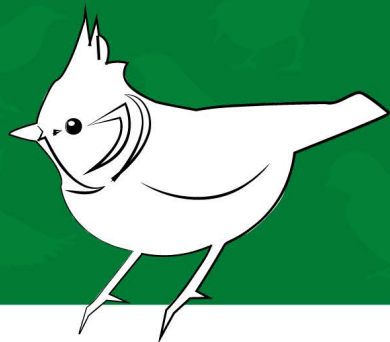# ELECTRONIC RESOURCES

Charles University

A Practical Guide to the ER at CU

Electronic Resources
A Practical Guide to the ER at CU

Written by a collective of authors from the Central Library
of Charles University
Translated by Alena Hladká

admin-eiz@cuni.cz
Version 8. 3. 2024

Contents

1. Electronic resources (ER)

We are all familiar with books and journals. It's also not difficult to envision their digital counterparts: electronic books (e-books) and electronic journals (e-journals). But what does the term electronic resources mean exactly?

Electronic resources (generally abbreviated as ER or e-resources) is a collective term for an incredibly diverse range of information resources available online. These include the aforementioned books, journals, journal collections containing a large number (often thousands or more) of documents in one place, databases with content other than books and journals, as well as various tools for study, teaching and research support. For the purposes of this guide, e-resources include digitised documents – that is, printed documents that have been digitised into an electronic form. They differ from the traditional ER mainly in their location in the so-called digital libraries and repositories and sometimes even in their specific access options, where some documents, due to copyright restrictions, are only available at a specific library at computers known as terminals, or only to certain user groups (this applies especially to the digitisation of study materials for learners

with specific needs). Some of the ER are subscription-based (their benefits are evaluated every year and the subscription is either renewed or not), while others are permanently available to Charles University (CU).

There is always an effort to cover the subjects taught at CU and the selection of available ER keeps widening to best suit your needs. However, it is beyond CU's capability – as it is for any university in the world – to provide access to all available e-resources. Even so, there are **ways around this limitation**.

This guide offers a fundamental understanding of CU's ER. It will guide you on locating these resources, navigating through their extensive variety, accessing them, as well as give you the dos and don'ts of their usage. You'll not only find tips for a more enjoyable experience working with these resources, but also instructions on handling situations when things with ER don't go as expected.

2. Before you start using ER

For whom are CU's ER intended?

CU's ER are primarily available to those who study or work at CU, with some ER only being available **to specific faculties**. In order to use ER, you need **a CU ID card** and valid credentials for the CU Central Authentication Service, or **CAS**. Meeting these two preconditions is essential for successfully submitting an electronic application to use CU Libraries, which will enable you to take full advantage of the ER at CU.

> Congratulations, the world of ER at CU has just opened up to you!
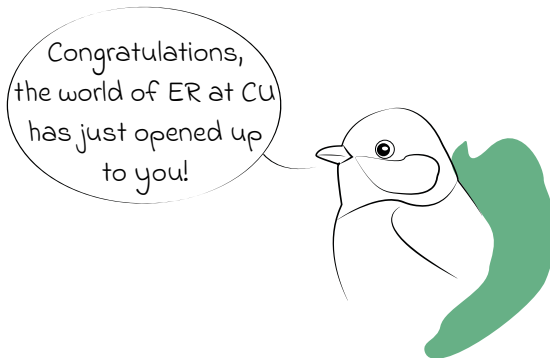
How should you treat ER?

ER are copyrighted works and, as such, should be respected by both the university and the users, whether they are utilised for research or study purposes.

ER are made available in accordance with the licence conditions and must be used exclusively for non-commercial

purposes such as teaching, study, scientific or research purposes or personal use.

What are these licence conditions?
The licence conditions of an ER are a contract that CU has entered into and which defines exactly what can and cannot be done with that ER or who can access it. Such an ER is referred to as a "licenced ER".

So what is allowed?
Viewing, storing, and printing documents and search results for the aforementioned educational, study, scientific, research, or personal purposes. So, while it is okay to download an e-book, print it out and use it when preparing for an exam, it is not okay to distribute it further – if you want to share it with other people from the university, send them a permanent link to the document in **UKAŽ** using **the "PERMALINK" button** or directly by email using the "EMAIL" button.

And what is prohibited?
As mentioned above, it is strictly forbidden for users to make ER available to others in any form: be it in print, as an electronic file, or even by "lending" your **CAS** credentials to someone. It is crucial to keep your credentials private, as this particular prohibition extends beyond just accessing ER and is vital for maintaining security and privacy.

ER are also available for non-commercial use only and cannot be sold or otherwise used for personal enrichment. Similarly, you cannot use university-licenced ER (see above) outside of

your studies and in your private professional activities, e.g., in the company where you work while studying at CU.

Again, as these are copyrighted works, it is important to note that no protective elements may be removed, nor can derivative works be created, including translations.

Last but not least, systematic, automatic and mass downloading of texts or data is prohibited.

In the event of the licence conditions' breach, such as by automated article downloading, access to the ER may be blocked for the whole of CU. Additionally, the user responsible for the breach may face further consequences.

Freely available resources, although made available under much looser rules, are also copyrighted works and should be treated accordingly. It is always necessary to follow the terms of the particular licence that the work is under (you can read more about this on **the website of the Open Science Support Centre**). Automated data extraction (or datamining) may be regulated by the publisher, so we do not recommend it even for freely available resources without consulting the library.

> **You may find yourself in a situation where you need more than is generally allowed for your study or research purposes – this can usually still be resolved in a legitimate manner, so please contact the library if this is the case. You should also contact the library if you are unsure about the dos and don'ts of a particular ER.**

3. A little theory to start with

In the first chapter, we have covered the meaning of the term "electronic resources". Simply put, these are information resources that are stored and made available in electronic form.

What types of ER can you encounter?

▶ **Full-text:** They contain information about the document as well as its full text.

▶ **Bibliographic (including citation indexes):** These only contain information about the document, you will not find the full text here. Information about its existence is important to you, and the often-displayed **CUNI button** or the "**CUNI link**" will help you access the full text. If you cannot find or access the document, there is another **solution**.

▶ **Factual:** They contain specific data, factual data, numerical data, tables, graphs, calculations, etc. These databases are often related to specific subject areas (geography, economics, statistics) or offer subject-specific classification for easier orientation.

▶ **Audiovisual:** They contain mainly multimedia and documents of audiovisual nature (audio archives, video archives, galleries, etc.).

▶ **Tools:** These include specialised search engines for expert content, reference managers, spell checkers, tools for citation mapping and networking, and other ER gadgets.

▶ **Digital libraries and repositories:** Secure storage solutions intended for preserving and providing access to digitised content and documents created at CU, for which the institution holds the publication rights. For a comprehensive overview of CU repositories, please refer to the **Central Library website**.

