical workload of academic employee
Research/artistic and expert activities of academic employee
Student consultation hours

Surveys

No active surveys at the moment

Results of student surveys

Other

Payment checks for other services (rent, conferences, certificates of studies) and penalties for delays, penalties to the Library
Settlement with the library
Premises registry
Modulio literatūros sąrašas

Student projects and internships

Final degree projects
Internships

Settlement with the library**Payments**

Payments								
Type of payment	Doc. No.	Issued		Pay until	Paid		Print	show all payments
		total amount, Eur	date		total amount, Eur	date		MS Word HTML
Fine for overdue payment (without deduction)	92554111207	0,30	10/02/2025				Make online payment	MS Word HTML

