There are three ways how to login into the catalogue of BUT libraries – for internal users, external users and anonymous login.

a) Internal user
   Username = BUTlogin (if you did not receive BUTlogin, use BUTperid)
   Password = BUTpassword

b) External user
   Číslo karty = you received the number via e-mail after registration
   Heslo = you received the number via e-mail after registration, you will receive one-use-only password; you will need to change this password after the first login.

c) Anonymous login
   Click on the “Host” button.
   Anonymous login will not allow you to view your borrowed books, reservations and you will not be able to extend the time of your borrow(s).
1. For the settings window start by clicking the Nastavení button.
2. This will open a new toolbar below the main one. Click on the Jazyk button, highlighted by the red square on the following picture:

3. This action will open the language settings. In the column “Jazyk komunikace” switch from “Čeština” to “Angličtina” and confirm your selection by clicking on the “OK” button.
4. This setting should translate most of the webpage into the English.
SEARCHING IN THE CATALOGUE

• Chose the field of search you want to use – all fields, author, ISBN etc. Fill in the data and click on the “Go” button.
• If you chose “All fields” as an option of a search and, for example, combine the author and the name of the book, do not forget to check “No” in the “Word adjacent?” option bar.

Basic Search

<table>
<thead>
<tr>
<th>Type word or phrase</th>
<th>Florian statika</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field to search</td>
<td>All Fields</td>
</tr>
<tr>
<td>Words adjacent?</td>
<td>No</td>
</tr>
<tr>
<td>Base to search</td>
<td>Souborný katalog VUT</td>
</tr>
</tbody>
</table>

• This catalogue includes all the BUT libraries, therefore you should always pay attention to where is the book that you are looking for located.
• Our library is titled In-campus library of FME.

Empty field in the location column means that the document is not available.
Clicking on the entry number will open additional information, such as subtitle, publisher etc.
To see all the individual copies of the searched document, click on the library name in the location column. This will also help you see the availability of this document.
**AVAILABILITY**

<table>
<thead>
<tr>
<th>Item status</th>
<th>Due date</th>
<th>Due hour</th>
<th>Sublibrary</th>
<th>Collection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks</td>
<td>On Shelf</td>
<td></td>
<td>In-campus library of FME Studovna Kolejni</td>
<td></td>
<td>MK 13594</td>
</tr>
<tr>
<td>4 weeks</td>
<td>On Shelf</td>
<td></td>
<td>In-campus library of FME</td>
<td>MK 10577</td>
<td></td>
</tr>
<tr>
<td>4 weeks</td>
<td>On Shelf</td>
<td></td>
<td>In-campus library of FME</td>
<td>MK 2273</td>
<td></td>
</tr>
<tr>
<td>4 weeks</td>
<td>30/09/13</td>
<td>18:00</td>
<td>In-campus library of FME</td>
<td>MK 2274</td>
<td></td>
</tr>
<tr>
<td>4 weeks</td>
<td>On Shelf</td>
<td></td>
<td>In-campus library of FME</td>
<td>MK 13593</td>
<td></td>
</tr>
<tr>
<td>4 weeks</td>
<td>On Shelf</td>
<td></td>
<td>In-campus library of FME</td>
<td>MK 13595</td>
<td></td>
</tr>
</tbody>
</table>

This snapshot represents availability window that you will be able to see, after you click on the name of the library in the location column.

- The “item status” represents for how long you will be able to borrow this document.
- If the “due date” column says “on shelf”, you can borrow this book straight away. **Write down a location number** (for example: MK 10577) and give this number to the librarian.
- If the “due date” column contains a date, you will be able to borrow this document after this date. You can click on “Request” to make a hold request for this book. The “Request” option can be found right above the “Expand” option next to the item status.
- If the “item status” says “in house use”, you will not be able to take the document out of the study-room / library. In other words: You can read and study this document only at a library.
- If the “item status” says “long-term use” it means that this document is not available at a library. This document can be borrowed only after filling in the application form.
HOLD REQUEST

Rules of reservation:

- You can only reserve an individual copy of a document, that is already borrowed and there is no other copy to be borrowed at the moment.
- After your reservation is made, the system will automatically let you know about the book availability via your student e-mail.
- You have exactly 3 workdays to pick up your reserved document.
- Documents with a special “item status” are not available for a reservation.

You can reserve a document when:

- You are logged into the catalogue.
- You have not already borrowed another copy of the same document.
- You do not have any unpaid fine.
- You do not hold any other borrowed book for longer than you were supposed to.

How to reserve a document:

- Log into the catalogue (any other form but the Host).
- Look up the document you want to reserve.
- Click on the library name in the “location” column.
- Click on the “request” button next to the “expand” option.
- Fill in the application form, click “Ok” to send it and then click “Ok” again to confirm the data you’ve entered into the application.

If you are not able to chose a place to pick up the document:

- You do not meet the requirements for requesting a reservation.
- You will not be able to successfully finish the hold request.