

# Library Guide

## 2023/2024







# The Library is Essential

For your studies, you will need the library books and electronic resources, individual and group study rooms, relaxation spaces, smart devices, computers, internet access, training, and consultations.

If you use the library, your studies will be successful!

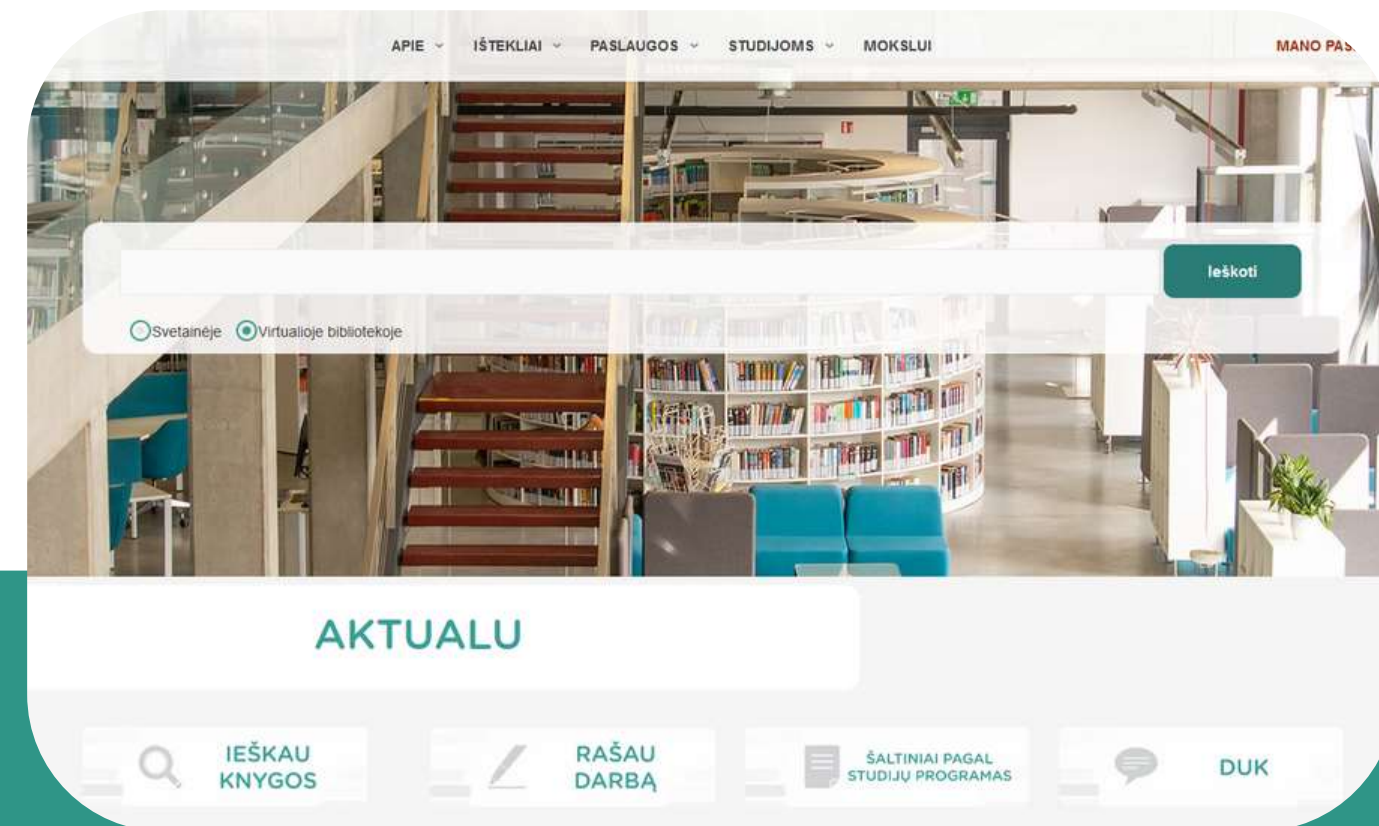


# Find the Library

Pramones Avenue 22A, Kaunas



[biblioteka.kaunokolegija.lt/en](https://biblioteka.kaunokolegija.lt/en)



## II AUKŠTAS

# Don't Get Lost in the Library

In the Virtual Library map, locate the necessary books, shelves, and study areas.

[biblioteka.kaunokolegija.lt/map](http://biblioteka.kaunokolegija.lt/map)



# Come to the Library

## Working Hours

I-IV from 8 am. to 7 pm.

V from 8 am. to 5 pm.