Fulltext   tools   repositories

video archives   facts
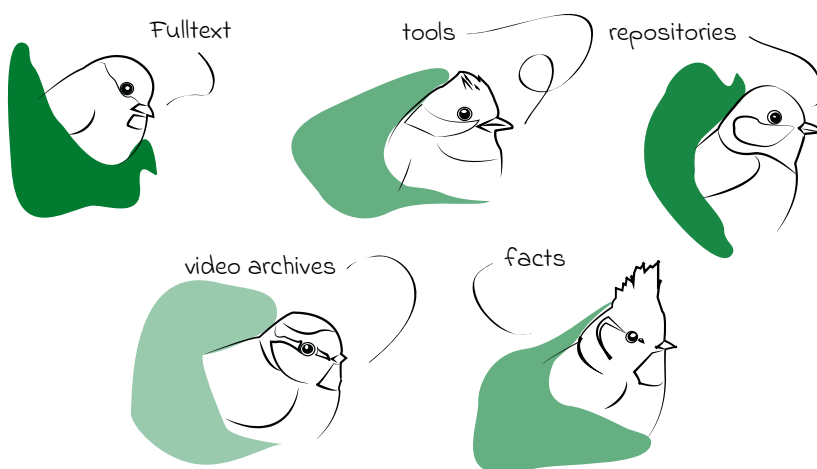
There are many kinds of ER.

Platform or database?

The ER terminology is very varied. In this guide (and in Charles University's ER systems), the terms platform and database are used in the contexts described below.

E-book and e-journal are individual titles similar to their printed versions. These titles can be found on ER platforms. "Platform" means a web interface, usually linked to the **publisher/producer** of a given ER.

When working with ER, you will also come across the term database. In the world of ER, it is usually a collection of journals and their volumes, issues and articles, or books and their chapters. A factual resources database can encompass a wider range of data types. The specific contents of a database are defined by its **producer**.

What types of content can you come across?

The content within e-resources is as varied as ER terminology. In addition to e-books, e-journals and the articles and book chapters they contain, there are other types of text documents:

▶ **Book Reviews** - summaries, analyses and critiques of a book. A review gives you information on whether a book is suitable for your academic writing purposes and therefore worth reading.

▶ **Conference Proceedings** - integral part of scientific publishing is presenting papers at scientific conferences.

These works are subsequently compiled and made available in conference proceedings.

▶ **Theses & Dissertations** – bachelor theses, diploma theses, rigorosum theses, dissertations and habilitation dissertations.

▶ **Government Documents** - official government resolutions, legislation, and other related legislative texts and materials.

You can also encounter other types of documents, not only text documents. In addition to textual content, you may also come across audiovisual content – from music to video recordings of theatre performances to maps and photographs. The databases also contain factual information, such as statistics, encyclopaedias, dictionaries, as well as specialised medical terms or chemical formulas. These special types of formats are usually included in **subject-specific databases**.

Who is the publisher/producer?

For this guide's purposes, the publisher (or producer) is whoever provides access to the given ER, sets the conditions of its use and determines the composition of ER collections. You will only meet publishers figuratively through licencing terms.

If the publisher and producer are not the same organisation or subject, the difference between those two is as follows: The publisher is responsible for publishing and shall be

included in any **reference**. The producer creates the database/platform and provides access to the ER.

What are the unique identifiers of ER?
The title and author are good identifiers for regular human communication, but it is useful to know other identifiers as well for a clear identification of an ER, whether it be because they can be used for searching or because they should be included in citations.

ISBN / eISBN (Electronic) International Standard Book Number is a number used to identify books. It is not mandatory – not all books have one, but some books, on the other hand, have more than one (printed versions, various electronic versions and different editions will all have their own ISBN).[1]

ISSN / eISSN (Electronic) International Standard Serial Number is an eight-digit number that uniquely identifies periodicals and other so-called continuing resources published anywhere in the world. It is similar to the ISBN used for books.[2]

DOI The Digital Object Identifier is a unique and permanent identifier for a digital object. The DOI is most often found in scientific articles published in an e-journal, in e-book chapters or conference proceedings. The presence of a DOI ensures continued accessibility of the text, even if the object's web address changes. It is mandatory to **include DOI in the reference list**.[3]

A permalink is a permanent **URL address** that will bring you directly to specific web content (e-book, e-article, e-journal). It does not change and is always active as long as the linked website exists. One of the most secure types of permalinks is the DOI number, because it redirects the user to the desired content even if its location changes. You will often find an icon or a link to a permalink generator in a database. Such permalinks are particularly important when a document lacks other identifiers, which is often true for digitised documents.

What is an open resource and how does it relate to Open Access?

Not all ER are **licenced**. On the contrary, many of them are freely available or published in Open Access mode (you will also encounter the abbreviation OA and you can read more about this mode on the website of the **Open Science Support Centre**). Both freely available and OA resources can be published under the so-called **public licence**. In simple terms, such resources are available to everyone and you do not need to be a CU student to access them.

Unfortunately, the Open Access publishing model has also provided an opportunity for unfair business practices of so-called predatory publishers and the associated production of low-quality content. Therefore, you cannot find all existing freely available resources in CU systems as we try to select only high quality, verified and relevant open resources for studying, teaching and research at CU.

4. How do you access the ER?

Access to licenced ER can only be gained by verifying that you belong to a user group that is authorised to access the ER.

The most straightforward form of accessing ER is on-site access, where the ER you want to use recognises you based on your IP address (a unique address that identifies an internet-connected device or the local network). The key requirement here is that you access the ER from within the Charles University network, for example from a study room or classroom.

You can check that your IP address has been correctly recognised by the ER during on-site access either by looking for the information that you are from CU (e.g., *Brought to you by Charles University*), this will be displayed in the resource interface somewhere on the screen, or simply by the fact that the content of the ER itself is available to you.

> **Not all content of a resource is always licenced; you can check this information using CU's central discovery service UKAŽ and the eResources Portal.**

If you are outside the CU network or are unsure whether your IP address is within its range, it is advisable to use remote access (see below).

Can you access the ER from home?

Significant efforts are made to ensure that the electronic resources are accessible beyond the CU premises as well. However, in certain instances, this may not be feasible due to restrictions outlined in the **licence conditions**. Consequently, some ER can only be accessed within CU buildings or, in specific cases, from designated computers, known as terminals.

Fortunately, remote access is available for most of the electronic resources at CU. We offer two methods to facilitate this, which are known as **EZproxy and Shibboleth** (you will also see these terms in the **eResources Portal**). They have slightly different features and benefits, so whenever possible, both are made available to provide flexibility and convenience.

