
User account

Information on working with the CKIS user account

You will activate the services of your user account by clicking the User button on the menu bar. The system will prompt you to log in. The Charles University students will use their student card number (under the photograph) as their User ID and the alphabetic code (under the barcode) as their PIN/password.

CKS01

Centrální katalog Univerzity Karlovy v Praze

» Log in » Exit Session » User » Preferences » Databases » Feedback » Help
» Search » Results List » Previous Searches » My e-Shelf

Please identify yourself:

User ID:
(Number under the photo on the student card)

Barcode (PIN):

Log On Cancel Forgot Password?

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Fig. 1. The sign-in screen

Your user account lets you check the status and history of your loans, reservations, payment transactions, and potential offences. You can change your password and/or change the electronic address to which any messages from the library should be sent (notices on satisfied reservations, end-of-loan alerts, overdue notices, etc.).

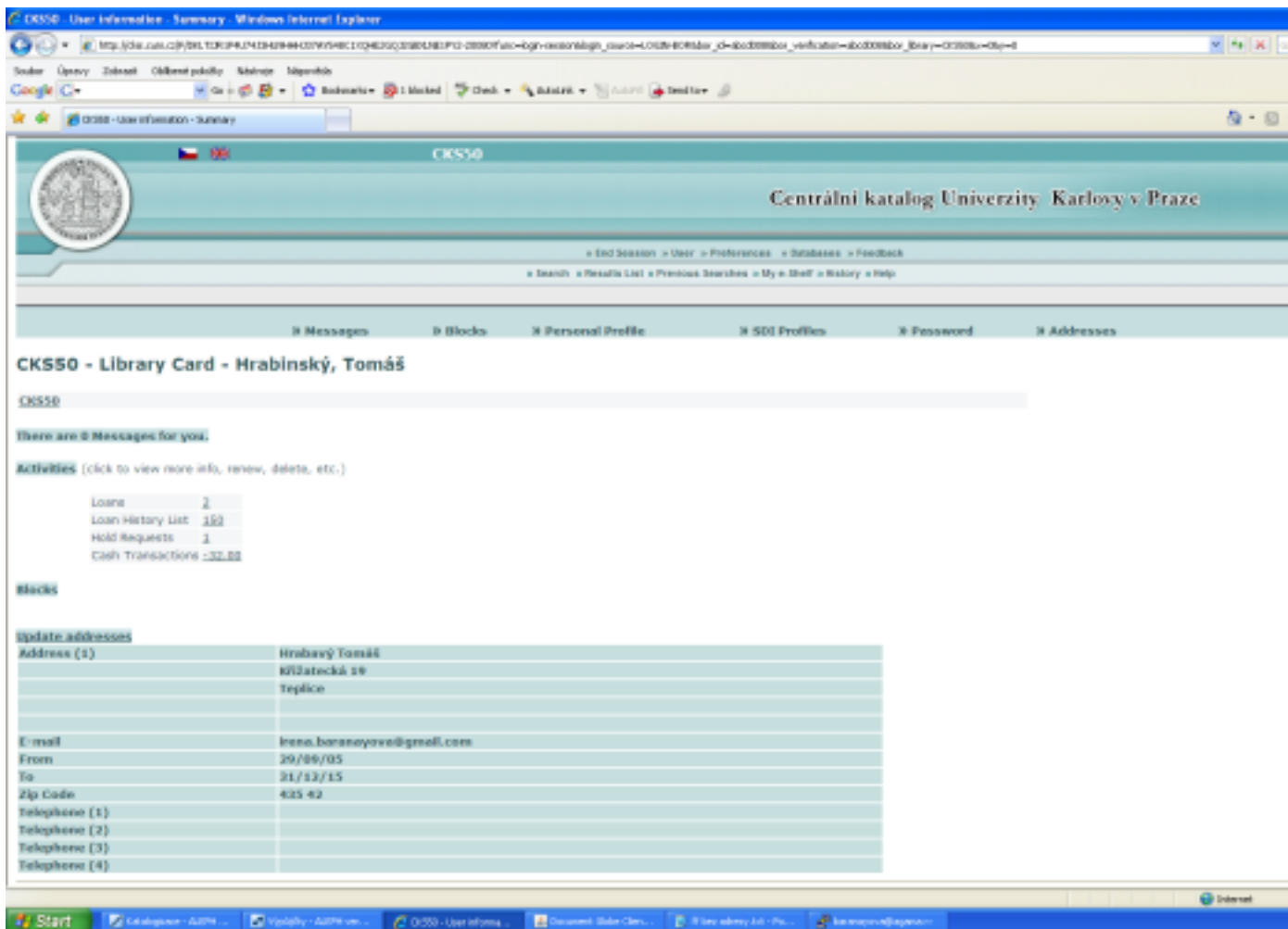


Fig. 2 User account

