



WHERE TO FIND THE LIBRARY?

Pramones Avenue 22A (2nd floor), Kaunas
biblioteka.kaunokolegija.lt/en

HOW TO CONTACT US?

Telephone +370 37 75 11 32
E-mail biblioteka@go.kauko.lt

WHAT ARE THE LIBRARY OPENING HOURS?

Monday–Thursday	8–19
Friday	8–17
*Last Friday of the month	8–13
During summer holidays	8–15

HOW TO FIND AN INTERACTIVE MAP OF THE LIBRARY?

biblioteka.kaunokolegija.lt/map/

WHAT DOES THE LIBRARY OFFER?

- Study spaces;
- Selected printed and electronic resources;
- Computers and internet connection;
- Consultations and trainings.

HOW TO LOG IN TO A LIBRARY ACCOUNT?

Open biblioteka.kaunokolegija.lt/en and click on **My Account**, then **Sign in** using Kauno kolegija Higher Education Institution e-mail name (till @) and the password. After logging in, click on your last name and then **Library Card**.

HOW TO FIND AND ORDER BOOKS?

In the search of the **Virtual Library** vb.kaunokolegija.lt/en find a book and click on its title. Order the book online by clicking **Request** or see the book's location on the interactive map by clicking **LOCATE**.

Find the book on the shelf according to the book call number. Example of a book call number: **005.7 OR-41**. The first numbers show the topic number on the shelf, and the second the alphabetical order of the book's location in the shelf section.

HOW TO BORROW BOOKS?

- have your Student Card or ID;
- record the issue of the book using a self-service machine or address the Library staff.

The books with green stickers are not lent home. In the Virtual Library, such books are marked by **Skaitoma vietoje** (read in the Library).

When looking for a book in the Virtual Library or borrowing books, see the book return time in advance. Books can be borrowed for a semester, month, or week. Books will need to be returned on time, otherwise charged an overdue fee!

HOW TO RETURN BOOKS?

- 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 2nd floor.

WHEN TO RETURN BOOKS?

Return books at the time specified in your account.

In case you are late returning a book, you will be charged an overdue fee!



HOW CAN I LEARN THE DATE OF BOOK RETURN?

- open biblioteka.kaunokolegija.lt/en
- click on **My account**;
- log in using Kauno kolegija Higher Education Institution e-mail name (till @) and the password;
- click on your last name, then **My Loans** and view the book return time.

HOW TO EXTEND THE BOOK RETURN TIME?

Extend the deadline for returning books in your account in Virtual Library or by e-mail: biblioteka@go.kauko.lt

Check the Kauno kolegija Higher Education Institution e-mails and read the Library reminders!

HOW TO FIND INFORMATION FOR STUDY PAPERS?

Virtual Library – vb.kaunokolegija.lt/en

Subscribed and other databases:

- open biblioteka.kaunokolegija.lt/en
- click on **Resources**.

Find e-resources guide by fields of study on the Library page **Resources by Topics**.

HOW TO OPEN ELECTRONIC SOURCES?

Open subscribed resources at home or elsewhere by logging in with your Kauno kolegija Higher Education Institution **e-mail (till @)** and **password**:

- in Kauno kolegija Higher Education Institution network through a VPN;
- in the Virtual Library vb.kaunokolegija.lt/en
- on the DB website db.kaunokolegija.lt

HOW TO WRITE STUDY PAPERS AND CITE REFERENCES?

When writing study papers, you have:

- know the requirements for preparing study papers;
- select appropriate sources of information;
- use sources properly, cite them and compile bibliographies;
- to prepare study papers in accordance with the provisions of academic ethics.

Find out more about this:

- in the Library;
- on the Library's website;
- practical classes for students.

If you have any questions, write to the email address biblioteka@go.kauko.lt