Both of these methods work by logging in to CAS. After entering your **CAS credentials**, it is internally verified whether you are authorised to access the ER.

If you are accessing ER via the university systems (**UKAŽ** or the **eResources Portal**), you do not need to worry about using on-site or remote access. Therefore, we recommend that you always start your search for ER there.
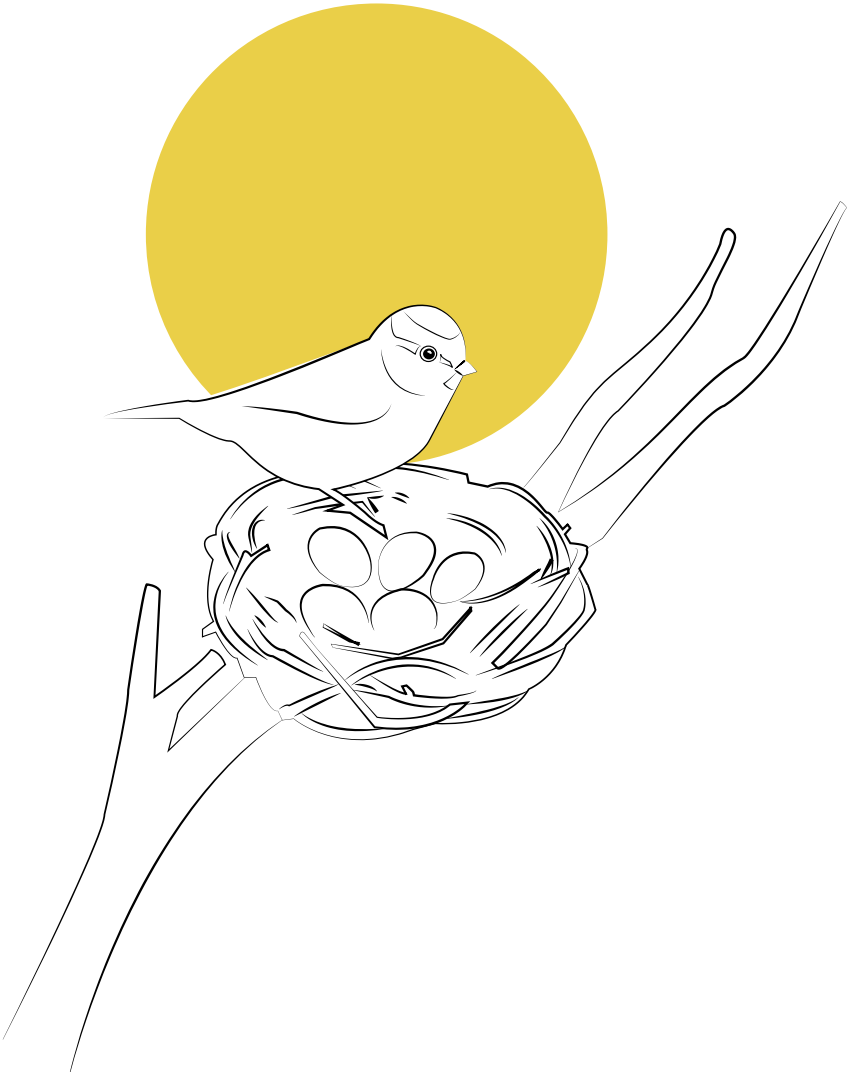
Most of CU's electronic resources are accessible from the comfort of your home.

Shibboleth and EZproxy

Shibboleth is a service that facilitates remote access to electronic resources. After logging in to the **CAS**, Shibboleth evaluates your access rights, and if eligible, it sends the necessary data directly to the ER. This process logs you in and grants access to the content. Alternatively, you can log in through the resource's interface. This is often done by selecting the "Institutional login" option, though you might encounter variations like eduID login, OpenAthens, Seamless login, SSO, etc. Within this interface, you will select your institution from a menu – in this case, "Charles University / Univerzita Karlova". For some resources and services, you may first need to choose the region/group – typically eduID.cz (Czech academic identity federation) – and then the specific institution.

> In most cases when using Shibboleth in the UKAŽ discovery service and the eResources Portal, you will find links in the so-called WAYFless form, where the service does not ask you where you are from (WhereAreYouFrom), so you do not have to search for CU in the list of institutions and can log in with just one click.

EZproxy operates as a proxy server. After you log in using **CAS**, EZproxy assesses whether you have access rights to a specific resource. If access is granted, the service will modify or "proxy" the resource's address in the URL bar. For instance, after logging in with EZproxy, the standard URL

"**https://www.sciencedirect.com**", changes to the proxied version, "**https://www-sciencedirect-com.ezproxy.is.cuni.cz**". This change is intentional and not indicative of a bug or fraudulent page. It simply means your device appears to be within the IP range of the EZproxy server, thus part of the CU network. This arrangement allows the proxied ER to grant you access to its content, similar to **on-site access**.

What about the Eduroam network?
When using your own laptop in a lecture or at the dorms, connecting to the **Eduroam** network typically provides access only to CU-wide resources. However, at some faculties, the network also covers faculty-specific resources, enabling you to access **licenced resources** specific to that faculty.

It's important to remember this when visiting other institutions or their libraries. While Eduroam will still function with the same login details, the ER available for on-site access will vary.

In such non-standard cases, we recommend logging in using remote access (**EZproxy or Shibboleth**), where authentication is performed based on your **CAS credentials**.

5. Where can you find ER?

The best way to search for ER is to use the university interface. We have two – the eResources Portal and UKAŽ, Charles University's central discovery service.

The **eResources Portal** contains records for entire databases, complete collections of electronic books and journals, digital libraries and other ER tools. It does not contain individual titles.

You should use the eResources Portal whenever you need to find a comprehensive overview of the ER available at CU, whether university-wide, faculty-wide, or for a specific subject area, **using filters** that are unique to the eResources Portal.

You can search for and access ER (on the platform level) from the eResources Portal, but you won't find specific titles or individual documents there. Once you have entered a specific ER via the eResources Portal, you still have to search the platform's interface or use the platform in a different manner if it is not a full-text ER.

UKAŽ allows you to search for specific titles (including printed ones), journal articles, university theses, etc.

You should visit UKAŽ whenever you are looking for a specific document or exploring the content available for a chosen topic, regardless of whether you are using a sophisticated **search query** or just simple keywords.

UKAŽ offers not only specific titles but also the full records of ER from the **eResources Portal**, but you can't filter through these records like in the eResources Portal (i.e., **find all available ER for a given discipline or faculty**). If you find a specific document (e-book, article, etc.) in UKAŽ, after entering the platform you will usually be taken directly to the location of this document on the given ER's platform.

What does "Only for" mean?