If you wish to see the details of the items you have currently on loan, click on the number next to the Loans tag in the Activities paragraph. The same applies to your Loan History List and Hold Requests. The details of your current loans indicate where the item has been loaned from and when it is due back; those items which are not overdue can be renewed by clicking either of the Renew Selected or Renew All options. If an attempted renewal fails, it may be due to the expired loan period or to another borrower on the waiting list for the title or the item has been renewed earlier and cannot be renewed any more. Contact the library in question for details.

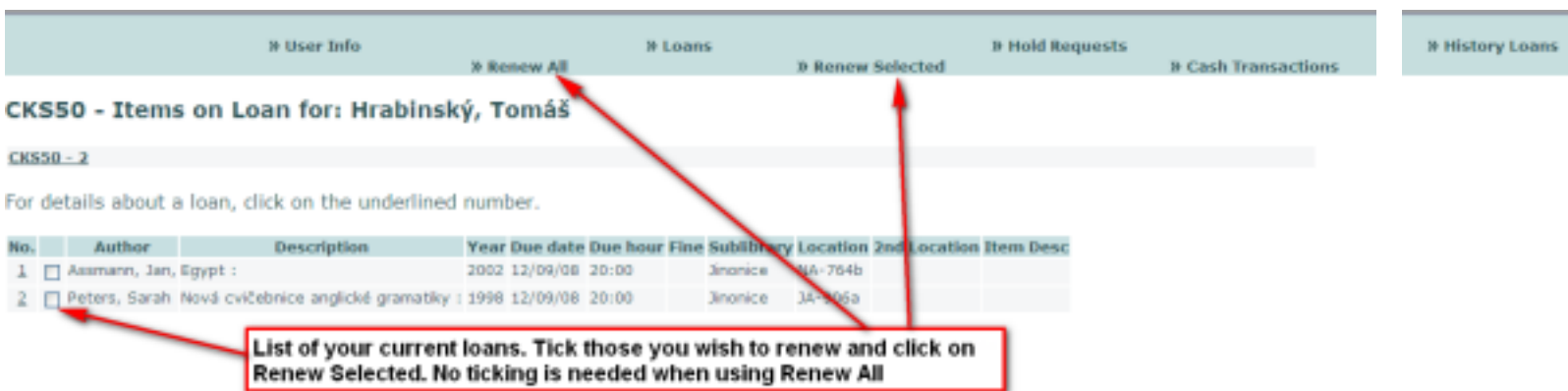


Fig. 3. Items on loan and renewal options

Having signed in with your user ID and password you can place reservations for retrieved items. View the record details of the desired title and click on the sub-library you want to reserve from. You will see a table of available items. Click on the Request link to the left of each line. You will be presented with the Hold Request form with the details of your

period of interest (three months by default) and the pickup library. Nothing else is required to fill in, just click the Go button. When the item is returned to the library, the library will inform you by e-mail. You can check the status of your reservations any time in your user account, under the Activities – Hold Requests link.

