

Library Guide

2023

Why use a library?

The library offers selected resources, study spaces, smart tools, and useful consultations!

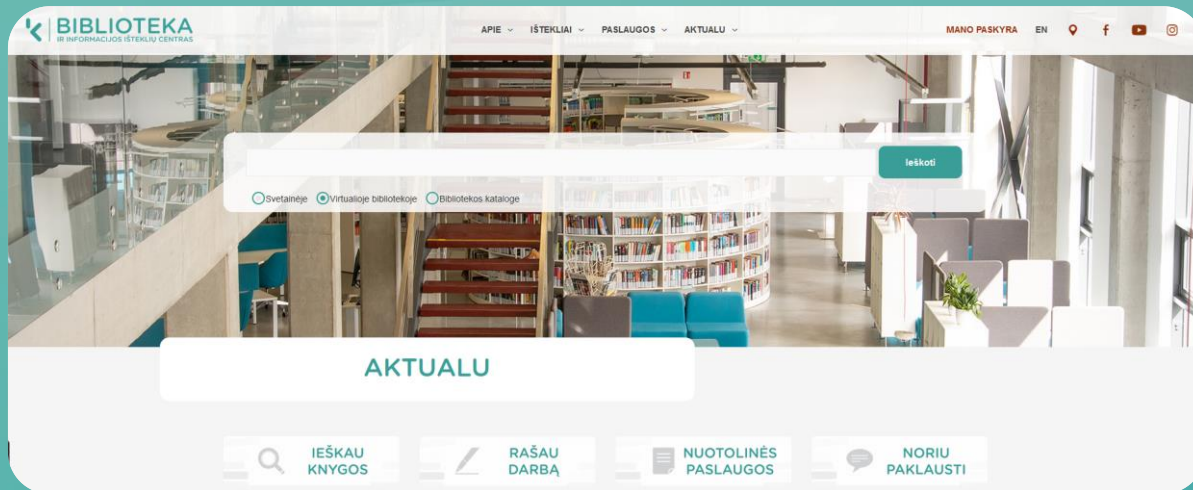
You will save time and effort to achieve great study results if you come to the library!





Pramones Avenue 22A, Kaunas

Where to find the library?



<http://biblioteka.kaunokolegija.lt/en/>

Where to find the library online?

E-mail: biblioteka@go.kauko.lt

Telephone: (8-37) 75 11 32



How to contact us?

I-IV from 8 am. to 7 pm.

V from 8 am. to 5 pm.

* On the last Friday of the month from 8 am. to 1 pm.



What are the library opening hours?

Working hours

- If the doors of the building where the library is located are locked, you can enter the library through faculties buildings.
- Day before public holiday, the library is open one hour shorter.
- During the summer holidays (July - August), the library is open on weekdays from 8 am. to 3 pm.



Library spaces and services

- You can read publications in the library, borrow books, use e-resources, and get consultations.
- You can use study spaces, rooms for individual and team work, computers, wireless internet, scanner, self-service devices for lending and returning books, devices for students with visual and hearing impairments, self-service printer.

Training and consulting

- Consultations are provided by e-mail, telephone and in the library.
- There are individual and group trainings on how to find and quote information, write study papers, on plagiarism prevention, copyright, etc.
- Library training materials are provided on the website, in [YouTube videos](#), and in the Moodle course [Academic Literacy](#).

Library resources

- The library provides access to half a million resources, most of which are e-resources. The library has over 30,000 printed book titles and more than 95,000 copies. The library offers over 430,000 e-resources, of which about 70,000 scientific journals (of which about 17,000 are subscription), about 358,000 e-books (of which about 213,000 are subscription), 25,000 e-standards, as well as legislation and statistics.
- Information about printed resources you can find in the **Virtual Library** <http://vb.kaunokolegija.lt/en/>, select the *Library Catalog*.
- Access to subscription e-resources is possible as the KUAS subscribes to 26 databases, 19 of which are international (SpringerLINK, EBSCO Publishing, EBSCO Academic Collection eBook, Taylor & Francis, Passport, etc.).

Electronic resources

- Open subscribed resources at home or elsewhere by logging in with your **Kaunas University of Applied Sciences e-mail (till @) and password:**
 - in Kaunas University of Applied Sciences network through a VPN;
 - in the Virtual Library <http://vb.kaunokolegija.lt/en>
 - on the DB website <http://db.kaunokolegija.lt>
- Resources for your program of study you can find on the library's page [Resources by Topics](#).

How to borrow books?

When you are in the library:

- find book information in *Virtual Library*;
- see information about the time and place of lending the book;
- find a book on a bookshelf;
- borrow a book with a self-service machine.

When you are at home:

- find book information in the *Virtual Library*;
- log in to your account and order your book online;
- receive information from the library by e-mail;
- come pick up the books at the library.

What do you need to have to borrow books?

If you want to borrow books at home you need to have one of the following documents:

- Student Card;
- ID Card;
- Passport.

- Books with self-service machines can only be borrowed with an **ID card** or **student card**.
- If you are unable to borrow books or your student card is not working, it's possible that not all of your details have been entered into the library system. In this case, contact:
itpagalba@go.kauko.it



How to find a book in the library?

1. Search for a book in the *Virtual Library* by book title, author, or topic.
2. See in the *Virtual Library* for the terms of the book: the period of the loan, whether there are any free copies at home *.
3. Write down the book call number.
4. Click on the book call number and look at the map on which shelf the book is placed.
5. Go to the specified shelf and find the book according to the book call number.