As **mentioned earlier**, ER are made available in accordance with the licence conditions. Therefore, for some of the ER you will find a note about access being restricted, usually only to specific faculties or units of CU. You will find this note in the e-resources records of both the **eResources Portal** and **UKAŽ**.

If an e-resource is "**Only for...**", you can access it (with a few exceptions) even if you are not studying or working at the faculty in question. You can usually do this from computers in reading rooms of a particular faculty (i.e., **via on-site access**). Make sure to always check the opening hours of the reading room and the conditions for accessing the computers at the particular library you are going to visit so that you do not make a wasted trip. You can find the contact details for each library on the **Central Library website**.

Pouze pro/only for:
Chickadees
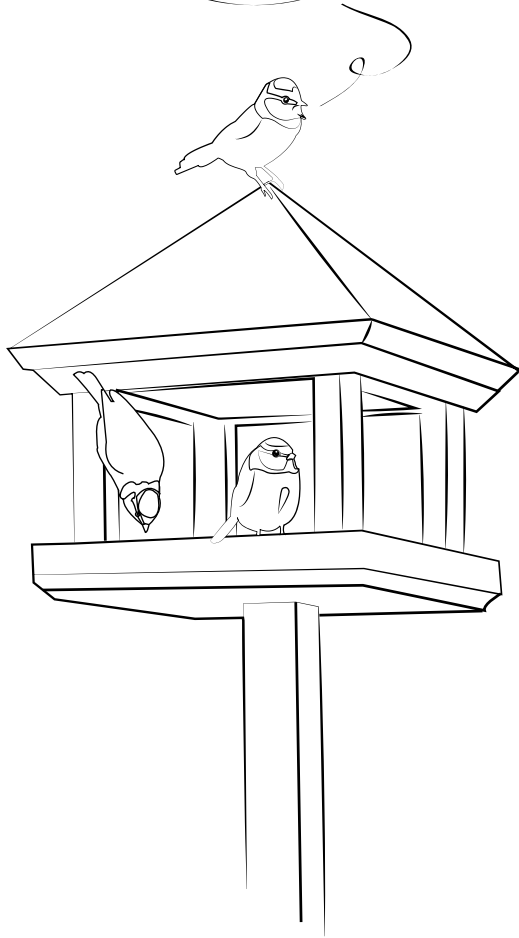
Some ER have restricted access.

The eResources Portal

In the eResources Portal, you won't find individual titles, but you will find databases, comprehensive collections, digital libraries and other tools, which will make your academic life easier. You can also find all the ER listed on the eResources Portal in **UKAŽ**, but the eResources Portal offers more sophisticated search and filtering options.

EIZ | **ERESOURCES PORTAL web address**
https://eresources.cuni.cz/

You can search by entering keywords or the name of the title in the "I want to search for…" field or browse the ER overviews according to the criteria described below.

How do you find a database for your faculty or unit?
In the eResources Portal, you can browse the ER alphabetically (use the ER A–Z tab in the top navigation bar or the alphabetical list on the main page). You also have the option to specify your query on the left-hand side. The filters can help you.

For faculty-specific search, the "Faculty or other unit" filter is used – without checking anything, everything that is available at CU will be displayed, no matter to whom it is accessible.

The "**Charles University**" filter (always first) displays the resources available to everyone at CU (all students and employees) and contains both **freely available** and **licenced** ER.

The filter for individual faculties will display subject resources that are only available to the students and staff of a particular

faculty or other unit. To see all the resources available at a given faculty, always combine your faculty and Charles University.

For discipline-specific search, use the "Classification" filter.

Multidomain (always listed first under "Classification") will display resources that do not focus on a particular discipline or field of study. We have quite a number of these at CU, and they include large journal and book collections that cover almost everything that can be studied at CU. So, if you are looking for resources for your discipline or field of study, we always recommend checking that along with multidomain.

Don't forget to confirm the selected filters by clicking the red "Apply filters" button.

> **Both university-wide and multidomain resources can be essential to your studies. So, do combine these choices with the others when using these filter categories.**

What do the coloured symbols mean?
The coloured symbols on the eResources Portal are used for quick orientation among ER in terms of availability:

| licenced | freely available | licenced resource with freely available content on platform | trial |

These categories are available in the eResources Portal for sorting the ER under the "Accessibility" filter.

> You can also exclude some items from the filter by clicking the cross on the right side. This works the same way in **UKAŽ**.

Why are there so many links? Which one should you click? Wherever technically possible, links are provided for both **EZproxy and Shibboleth** access (and each is labelled). If a given ER is not intended for the whole of CU, but only for selected faculties, each faculty has its own link (marked "**Only for**").

EZproxy can detect if you are within the range of university IP addresses (or the IP addresses of a faculty with access permission). If you are using such an IP address, it will not ask you to log in via **CAS** and save you a few mouse clicks.

For some ER, **Shibboleth** allows you to log in to a personalised profile or folder in which you can set up alerts (receiving articles on a selected topic / search query), save articles, references and more.

In the end, it doesn't matter which link you choose, you can access the ER content using either method.

> In case of an outage of any of the services (it doesn't happen often, but it can happen), try the link with the other access method.

When you log in to an ER or a service (including university services such as **UKAŽ** and the **eResources Portal**) via **Shibboleth or EZproxy** using your **CAS details** and remain in the same browser, you usually do not have to renew your login by filling in the CAS details again for the duration of the so-called session (i.e., you do not need to repeat the process for each individual ER during a single session). The session lasts until the relevant cookie expires or the browser window in which the cookie is active is closed. For security reasons, always close the browser when you are finished working on a shared device (e.g., in the library reading room) and never store your login credentials (CAS or other) on it.

ER differ in how old a login cookie they are willing to accept. For some ER, the login lasts a full day, for others an hour or even less.

What is trial access?
Trial access, often referred to simply as a trial, provides temporary access to an ER for a specific period of time, usually about a month (the exact duration is always specified for each ER). This allows users to test and evaluate the content. Once this period ends, the ER becomes unavailable unless it is subsequently purchased.

User interest is a key factor in evaluating these trials. Therefore, if you find a trial ER useful or appealing, make sure to actively use it and provide feedback to your faculty library. Your input helps communicate the value of and demand for that resource.

Besides using the Trial filter in the Accessibility category, you can also stay updated about available trials by following CU's ER **Facebook page (@eizuk)**. Information about new trials is announced there in both Czech and English shortly after they begin. Be sure to take full advantage of these opportunities!

Does UKAŽ search every database?
It does not, see the following chapter on **UKAŽ** for more information on database coverage.

UKAŽ

UKAŽ enables simultaneous searching across electronic, printed, and **digitised materials** as well as other information resources available at Charles University.