NOTE: Not all libraries permit reservations; reservations are currently offered by the libraries of: 1st Faculty of Medicine; 2nd Faculty of Medicine; 3rd Faculty Medicine (closed stock items only); Faculty of Philosophy and Arts, Protestant Theological Faculty; Faculty of Mathematics and Physics; Faculty of Education; Faculty of Social Sciences; Faculty of Physical Education and Sport; Catholic Theological Faculty; Faculty of Law; and Masaryk's Social Sciences Library at Jinonice. Contact each library for details.

CKIS - Holdings

Huxley, Aldous, 1894-1963
 Brány vnímání / Aldous Huxley ; [přeložil Milan Procházka]
 Praha : DharmaGaia ; Maťa, 1996
 106 s. : il.
 [000271343]

Click on the link ("request" or "photo") to make a hold request or photocopy request for an item. Click on an underlined due date to view details about the person borrowing the item.

Select year Select volume Select sublibrary Hide loaned items

	Description	Item status	Due date	Sublibrary	Collection	Location	No. of requests	Location-2	OPAC	ite
Request Expand		Regular loan I	On Hold	Jinonice	Library basement	T13-1		T13-1		
Request Expand		Regular loan I	On Shelf	Jinonice	Library basement	PS-1824				

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Fig. 4. Available items in one of the libraries

Hold Request - Hrabinský, Tomáš

Item is On hold

There is a total of 1 requests on 1 items.

Item is on an open shelf.

Item status: Regular loan I (04) Call number: T13-1, T13-1

The following locations have been excluded from the Pickup Location list:

Pickup/delivery location :

Jinonice

Period of interest :

from 20080822

to 20081122

(Date format : yy/mmdd)

Enter additional information as necessary:

First Note

Second Note

Go

Clear

Fig. 5. Reservation of a specific title

Any fines or unpaid charges are shown to you under Activities – Cash transactions. The negative balances have to be settled at the libraries against which are shown, you cannot pay them elsewhere. Click on the amount owed for the details of the library you are owing to.

» User Info

» Loans

» Hold Requests

» History Loans

» Cash transactions

CKS50 - Cash Transactions (Hrabinský, Tomáš)

Sublibrary	Balance	Transferred to Accounts Receivable
Jinonice	- 22.00	0.00
MFF - MAT	- 10.00	0.00
Total:	- 32.00	0.00

For details about a transaction, click on the underlined number. (All transactions are **UNPAID** transactions).

No.	Author	Bibliographic Info	Year	Description	Credit	Debit	Date	Status
<u>1</u>	Huxley, Aldous,	Brány vnímání /	1996	1. poplatek z prodlání - MMAT		10.00	28/07/08	Not paid
<u>2</u>			1996	Požadavek na výpůjčku vyřízen - 01 - JIN		5.00	20/08/08	Not paid
<u>3</u>	Aasmann, Jan,	Egypt :	2002	Pozdní návrat <0001 0000 2 1.00>		1.00	13/08/08	Not paid
<u>4</u>	Peters, Sarah	Nová cvičebnice anglické gramatiky :	1998	Pozdní návrat <0016 0000 2 1.00>		16.00	13/08/08	Not paid

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Fig. 6. Amounts owed

It is in the best interest of all borrowers to keep the library up to date with their e-mail addresses. The libraries normally use e-mail to notify borrowers of satisfied reservations, upcoming due dates, overdues etc. If you wish to update your email address, click on the Update addresses link in your borrower account.

