



WHERE TO FIND THE LIBRARY?

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

CONTACT US:

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

INTERACTIVE MAP OF THE LIBRARY:

biblioteka.kaunokolegija.lt/map/

OPENING HOURS:

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

The libraries are closed on public holidays.
On the days before public holidays, the libraries close one hour earlier.

WHERE TO PRINT?

Printing services are provided by the **Advertising and Media Center** (Pramones Ave. 20, 1st floor, room 1-96 or room 1-97), which is open on weekdays from 8 a.m. to 4:30 p.m. Alternatively, you can print it yourself using the self-service device in the **Study Center** (Pramones Ave. 22A, 4th floor, room 402).

The Library does not provide printing services.



WHAT DOES THE LIBRARY OFFER?

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

All information about the services can be found on the Library's website at biblioteka.kaunokolegija.lt

HOW TO FIND RESOURCES FOR STUDIES?

All information resources can be found in the Virtual Library at vb.kaunokolegija.lt

To access them, you need to log in to your account.

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 **username (till @)** and **password**. After logging in, click on your **last name** and then on **Library Card**.

HOW TO BORROW BOOKS FOR HOME?

To borrow books for home use, have your **Student Card** or **personal ID**.

You can read the books in the Library or borrow them to take home. While in the Library, you can search for the necessary books in the Virtual Library, then find them on the Library shelves and borrow them. If you are not in the Library, you can order books from the Virtual Library and then borrow them when you come to the Library.

HOW TO FIND AND ORDER BOOKS?

In the search bar of the Virtual Library at vb.kaunokolegija.lt/en, find a book and click on its title. You can 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. An example of a book call number is **005.7 OR-41**. The first numbers indicate the topic number on the shelf, and the second part indicates the alphabetical order of the book's location within that section of the shelf.

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 TO FIND OUT THE BOOK RETURN DATE?

- 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:

- In the Library;
- On the Library's website;
- Through practical classes for students.

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