> UK A-Ž
>
> **UKAŽ web address**
> **https://ukaz.cuni.cz/en**

What can you find in UKAŽ?
UKAŽ should be your first stop in the following scenarios:

▶ If you are new to information resources and unfamiliar with those available at CU

▶ When you wish to research a specific topic

▶ If you need articles on a particular topic and there is either no specialised database for your field of study, or you are unaware of such database

▶ When you are looking for a specific book or journal available at CU

> **UKAŽ (and the <u>eResources Portal</u>) allows, among other things, user account management (available in the upper right corner after logging in via <u>CAS</u> and having previously submitted an electronic library application). The account allows you to save your searches and add them to your favourites, set up alerts, label saved records, and much more. You can also manage your loans, requests, and, if it comes to that, the fines within your account.**

What can't you find in UKAŽ?
Not all ER are covered in UKAŽ to the same degree, for example, the contents of some factual databases. For these databases, content cannot be displayed in UKAŽ in the same depth as, for example, e-books and e-journals. Nevertheless, you will always find a record of the database itself in UKAŽ. This allows you to access the database directly from UKAŽ and then utilise its content using the platform itself.
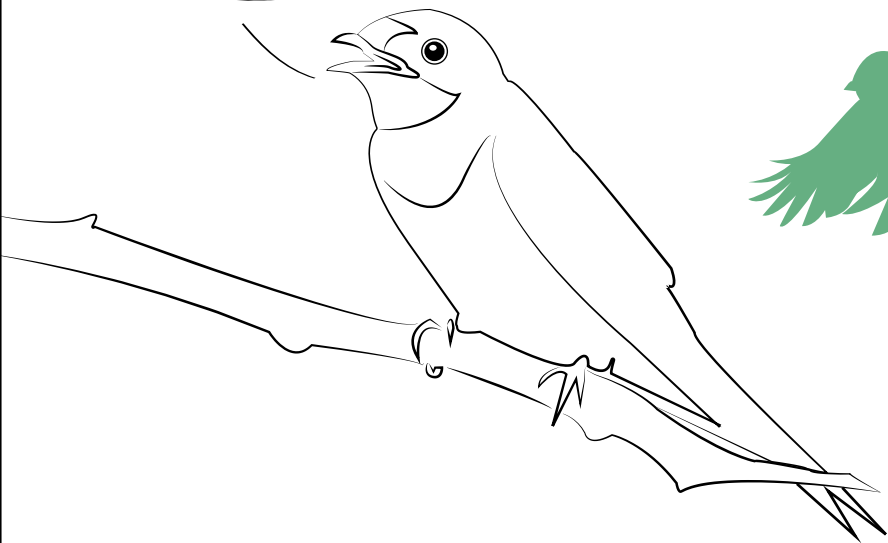
For insight into how searchable a particular database is in UKAŽ, refer to the icons in the database's record:

Covered   Partially covered   Not covered

However, it's important to note that not all existing **freely available resources** can be found in UKAŽ – we carefully curate and select only those resources that are of high quality and relevance to the study, teaching, and research activities at CU.

How to search in UKAŽ?
Searching in UKAŽ is done through the top bar "I want to search for..." and you can either search all CU information resources (the default setting of "Everywhere"), or you can focus on printed ("Within CU Collections") or electronic resources ("Within CU eResources"). Directly below the search bar you can also limit your search to one of the most popular basic document types (Books, Journals, Articles).

In the search bar, you can begin your query using one or more keywords, the title of the document, the author's name, the **ISBN of a book or the ISSN of a journal** etc.

Before conducting more complex searches, it is advisable to first consult the following chapter and then use the advanced

search option. Advanced search not only allows you to define the relationship between multiple keywords using **Boolean operators (AND, OR, and NOT)**, but also enables you to narrow down results by specifying criteria like publication date, language, and material type before initiating the search. To further refine your query, you can choose where specifically you want to search for keywords within the document descriptions: options include the title, author, subject, ISSN, and ISBN. If no specific option is selected, the search will encompass all available description data in the document, such as the abstract.

In the advanced search interface, you also have the ability to affect search behaviour. The available options include:

▸ **Contains** – the default option which searches for records where the phrase occurs in the selected field, regardless of the presence of other words.

▸ **Equals exact phrase** – searches for records where the term occurs in the selected field exactly as entered, without additional words and in the order you specified.

▸ **Starts with (Titles only)** – searches only for those records with the specified phrase at the beginning of the Title field.

Search query or how to correctly formulate what you want to find
Think carefully about what you want to find before your search. Define your topic using keywords, and bear in mind

that Czech and English versions of these keywords will likely produce different results depending on the topic and material type (and that **you can combine** them). Czech might be better when searching for printed publications (since the description and cataloguing of our physical collections is done mostly in Czech), and English keywords are better for searching CU e-resources and databases (since the descriptions are mostly in English). Useful tips and tricks can be found below or in **Search tips**.

Do you want to search for a specific key phrase?
Enter it in the search box in **quotation marks (" ")**.
➔ **"American Chemical Society"**

Not sure about the spelling or just want to cover your bases?
Use the **question mark (?) as a wildcard** for one unclear character.
▶ *Inclu?ive education*, if you are not sure whether to use Z or S
▶ *wom?n*, if you want to search for both *women* and *woman*

Use the **asterisk (*)** as a wildcard for a string of characters.
▶ Use the asterisk reasonably
▶ *midsummer * dream,* if you don't know whether the title is *midsummer day's dream* or *midsummer night's dream*
▶ *astro** if you search for keywords starting with *astro-*; the query will return results with the words *astronomy*, *astrophysics*, *astrologist*, *astrophytum*, etc.

Boolean operators

Boolean operators can be used to define logical relationships between the words of your query.
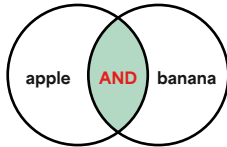
AND gives only results containing both apple and banana	**OR** gives results containing apple, banana or both	**NOT** gives only results containing apple, excluding results with banana
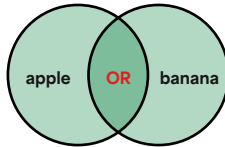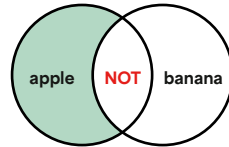
The operators must be written in **CAPITAL LETTERS**, otherwise **UKAŽ** will consider them a part of the search phrase.