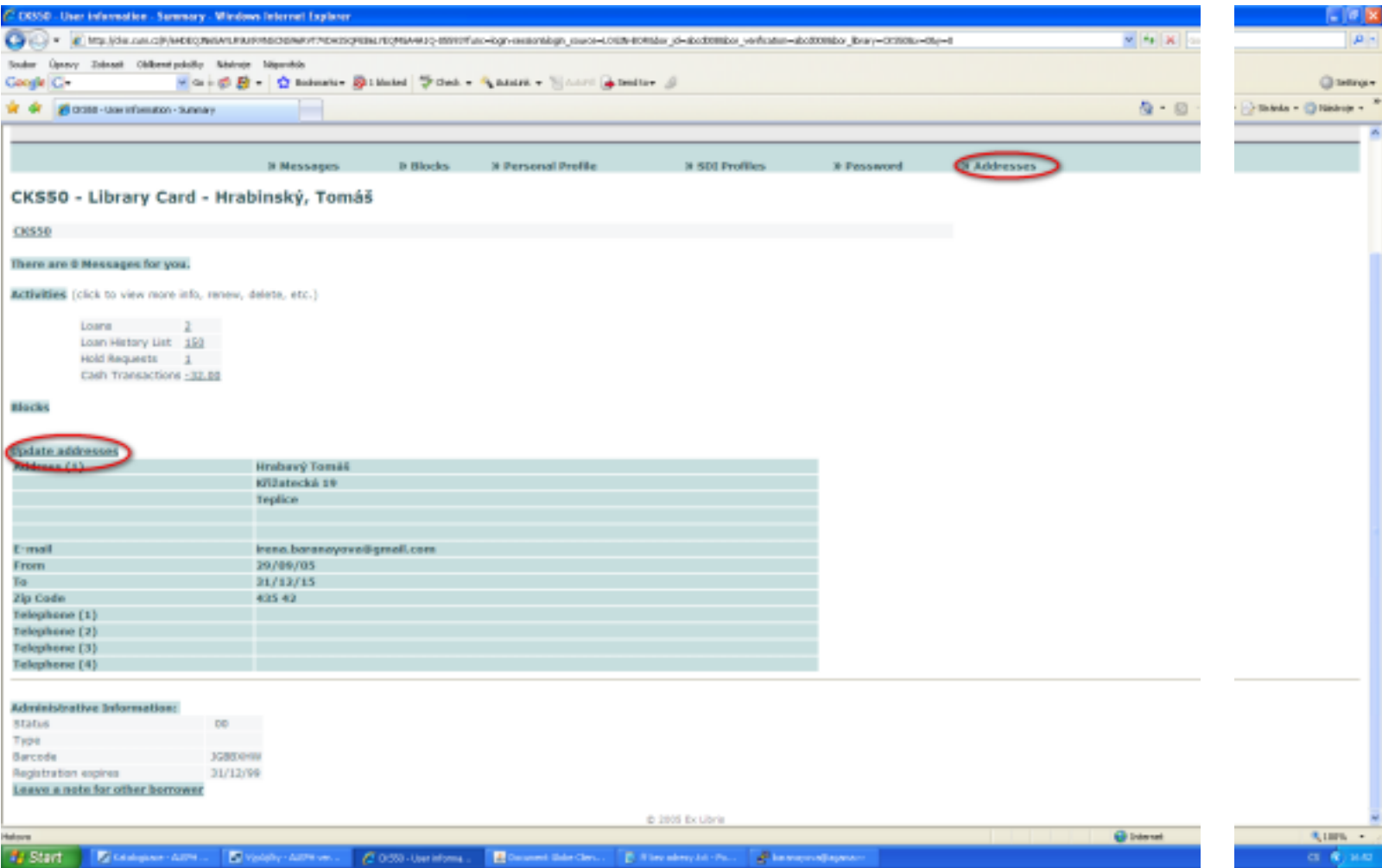


Fig. 7. Updating e-mail adress

You should change your password after your first log in. Click on the Password button on the menu bar. Like in other programs, you will be prompted to fill in your old password, the new password, and confirmation of the new password (or Pincode in the local Aleph parlance). You can also select one of the questions and enter your answer to it in case you might forget the password. And finally, if you forget the password, the question, and the answer, you will have to contact the library for a default password.

Change in Verification/Pincode

Type your current Pincode	<input type="text"/>
Type your new Pincode	<input type="text"/>
Retype Pincode	<input type="text"/>

We suggest that you choose a question and give an answer, in order to be able to Log On in the future, although you have forgotten your password. Remember the question and the answer!

Questions:	<input type="text" value="Your eye color"/>	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Cancel"/>		

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Fig. 8. Changing password and setting verification question