LIBRARY FOR STUDIES

Albertas Olechnovičius
Head Librarian
olex@mruni.eu
MRU Library

Vilnius, 2018
Mykolas Romeris University Library
The main information
MRU Library:

- Central Building Library (Ateities st. 20):
  - Lending Department
  - Grand Reading-Room
  - Longish Reading-Room
  - Mini Reading-Room
  - Group Study Reading-Rooms
  - Computerized working places
  - Leisure zones

- Ist Building Library (Valakupių st. 5)

- Faculty of Public Security Library (Maironio st. 27, Kaunas)
Library Working Hours

Central Building Library 24/7:

- Main working hours  I-V 8:00 – 19:00, VI 9:00 – 18:00
- Night hours        I-V 19:00 – 1:00

Library working hours change on the eve of holidays and holidays.

On some days Library is having the cleaning day. No services are provided during this time.

Information about the working hours:
Using the Library during the Night hours

• Readers work on their own. No consultations are provided

• Users are allowed to enter the Library with Student's ID

• Show your ID to the administrator when entering the Library during the Night hours
We ask you:

• To leave big bags, coats, jackets, etc. at the cloakroom and in the locker-rooms

• To keep silence in the Library and do not disturb the others

• To set your cell phones to silent mode and not to speak in the Reading-rooms

• Not to carry food and drinks to the Library in open capacity
Library in numbers

- Library area - 2980 m²
- Holdings (all items) - ~243 000
- Holdings (titles) - ~65 000
- Reading rooms - 12
- Working places – 396
Equipment

- Computerized working places – 111
- Book-drop (for returning taken publications)
- Self check-in machines (for borrowing publications)
- Interactive boards
- Printers
- Copiers
- Scanners
- Wi-Fi
Logging in to the Library computers

If you want to log in to Mykolas Romeris university computers, you must have your **MRU e-mail** activated!

Login name: your MRU e-mail login name
Password: your MRU e-mail password
Domain: **STUD**
Wi-Fi

MRU

Login name: MRU e-mail login name
Password: MRU e-mail password
Domain: STUDENT

Eduroam

Login name: MRU e-mail (full)
Password: MRU e-mail password
Domain: STUDENT
Printing, copying, scanning

- Students print, copy, scan by themselves using multifunctional machines
- Color/non-color printing and copying
- Printing is available from the Library’s computers, USB (only PDF), by sending an e-mail with an attachment to print@mruni.eu, from the printing account https://print.mruni.eu
- You can pay by buying a 2 € or 5 € value voucher from FoxBox terminal. The code will be sent by SMS or e-mail.

See the detailed instructions at the Library or on the website
You can

Borrow an extension to charge your notebook:

1. Go to the lobby of the Library
2. Show your student ID and ask for the extension
3. Don’t forget to return the extension
We have BUREAU of FINDINGS

Your left things are kept by the administrator of the Library
Resources and Services
The main concepts

**Library** is not a reading-room. Reading rooms and the Lending department are in the Library.

**Publication’s Call No.** indicates publication’s place on the Library shelves.

**Lending department** is a department from where you can take publications home.

**Book, scientific journal, scientific article** are not the same thing. These are the types of publications.

**Monograph** – a scientific publication of one or several authors, where a specific problem or theme is being analysed.
The main concepts

Plagiarism – appropriation of work or creative thought, the release of that work in his own name

Plagiarism is a situation when references and citations are not being given or being given incorrectly

• **Citation** – a quotation from or reference to a book, paper, or author, especially in a scholarly work (quotation marks are required; you have to indicate the original work)

• **Paraphrase** – a rewording of something written or spoken in your own words (quotation marks are not required; you have to indicate the original work)
The Lending department

• You can borrow books, other publications and take them home from the Lending department.

• The Library's fund is open access in the Lending department. Users search for the books by themselves.