Do you only know a part of the document title and/or the author's name?
Separate each phrase with the **AND** operator.
▶ If you are looking for, e.g., *an analysis* (perhaps mathematical?) by Rudin, insert AND between the known part of the title and the author's name ➔ *analysis AND Rudin*

Looking for documents that contain at least one of several different words?
Separate them with the **OR** operator.
▶ to find both records containing *teaching* and records containing *education*, or records containing both ➔ *teaching* OR *education*

Do you want to exclude certain words?
Use the **NOT** operator
▶ *mediation* NOT *arbitration*, if you're looking for mediation but want to exclude results containing arbitration from your search

These operators can be combined with one another and with the other options mentioned above; UKAŽ reads them from left to right:
▶ if you are looking for the phrase *civil law*, but you do not want results that have the phrase *common law* in the title or description (this will not exclude results where the phrase common law is in different parts of the description) ➔ "*civil law*" NOT "*common law*"

▶ if you want results with the exact titles *Introduction to Ecology*, *Basics of Ecology* and *Ecology*, but also results that might just have the keyword ecology ➔ "*introduction to ecology*" OR "*basics of ecology*" OR *ecology*

▶ if you want documents that contain the words America or USA, but not the phrase Latin America ➔ *america* OR *usa* NOT "*latin america*"

▶ if you want the results to contain the words aspirin, children, and the phrase reye's syndrome all at the same time, the results will not include documents that contain only one or two of these keywords, and will also ignore sources that contain the words syndrome

or reye's separately ➔ *aspirin* AND *children* AND "*reye's syndrome*"

▶ if you are looking for documents on the impact of smog on asthma, but you are not interested in China ➔ *smog* AND *asthma* NOT *china*

How to find what you need when UKAŽ returns too many results based on your query?
Even with a well-formed query, you may want to further refine your results. You can use the filters in the "Refine my results" menu to do this.

Here you can filter by:

▶ **Availability** – notably electronic (**Available online**) / printed resources (**Held by library**).

▶ **Subject** – note that the data comes from many different sources and classification schemes, is not controlled and contains keywords that may be duplicates or in multiple languages. Either tag all relevant ones or include them in your query instead.

▶ **Library – refers only to the physical location of a printed document, it does not take into account the accessibility of an ER for any given faculty.** Think of it as a more specific version of *Held by library* from *Availability*.
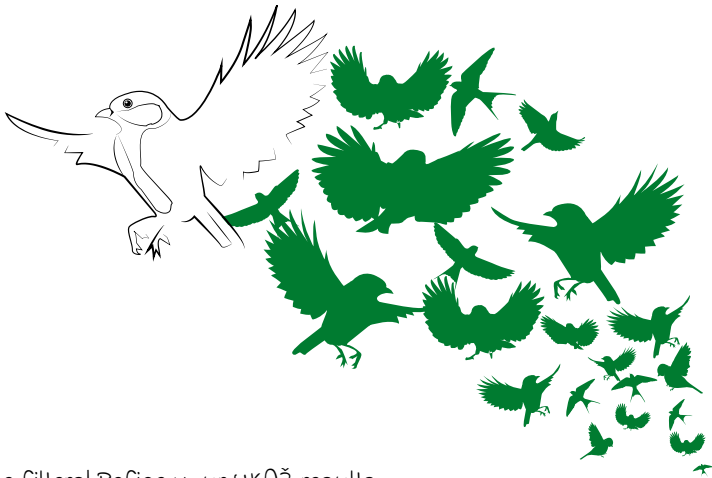
Use filters! Refine your UKAŽ results.

If you want to select more than just a few options in the filter, it may be easier to exclude the ones you don't want by clicking to the right of the value and save yourself some time and clicking. This method effectively functions like the **Boolean operator NOT**.

You can also disable full-text search to refine your results. For more detailed information on this feature, please refer to the **wiki**.

UKAŽ aggregates document metadata from a large number of sources in one place, most of which are not managed by CU directly (e.g., various databases with **freely available content**). This is one of the reasons why there might be duplicate terms in some filters for certain queries.

In practice, this also means that not all problems you encounter in UKAŽ can be fixed immediately by CU libraries, but we will always try to find an alternative or temporary solution in the meantime.

It is definitely better to ask the library than just wait for something to fix itself – not only will you get a quick solution to your problem, but you will also help us keep UKAŽ in the best possible condition for everybody.

What could be the problem if you can't find anything suitable?
You may find yourself in the opposite situation as well – your query might be too specific and there might be no document available at CU that would satisfy your needs. In that case, try to generalise your query.

At the same time, make sure that you actually word your query in a way that captures the essence of your search and check it for misspellings and errors.

> **Search tips can be found on the UKAŽ home page or you can add them to your favourites.**

If you still cannot find what you need, it may indeed be that there is no such document available at CU. In that case, follow the **instructions in chapter 9**.

I have my results, what now?

> **For guidance on working with printed resources, see the User Guides section of the wiki.**

If the document is also available at CU in electronic form, there will be an "Available Online" note in the search result. After clicking on the result, the "View Online" section will

display available links to platforms where you can read or download the document.

Also, in the "Send to" section, you will find multiple options for downloading or **citing** the reference.

> **Not every document is accessible online to everyone or from any place. This is always indicated next to the link to the ER.**

Why is the title you chose listed in so many links?
Which one should you choose?
Whereas in the **eResources Portal** there are distinct links for various faculties and types of access for each resource, in **UKAŽ** it is slightly different (except for the eResources Portal records, which also appear in UKAŽ – those remain the same). A journal or a book may be included in multiple collections, each with its own accessibility parameters (volumes / faculty access). These accessibility conditions are determined by the publishers of the respective titles.

For journals, the range of volumes available can be a useful guide. Some databases focus on the latest issues, while others specialise in archives. Publishers aim to maximise the visibility of their titles, which can lead to a higher citation rate. This strategy is why a single title might appear in numerous databases and on various platforms. Select the link that offers the volumes you need or consider combining access from multiple links. If there's no difference in volume availability, you can always choose a platform based on your preference.

Be sure to pay attention to the availability notes accompanying some links, as they provide crucial information about access.

Books, like journals, are also included in various collections. While issues with volume availability are usually rare for books, they can be found on platforms that vary in ease of use or the **number of concurrent users**. Choose according to your preferences. Note that you can also find information about availability here.

For non-book and non-journal titles, it is less common to encounter multiple links. Nevertheless, you should watch out for availability notes as some of these resources may only be accessible from specific computers.

> **It rarely happens but sometimes one of the platforms may have an outage – in this case use the links to one of the other platforms.**

What can you do if a resource is not available to your faculty?
We generally advise visiting the library of the relevant faculty or department to access full-text materials on a computer within the premises, such as in the reading room or study hall. To avoid any inconvenience, always check the opening hours and the conditions for computer access with the library you plan to visit. Contact details for each library can be found on the **Central Library's website**.

For faculties located outside of Prague, please reach out to their respective libraries for guidance on how to proceed.