* One book is left to be read in the library; it's been marked as '*Skaitoma vietoje*' in the Issued column. If a date is written next to the other copies, it means it will not be possible to borrow the book at that time. In this case, you can order the book online and stand in line to receive the book.

BIBLIOTEKA
IR INFORMACIJOS IŠTEKLIŲ CENTRAS

Library Website New Search Journal Search Standards Search Subscribed Databases eLABA Resources

communication X Library Catalog ADVANCED SEARCH

All items that contain my query words anywhere in the record

Active filters
Held by library X
Remember all filters
Reset filters

Tweak your results
Sort by Relevance
Resource Type
Books (162)
Journals (1)
Text Resources (1)

0 selected PAGE 1 165 Results

1 **BOOK**
Business and professional communication in a digital age
Waldeck, Jennifer, autorius.
Boston Mass.: Wadsworth; 2013; xx, 377 p.: iliustr.; ISBN 9781133309840; ISBN 1133309844; UDK 005.57; UDK 316.3; UDK 659.1; UDK 658.3
Available at Kauno kolegijos biblioteka » Atviras fondas (005.57 Va-161) »

2 **BOOK**
Teaching social communication to children with autism & other developmental delays: the project ImPact Manual for parents
Ingersoll, Brooke, autorius.
New York; London: The Guilford press; 2019; xii, 140 p.: iliustracijos, brėžiniai.; ISBN 9781462538089; UDK 159.922.7; UDK 376
Available at Kauno kolegijos biblioteka » Atviras fondas (376 In-52) »



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Available at Kauno kolegijos biblioteka » Atviras fondas (005.57 Va-161) »
Book reviews (1) »

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Spragtelkite pasirinktą vietą ar lentyną ir sužinėsite daugiau informacijos. Paieškoje įrašykite knygos šifrą iš bibliotekos katalogo ir raskite lentyną, kurioje padėta knyga.

II AUKŠTAS

KNYGOS LENTYNOJE

159.9 PSICHOLOGIJA
159.92 PSICHOS RADA, KŪNO KALBA
159.922.7 VARIŲ PSICHOLOGIJA
159.94 MOTYVŲ, EMOCIJŲ, POELGŲ
159.95 AUKŠTESNĖJŲ PSICHIKŲ PROCESAI
159.96 YPATINGOS PSICHINĖS BŪSENOS
16 LOGIKA, PAŽINIMO TEORIJA
17 ETIKA, ETIKETAS
173 ŠEIMOS ETIKA
174 PROFESINĖ ETIKA
177 ETINĖS VISUOMENINIO ELGESIO NORMOS
2 RELIGIJA, TEOLOGIJA
311 STATISTIKOS TEORIJA
314 DEMOGRAFIJA
316 SOCIOLOGIJA, SOCIOLOGINIAI TYRIMAI

How to find a book?

- A book call number is a combination of numbers and letters that indicates the subject of a book and its place on the shelves.
- It's written in the *Virtual Library* and on a book. The topic number is written on the shelf and on the shelf on the tabs.



What does book call number mean?



On the shelves, books are arranged according to the UDC (Universal Decimal Classification) into 10 thematic chapters, and inside them into subdivisions.



In the thematic subsections, the books are first placed in Lithuanian, then in foreign languages, and then in textbooks.



In the subsections, the books are arranged alphabetically according to the beginning of the book's copyright mark.

How to find a book on the shelf?

How to choose books?

- See not only the titles of the books but also the contents. A narrower topic can be in the book with a broader topic.
- The required book may not be on the shelf but in the database as an e-book.
- A book on a similar topic may be in another thematic section.
- Always ask librarians how to find the books you need!



When and how to return books?

- Books can be borrowed for a semester, month, or week. You can find out the loan period and return dates for your books by logging in to your account.
- Use the self-service machine in the library; in case the library is closed, use the self-service book return machine at the entrance to the library on the first floor.
- Books will need to be returned on time, otherwise you will be charged an overdue fee!



What do you need to know about the overdue fee?

- An overdue fee is charged for books borrowed and not returned on time. The overdue fee is 1 EUR cent for each book, on each day of the library's working day.
 - First, ask how much to pay because:
 - The overdue fee is not payable until it exceeds 2 EUR;
 - The library has a maximum amount of the overdue fee so you can sometimes pay less than calculated.
- * If you have an overdue fee of more than 2 EUR, you will not be able to borrow other books. You will be able to borrow books again after paying the overdue fee.



How to extend book return time?

Can be extended:

- after logging in to your account;
- e-mail: biblioteka@go.kauko.lt;
- contact a library employee.



Cannot extend:

- the return time of books lent for the semester;
- when you are late in returning books;
- when books are ordered by other readers.

How to log in to a library account?

- Open <http://biblioteka.kaunokolegija.lt/en> and click on **My Account**, then log in using Kaunas University of Applied Sciences **e-mail name** (till @) and the **password**. After logging in, click your last name and then **Library Card**.
- After logging in to your account, you can see the list of borrowed books, extend their return time, and order the books you want to borrow.



- Choose the right sources of information for your studies.
- Use information sources properly in written work: quote, paraphrase, indicate sources.

* Plagiarism prevention is carried out at Kaunas University of Applied Sciences. Students' written assignments are checked by the Turnitin text-matching program.

How to write study papers?

The top half of the image has a teal background with several horizontal bars of varying lengths and shades of teal. The bars are arranged in a descending staircase pattern from top to bottom. The bottom bar contains social media icons and text.

 Youtube

 Facebook

 Instagram

More information