

# HOW NOT TO GET LOST IN THE UNIVERSITY LIBRARY

Where to find the catalogue  
and how to search for a book  
in the catalogue VuFind

## WHERE TO FIND VUFIND CATALOGUE

1. Enter the [www.uk.upjs.sk](http://www.uk.upjs.sk). Turn into the English variant.
2. In the menu bar, choose the first option **About the University** → **Information Units** → **University Library**. This will bring up the University Library page.

3. From the menu bar, select **Catalogues and Resources**. Click on **Catalogues**.

4. You will see a page with an offer.

- Catalogue **UL UPJŠ (VuFind)**
- Catalogue UL UPJŠ (Aleph)
- Bookport
- Virtual Studyroom

5. Select **Catalogue UL UPJŠ (VuFind)** - the catalogue home window opens.

## HOW TO EASILY SEARCH FOR A BOOK

1. In the search window in the catalogue, start typing the search **term**.

Even typing the term **will show you a selection of books**.

2. Select the book you are looking for and click on the button **Search**.

3. If you only know the **author's name**, type it into the search box.

4. In the menu bar to the right of the search window, **set up a search by author**.

5. In either case, you will see the titles you searched for.

6. Find the document you are looking for and click on it.

7. Click on the title to see information about it.

8. It is very important to note **the status** of the book.

If it is **green** - the title is in the library.

If it is **red** - the title is checked out or cannot be checked out.

- next to the status of the book there is **the date of the expected return** of the book, but also **the reservation option**.



## DID YOU HANDLE IT?

More information, opening hours, news from the University Library and video tutorials can be found on our website: [www.uk.upjs.sk](http://www.uk.upjs.sk)



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