• When taking books home, you must register at the Information or using the self-check-in machines.
The Lending department

Consists of 2 parts:

**Coursebooks** (handbooks, textbooks):
- can be taken home for a semester

**Monographs:**
- can be taken home less than for a semester

Look for a Call No. in the Library’s electronic catalogue ALEPH before looking for a book on the shelf
Coursebooks=Textbooks=Handbooks

Are in:

• The Lending department  *(you can take them home)*

• The Reading-rooms  *(for reading in the Library)*

• The electronic books platform *MRU eBooks*
The Lending department: users‘ service

• You need a document for borrowing books. Give it to the Library‘s employee at the Lending department, when taking books home:
  ✓ Student ID
  ✓ Personal ID

  You’re welcome to use the self-check-in machine when borrowing books

• Bachelor students can borrow 20 books at once, master students – 30

• If a reader doesn’t return 3 or more books on time or the fee for the late return of taken books exceeds 9,90 €, lending of other books is blocked automatically
The Lending department: users‘ service

- The date of publication‘s return is in the check of a lending or you can see this information in your Library‘s electronic catalogue account
- Library‘s information is sent to students‘ MRU e-mail boxes
- If a book is lost or damaged, the user must compensate a loss according to MRU Senate‘s documents
Fee for the overdue books

• Fines for overdue books are started to calculate from the next day, when the returning term of the book has expired:
  ➢ if the book is checked out until the end of the semester, the fine is 0.05 EUR for each working day that the book is overdue
  ➢ if the book is checked out shorter than the semester, the fine is 0.10 EUR for each working day that the book is overdue

• The fee counting ends only when the book is returned. In order to avoid misunderstandings, please pay the fine and bring the receipt to the Library employee at the Lending department

• If the fee for the overdue books exceeds the amount of 9,90 €, further borrowing of books is blocked

• Information about the books taken from the Library and fees is at [http://mru.library.lt](http://mru.library.lt) by logging in to the system
Reading-rooms

• Books from the Reading-rooms are not for taking home. Read them only in the area of the Library

• Users search for the books on the shelves by themselves

• Keep silence in the Reading-rooms, don’t forget to cut down the volume of the mobile devices and don‘t disturb the others
Remember!

Books could be taken home only from the Lending department and Repository.

Don’t take books home from the Reading-rooms. Those books can only be used in the area of the Library.
Information sources
Information sources

- Primary and secondary (also tertiary)
- Printed and electronic
- Reliability: use only scientific information sources in your research papers
## Information sources: characteristics of publications

<table>
<thead>
<tr>
<th>Book</th>
<th>Scientific Journal</th>
<th>Popular (trade) journal</th>
<th>Newspaper</th>
<th>Web page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A written or printed work of fiction or fact.</td>
<td>A regular publication containing articles on a particular academic subject. Presents new research.</td>
<td>A regular publication containing new products plus information for a business sector.</td>
<td>A regular publication containing current events, informative articles, diverse features and advertising.</td>
<td>An information resource which can be easily created by anyone on any topic.</td>
</tr>
<tr>
<td>May be electronic</td>
<td>Usually electronic</td>
<td>May be electronic</td>
<td>May be electronic</td>
<td>Electronic</td>
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<tr>
<td>Good for...</td>
<td>Good for...</td>
<td>Good for...</td>
<td>Good for...</td>
<td>Good for...</td>
</tr>
<tr>
<td>Clear overview</td>
<td>Latest research, critically reviewed by experts.</td>
<td>Latest product news</td>
<td>Daily information</td>
<td>Very up to date information</td>
</tr>
<tr>
<td>Not so good for...</td>
<td>Not so good for...</td>
<td>Not so good for...</td>
<td>Not so good for...</td>
<td>Not so good for...</td>
</tr>
<tr>
<td>Up to date information</td>
<td>Broad overview of a subject</td>
<td>Detailed and objective reports.</td>
<td>Balanced and well researched information</td>
<td>Accurate and reliable information</td>
</tr>
</tbody>
</table>
Primary information sources

Includes new, original scientific and technical information:

- Books, which analyze new ideas
- Newspaper articles written immediately after the events
- Legislation
- Letters
- Movies
- Statistical data
- Websites
Secondary information sources

Provide information about the primary sources of information:

- Scientific periodicals and books that analyze and structure the results of the primary sources of information
- Journal articles which comment or submit other information
- Newspaper articles that provide comments or opinions
- Encyclopedias and dictionaries
- Handbooks
## Primary and secondary information sources

<table>
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<tr>
<th>Field</th>
<th>Primary</th>
<th>Secondary</th>
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<tr>
<td>Art</td>
<td>Original photo</td>
<td>An article describing the photo</td>
</tr>
<tr>
<td>Literature</td>
<td>Poems</td>
<td>An article interpreting a poem</td>
</tr>
<tr>
<td>History</td>
<td>Exile's letter</td>
<td>An article analyzing the contents of the letter</td>
</tr>
<tr>
<td>Law</td>
<td>Law (or other legislation act)</td>
<td>An article about the effectiveness of this law</td>
</tr>
</tbody>
</table>
Printed publications in MRU library

Books: coursebooks, monographs, codes and their comments, encyclopedias, dictionaries

Periodicals: journals, newspapers

Dissertations
Not only printed publications, but also...

- Coursebooks in the electronic books platform MRU eBooks: http://ebooks.mruni.eu/
- Coursebooks in the electronic books platform: http://www.ebooks.vgtu.lt/
- Teachers’ publications (eLABa)
- Bachelor, Master thesis and Doctoral dissertations (eLABa)
Not only printed publications, but also...

- MRU published scientific journals
- Articles in the subscribed databases
- Databases of electronic books
- Information in the virtual studies environment “Moodle”
- CD’s/DVD’s
Searching for the Library materials
MRU Library website
http://www.mruni.eu
MRU Library website
http://www.mruni.eu
Library electronic catalogue ALEPH
Library electronic catalogue ALEPH

MRU Virtual Library (MRU VL)
List of subscribed databases that are not available through MRU Virtual Library

Mykolas Romeris University Library Catalogue

About the Library Catalogue
- How to Find a Book in the Catalogue
- Identification in the Catalogue
- How to Use Ordering Service
- How to Extend the Borrowing Terms

Useful information
Library electronic catalogue ALEPH

- [http://mru.library.lt](http://mru.library.lt)
- Change language into English

- If you didn’t find the required book in the Library electronic catalogue – it means that the Library doesn’t have it
- Pay attention to the CALL No. and the LOCATION of a publication
- Books are taken home only from the Lending department
- Books from Reading-rooms are only for using in the Library
Call No. of a Publication

- Call No. shows the location of a publication
- Check for the publications by the Call No. on the Library shelves

Example:

304.12 Va-112

Book is in the Reading-rooms and could be in the Lending department. Check the locations of book items in the Library’s electronic catalogue.
# Call No. of a Publication

<table>
<thead>
<tr>
<th>Description</th>
<th>Loan terms</th>
<th>Due date</th>
<th>Sublibrary/fund</th>
<th>Room/collection</th>
<th>Call No.</th>
<th>Pages</th>
<th>No. of requests</th>
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</table>

- Book is in the Lending department and in the Reading-rooms
Searching for the Publications

Type in subject, publication title or author's name

Choose criteria

Click to proceed
# List of Search Results

<table>
<thead>
<tr>
<th>Doc. type</th>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Locations, items</th>
<th>Call No.</th>
<th>Online</th>
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<tbody>
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<td>Dissertation</td>
<td>Balčiūnaitienė, Asta.</td>
<td>2016</td>
<td>Central Building Library</td>
<td>1/ 0</td>
<td>376 Ba-218</td>
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<td>2</td>
<td>Book</td>
<td>Mockienė, Liudmila.</td>
<td>2016</td>
<td>Central Building Library</td>
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<td>Book</td>
<td>New directions in English for specific purposes research</td>
<td>2014</td>
<td>Central Building Library</td>
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<td>Book</td>
<td>Bonan on contract and commercial law :</td>
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<td>1/ 0</td>
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</tr>
</tbody>
</table>

- **Click on a number for the detailed record**
- **Notice the location and Call No. of the publication**
- **Number of all items of that publication in the Library**
# The Detailed Record