Why are some e-journals available with a delay?
Some **licenced journals** are subject to a "time embargo" imposed by the publisher. This means that the most recent content, which could range from the last few months to even years, is not available immediately. As a result, the university can only access older issues. Articles currently under embargo will not appear in **UKAŽ**. If a journal is available in different collections at CU, the embargo period might vary for each collection.

Isn't Google good enough?
Searching within the university systems, namely (**UKAŽ** and the **eResources Portal**) offers several benefits. The ER you discover through these platforms are guaranteed to be accessible, with remote access enabled. For ER with limited availability, you can immediately identify which faculty to contact. Additionally, the **freely available ER** listed in UKAŽ and the eResources Portal have undergone a quality assessment. Therefore, we highly recommend that you always start your search there.

We understand that studying and research sometimes require going beyond recommended resources. If you're searching the internet, for example, through Google Scholar, please bear in mind that:

▶ Not all **content freely available on the internet** is of high quality.

▶ There are numerous digital libraries provided by different institutions, Open Access repositories, and scientific social

networks hosting documents, which may not all be included in UKAŽ or on the eResources Portal.

▶ You have the option to explore other libraries' ER with tools like **Google Scholar**, which allows for simultaneous searching across up to five different institutions.

▶ There are legal methods of **obtaining ER not available at CU**.

Red CUNI icon, CUNI link & Find It @ CUNI
If you come across this icon ⧉ **CUNI** or the texts *CUNI link / Find it @ CUNI* in a database, on a platform or in Google Scholar, you can safely click on them. This is a service that will tell you if the full text of the article or book you have found is available to read at CU. It will present a list of links (similar to those in **UKAŽ**) directing you to where the document can be accessed electronically. Additionally, if CU libraries have a print version of the document, this service will show its availability or allow you to submit a request to borrow it.

To see the CUNI icon or link in the database, you must first be recognised as a CU user by using on-site or remote access to the database. Note that this feature is only available in certain databases. To display a CU-specific link in Google Scholar, you need to **configure this option** in your Google Scholar profile settings.

6. Reading e-books

Full-text ER typically offer the option of reading directly in the browser or viewing (and sometimes downloading) in PDF format. For e-books, you may also encounter e-reader formats (most commonly epub). Some platforms even have their own app (including mobile versions) for reading their titles.

CU has a wide array of e-books from different producers and across various platforms, leading to diverse reading methods. These can sometimes vary, even within the same platform. The most common reading options include:

▶ Online reading via web browser.

▶ Offline downloading of a part, chapter, or in some cases, the entire e-book in various formats, most often PDF.

▶ Offline downloading to the producer's dedicated app.

▶ Offline loans for a limited period, either in a secure format or through an application.

▷ DRM (Digital Rights Management) is a copyright protection system for electronic documents. DRM protects an e-book from illegal distribution, either in the form of social DRM (a watermark indicating who has purchased the e-book and who is responsible for its illegal distribution) or "hard" DRM, which includes technical restrictions as well.

Electronic loans of e-books: How do they work?

Like their printed counterparts, some e-books at CU offer the option of an electronic loan. This allows you to borrow an e-book for a predefined period, typically ranging from 1 to 14 days. The borrowing process involves a simple dialogue box. Once the loan period expires, the e-book is automatically made available again for others to use.

To borrow an e-book, you will typically require a DRM-secure app, the platform's own app, or an e-book reader/application compatible with the specific offline loan format. For detailed guidance on this, **see the wiki**. It is advisable to follow the step-by-step instructions provided by each platform, often found in the loan's dialog box. These instructions will guide you through the process, from logging into your account to choosing a reading device, selecting the appropriate application for your operating system and downloading the borrowed e-book successfully. If the platform's instructions are unclear or if you have any doubts, don't hesitate to contact the library for assistance.

This system serves as the publisher's measure to secure the content of e-books against misuse, and some e-books may not be accessible through any other means. However, borrowing an e-book also offers additional benefits, such as a more comfortable reading experience, the ability to take notes and highlight text (with the option to export these notes), saving mobile data, and in some cases, the option to reserve the e-book. If the number of concurrent users (e.g., 1U) is limited, you can read without fearing that your access to the e-book will be interrupted by other users.

The e-book is currently in use. What does that mean for you?

Some titles are available to one (1U) or three concurrent users (3U) only. For information on a specific e-book's availability, refer to the note in **UKAŽ** or check the platform where the e-book is hosted. As a result, you might need to join a queue, similarly to a printed book, or attempt to access the e-book later. It's important to note that not all e-books offer a reservation system. Some platforms may simply indicate the duration for which the e-book is currently in use and when it will become available for the next reader. Sometimes the e-book will be available again within a few minutes, other times you might have to wait a few weeks (the default platform borrowing time × number of realised reservations).

> **Some e-loans can be returned early, should you no longer need the title. This thoughtful action will reduce the waiting time for others who might be waiting to access the title.**

A strange window popped up while you were reading

You have probably encountered the [DDA service](#).
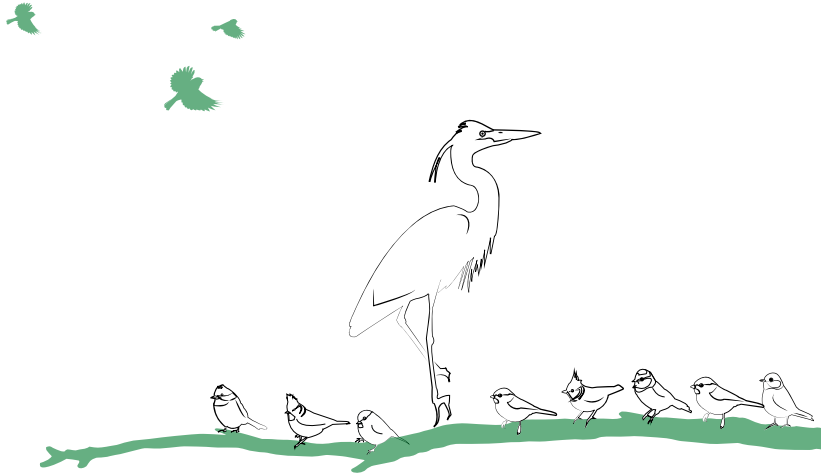
A strange window popped up?

Do you have to read e-books on your PC or mobile? Are there other options?

You can read e-books using an e-reader, which essentially provides you with an electronic version of paper, but that is probably not what you had in mind. If you do insist on paper, check if there is a hard copy available in our collection or at another library in your area before opting to print the title.

> Several CU libraries offer the opportunity to borrow e-readers, tablets, and other devices, each with varying conditions. Be sure to explore these options!

7. The tricks and traps of citing

Electronic resources must be cited just like the physical ones. Regardless of whether you are sourcing someone else's work or ideas from a less traditional medium, it's essential to place them in the correct context through citation.

What is a citation?