- On the last friday of the month, the library serves readers until 1 pm.
- The library is closed on national holidays.
- On the eve of holidays, the library closes 1 hour earlier.
- During the summer vacation period (July to August), the library is open on weekdays from from 8 am. to 3 pm.

If the doors of the building where the library is located are locked, you can enter the library through the faculty buildings.

Make use of electronic services and resources at any time of day or night!

# Ask the Library



**Email:** biblioteka@go.kauko.lt



**Telephone:** (8-37) 75 11 32



**When you arrive at the library:** Pramones Av. 22A, Kaunas

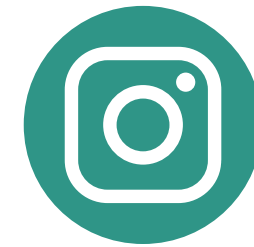
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Extensively



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# Search Smartly

The library offers you nearly half a million reliable sources for your studies and writing assignments. All you need to do is choose the Virtual Library at [vb.kaunokolegija.lt/en](http://vb.kaunokolegija.lt/en).

In the Virtual Library, you will also find information about printed books available at the library that you can borrow and take home.

OTEKA  
NIKACIJOS CENTRAS

Bibliotekos  
svetainė

Nauja  
paieška

Žurnalų  
paieška

Standartų  
paieška

Prenumeruojamos  
duomenų bazės

eLABa  
ištekliai

Įveskite paieškos žodžius

Viskas ▼

Viskas ▼

su žodžiais ▼

bet kur įrašė ▼

## Kauno kolegijos virtuali biblioteka

Tai informacijos šaltinių paieškos sistema, veikianti vieno langelio principu ir galinti pateikti paieškos rezultatus iš įvairių išteklių: kolegijos bibliotekos katalogo, kolegijos institucinės talpyklos, kolegijos publikacijų duomenų bazės, prenumeruojamų duomenų bazių ir atvirosios prieigos išteklių.

Informacijos paiešką galima atlikti visuose ištekliuose arba pasirinkti kurį nors vieną reikiamą išteklių (pvz. bibliotekos katalogą). Viršutiniame meniu galima pasirinkti naršyti žurnalų pavadinimuose, vartotojų sukurtose žymėse ar kituose sąrašuose, ieškoti laikraščių straipsnių. Surastus paieškos rezultatus galima atsirinkti pagal reikiamą laikotarpį, šaltinių rūšis, prieinamumą ir kita. Surastų šaltinių įrašus galima išsisaugoti, cituoti (gauti aprašo kopiją literatūros sąrašui pagal APA taisykles) ir kt.

Virtuali biblioteka yra susieta su bibliotekos interaktyviu žemėlapiu. Suradę bibliotekos knygą ir spragtelėję žemėlapijo ikoną, atsivėrusiame žemėlapyje matysite lentyną, kurioje padėta ieškoma knyga.

Norėdami įtraukti Virtualios bibliotekos adresą į adresyną, naudokite trumpąjį nuorodą: [vb.kaunokolegija.lt](http://vb.kaunokolegija.lt)

## Kaip naudoti biblioteką?

Galite sužinoti nuorodas:  
[bibliotekos mokymai](#)  
[bibliotekos svetainė](#)

## Prašome prisijungti

Norėdami užsakyti knygas, pažiūrėti knygy sąrašą, prat laikotarpį, turite ppašto vardu (iki @) Prisijungę taip pat paieškos rezultata naujienų siuntimą lentynoje pažymė



# Log in to Your Account

Log in to your account when you want to order library books online, check and extend the due dates for books, view fines for overdue books, and access subscribed electronic sources.

- Log in to your account on the Virtual Library at [vb.kaunokolegija.lt/en](http://vb.kaunokolegija.lt/en) using your Kauno kolegija Higher Education Institution email username (before the @) and password.
- Once logged in, click on your last name, and then select “[My Account](#)”.

[Find out how to log in to your account by watching the video.](#)

# Write Excellent Academic Papers

- Choose suitable information sources for your studies.
- Use information sources properly in your written assignments: cite, paraphrase, and provide references.
- Learn how to write papers in the library workshops and on library website [biblioteka.kaunokolegija.lt/en](http://biblioteka.kaunokolegija.lt/en).

Plagiarism prevention is implemented at the Kauno kolegija Higher Education Institution. Student papers are checked using the Turnitin text similarity detection program.





# Read Electronic Manuals

Subscribed manuals and other sources can be accessed within the Kauno kolegija Higher Education Institution's internet network or by logging in with your Kauno kolegija Higher Education Institution's email username and password.

Find resources related to your study program on the library's webpage under "Resources by Topics".