<table>
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<tr>
<th>Record number</th>
<th>000061224</th>
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<tbody>
<tr>
<td>Title</td>
<td>Oxford English for information technology / Eric H. Gelderling, John McEwan</td>
</tr>
<tr>
<td>Edition</td>
<td>2nd ed.</td>
</tr>
<tr>
<td>Pages</td>
<td>222 p. : illus.</td>
</tr>
<tr>
<td>Language</td>
<td>Text: anglių k.</td>
</tr>
<tr>
<td>UDC index</td>
<td>802.0 : 004(075.8) 374.4</td>
</tr>
</tbody>
</table>

**Distribution of all items of that publication in the Library**

- **Record No.:** 000061224
- **Location:** Central Building Library
## Distribution of all items of the publication in the Library

<table>
<thead>
<tr>
<th>Description</th>
<th>Loan terms</th>
<th>Due date</th>
<th>Sublibrary/fund</th>
<th>Room/collection</th>
<th>Call No.</th>
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<th>Note</th>
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<tbody>
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<td>Grand Reading Room</td>
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<td>Not for loan</td>
<td>20/06/15</td>
<td>Central Building Library</td>
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</tbody>
</table>

**Important information**

- **Already taken**
- **Free to take**
Online booking of publications

- A part of books is kept in the Storage of Central Building Library where books’ stacks are closed

<table>
<thead>
<tr>
<th>Loan terms</th>
<th>Due date</th>
<th>Sublibrary/fund</th>
<th>Room/collection</th>
<th>Call No.</th>
<th>Pages</th>
<th>No. of requests</th>
<th>Barcode</th>
<th>Note</th>
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<td></td>
<td>Storage of Central Building</td>
<td>Collection of Viktoras Petkus</td>
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</table>

- You can take these books home by ordering online in the Library‘s electronic catalogue
- A request is carried out in a single day
- Come to the Lending department within 3 days after you get a message in your MRU e-mail
Reservation of borrowed publications

• When all items (copies) of the publication are already borrowed, the necessary publication can be reserved by ordering online in the Library’s electronic catalogue.

• Come to the Lending department within 3 days after you get a message in your MRU e-mail.

• Your reserved publications will be on the Reservation shelf.

• When taking books home, don’t forget to register at the Information desk or using the self-check-in machines.
Information about the User in the Library‘s electronic catalogue

• Every student has a personal account in the Library‘s electronic catalogue ALEPH
• Log in with MRU e-mail‘s login name and password
• Personal information: loans, loan history, returning terms, cash transactions
• Don‘t forget to log out
Accessing the Library’s electronic catalogue account

How to log in:
Username: **MRU e-mail login name**
Password: **MRU e-mail password**

Don’t forget to log out
## Information about the User

### Activities:

<table>
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<th>Activity</th>
<th>Count</th>
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<tr>
<td>History of Loans</td>
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<tr>
<td>Hold requests</td>
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<td>History of hold requests</td>
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<td>Cash Transactions, Eur</td>
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</table>

Click to view more info, renew, delete, etc.
How to Extend the Borrowing Terms?

• The term of borrowed publications can be extended online in the Library’s electronic catalogue
• Log in to your account
• Click on a number in the line „Loans“
• Renew the borrowing term

The borrowing term couldn’t be extended:
  a) if a publication is reserved by another user
  b) if user keeps overdue publications and the fee exceeds 9,90 €
Where can I get help in the Library?

MRU Library website:

Library Staff

Personal Librarian – Subject Librarian
Services of Subject Librarians

- Information search strategy
- Reference list (paid service)
- Training (could be held by students’ or lecturer’s request)
- Individual consultation – the best alternative
- Remote consultation using Skype:
  Skype name: mrubiblioskype
Contact us

Skype:
mru.biblioteka
mrubiblioskype

Facebook

Instagram

Twitter

Query form
1. Log in to your MRU library electronic catalogue ALEPH user account

2. In MRU library electronic catalogue ALEPH:
   a) find a book
   b) see the Call No.
   c) discover the locations and collections, where all items of that book are


3. Find a book and see it’s table of contents in database *MRU eBooks*:
Good luck!