# Borrow Books for Home Use

## When you are at the library:

- Find book information in the Virtual Library.
- Check information about the book's loan period and location.
- Locate the book on the shelf.
- Borrow the book using the self-service device.

## When you are at home:

- Find the book in the Virtual Library.
- Log in to your account and order the book online.
- Receive information via the Kauno kolegija Higher Education Institution library's email.
- Come to the library to pick up the book.

[To learn how to order a book, watch the video.](#)



# Don't Forget the Document

If you want to borrow books for home use, you must have one of these documents:

- student ID
- identity card
- passport.

- You can only borrow books using self-service devices with an **identity card** or a **student ID**.
- If you cannot borrow books or your student ID is not working, please contact [itpagalba@go.kauko.it](mailto:itpagalba@go.kauko.it) for assistance.

# Find a Book in The Library

1. Perform a search in the Virtual Library using the book's title, author, or subject.
2. Check the borrowing conditions in the Virtual Library: loan period and availability of copies for home borrowing.
3. Note down the book's call number.
4. Click on "LOCATE" and check the map to see where the book is located on the shelf.
5. Go to the designated shelf and locate the book using its call number.

[Find out how to locate a book in the library by watching a video.](#)





<b>KNYGOS LENTYNOJE</b>
<b>316 SOCIOLOGIJA. SOCIOLOGINIAI TYRIMAI</b>
316.3 SOCIALINĖS GRUPĖS. KONFLIKTAI
316.4 SOCIALINIS VYSTYMASIS
316.6 SOCIALINIS ELGESYS. SOCIALINĖ PSICHOLOGIJA
316.7 KULTŪROS SOCIOLOGIJA
316.77 VISUOMENĖS INFORMAVIMO PRIEMONĖS (MEDIA)
<b>32 POLITIKA</b>
323 VIDAUS POLITIKA
323.15 NACIONALINĖS MAŽUMOS
327.7 TARPTAUTINIAI SANTYKIAI. ES KLAUSIMAI
<b>33 EKONOMIKA</b>
330 EKONOMIKOS MOKSLAI
330.3 INVESTICIJOS. INOVACIJOS
332 REGIONŲ EKONOMIKA
332.6 ŽEMĖS KAINA. NEKILNOJAMASIS TURTAS
334 EKONOMINIO BENDRADARBIAVIMO FORMOS

# Understand the Book's Call Number

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





# Don't Get Lost Among the Shelves

Books on the shelves are arranged according to the Universal Decimal Classification (UDC) into 10 thematic sections, and within them, into subsections.



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



Within the subsections, books are arranged in alphabetical order by the author's mark or signature.



# Select the Books You Need



- Look not only at book titles but also at their content. A narrower topic may be in a broader-themed book.
- The book you need may not be on the shelf but available in an electronic format in the database.
- A similar-themed book may be in a different thematic section.

Please do not re-shelve books that you have read or browsed independently, as the library tracks their usage. If you do not borrow books for home use, place them in boxes provided next to the shelves.

# Return Books on Time

[Learn how to extend the book return period by watching the video.](#)

- Books can be borrowed for a week, month or semester. Books return it at the time specified in your account, because if you are late you will have to pay overdue fee.
- If you still need the books, you can extend the return period in your account. You will not be able to renew: books issued for the semester, when you are late in returning the books, when the books have been ordered by other readers.
- The library sends reminders by email, but you are responsible for returning books on time.
- Return books using the self-service device in the library, or if the library is not open, drop them in the book return box at the entrance of the library on the second floor.

[Learn how to return books by watching the video.](#)



# Don't be in Debt

Overdue fee is charged for books borrowed and not returned on time:

- the amount of the overdue fee is 1 euro cent for each book, on each late working day of the library.

First, ask how much you need to pay, because:

- overdue fee does not have to be paid until it exceeds 2 euros;
- the library has a set maximum amount of late interest and may sometimes pay less than calculated.

If you have more than 2 euros of unpaid late fees, when returning the books, the library system will not allow you to extend the deadline for returning the books you have and will block the borrowing of other books. After paying the late fees, you will be able to borrow books again.

# Be ethical

The library spaces are beautiful, open to all and permeable to sound.

Respect others' need to focus and study. Follow the etiquette and library rules, don't talk loudly, listen to recordings with headphones, don't eat, hang your coat or jacket on hangers, don't put backpacks and handbags on the tables.

When studying, conducting research, writing study or research papers, using the works of other authors, observe the principles of academic ethics and copyright provisions. This will help your successful studies!

**WE ARE WAITING FOR YOU IN THE LIBRARY!**