Citations are used to indicate that certain material in your work derives from another source. They also provide essential information needed to locate that source, thereby tracing the path of your research process. Whenever you use sources in your text, be it traditional media like books, journals, and websites, or audiovisual media such as videos and images, the author must always be credited.

There are two main methods of citing within a text: "direct quotations", where the original text is cited word for word, and paraphrasing, where you express someone else's idea in your own words. Both methods should be accompanied by an in-text citation, either in brackets or as footnotes, referring to the bibliography or reference list (a compilation of all sources cited, usually placed at the end of the document).

Why do we cite in science?

Proper citation is a fundamental pillar of academic integrity and scientific research. Through citations, you not only clearly identify the referenced document but also enable others to verify the ideas you have adopted, thereby lending credibility to your own arguments.

By citing sources, you place your work within a specific context to demonstrate where it "fits" within the given field. Citations are also a great way to leave a trail that can help others who wish to delve into the same topic, as they indicate where to start their research and which topics and sources are crucial, as opposed to those that are less explored (see **Citation maps**).

Why do you have to cite?

The obligation to cite and state your sources is stipulated by the Copyright Act (121/2000 Coll.) and citation ethics. Failure to comply with them, either intentionally or out of ignorance, is considered plagiarism.

Three "Os" against plagiarism

Our own ideas must be distinguished from ideas adopted from others

Original source must be referenced!

Origin of source must be traceable[4]
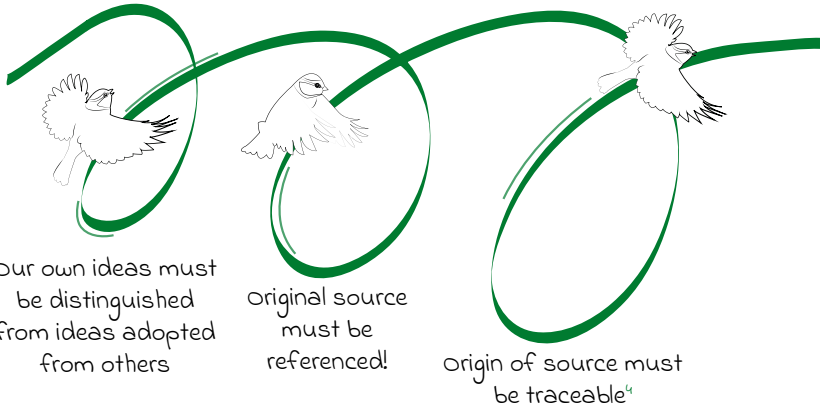
Plagiarism in academia can lead to penalties such as termination of studies or even revocation of an existing degree.

> **Are there resources at CU to assist with understanding citation ethics?**
> There is a useful publication available titled *How to avoid plagiarism: student handbook*, co-authored by a team of CU authors. You can <u>find it in UKAŽ</u>.

What don't you have to cite?

Generally, you are not required to cite your own experience, thoughts, or the results of your original experiments and measurements. This also applies to materials you have created yourself, such as images, photographs, videos, etc. AI-generated text and content is not considered your own creation.

In addition, commonly known facts or information widely accepted as general knowledge in your field do not need citations.

For instance, a statement like "the Sun is a star", doesn't require a source, but more specific information, such as the distance of the Sun from Earth, would need to be cited.

> Please note that citation and attribution must also be given for <u>freely available works</u>. Failing to do so amounts to the unauthorised use of someone else's ideas, i.e., plagiarism.

The citations look different in different articles. Is that okay?

The responsibility to cite sources is one thing, the other is knowing how to format the citations. This is where citation standards and styles come into play.

Once you've determined what to cite and whether to use direct quotations or paraphrases, the next step is selecting an appropriate citation style. Citation styles dictate the specific formats for in-text citations and bibliographies (the reference list at the end of the document).

The choice of citation style is usually based on the field your work is related to. Your instructor or faculty will let you know which citation style to use. If they do not, proactively asking about it can earn you some extra credit.

In the Czech Republic, the most widely used style is ISO 690, which is based on the interpretation of the standard of the same name. However, depending on your field of study, you may also encounter other styles like NLM, MLA, Harvard, and others. A key feature common to all these styles is their standardization; they provide clear guidelines for citing sources in various situations.

How to make your life easier when citing?

First and foremost – do not leave the task of citing sources and compiling the list of references until the end of writing your academic paper. Delaying this can make it challenging to trace back your sources, and you risk omissions or

oversights that can be crucial and are also completely unnecessary.

The term "Reference manager" refers to tools available on the **eResources Portal** that will help you organise your sources, especially for longer texts with numerous citations. Some of these tools offer features like sharing citations (even beyond CU) and directly generating a bibliography within your document using plugins. This integration within text editors, like Microsoft Word, allows for the automatic generation of bibliographies and citations from the list maintained in the manager. Additionally, reference managers often provide browser plugins (for browsers like Chrome) that enable you to easily collect citation data from various websites, including other library catalogues and databases, and save it to your manager with a single click.

Your library will be happy to teach you how to use reference managers.

How does UKAŽ work with references?

In **UKAŽ** you can generate a reference using the "Citation" button (quotation mark icon) in the record of the found source. In the "Citační styl" box, you can select one of the default citation styles. Though this functionality's user interface is only available in Czech and by default set to ČSN ISO 690, it works with international styles such as Harvard, Chicago, IEEE and more.

UKAŽ is configured to work with the reference manager Citace PRO, but you can also transfer the reference into

other managers either by copying the reference manually or exporting it in BIBTEX or RIS formats. To export, use the buttons located in the "Send to" section of the source record, which will generate a file that you can then import into most other reference managers. Alternatively, you can also save references to your manager using browser plugins.

> **For references created automatically by any reference generator, whether in UKAŽ or in another ER, we recommend checking its accuracy, even after saving it in the reference manager. Problems may occur with authors' and editors' names, subheadings, document types, etc. For electronic resources, it is often necessary to add the URL and date of citation into the reference manually.**

References can also be used to search in **UKAŽ**. If UKAŽ does not yield any results, we advise performing a search using the title or author to be on the safe side in case the reference is wrong.

What is a citation map and what is it useful for?

A citation map is a visual tool that displays the citation relationships between articles, including both the references they cite and the articles that cite them. This is achieved by using various visualization tools (such as LitMaps or Open Knowledge Maps) and techniques.

To generate a citation map, you start with "seed papers" - fundamental articles on a particular topic. After "sowing" at

least 5-6 core articles, the mapping tool creates a diagram showing papers that either cite or are cited by these core articles. Papers heavily cited by the seed papers are crucial to the topic, and you should be aware of them. Conversely, papers that frequently cite the seed articles are generally newer contributions to the field, and you can decide whether they merit further exploration.
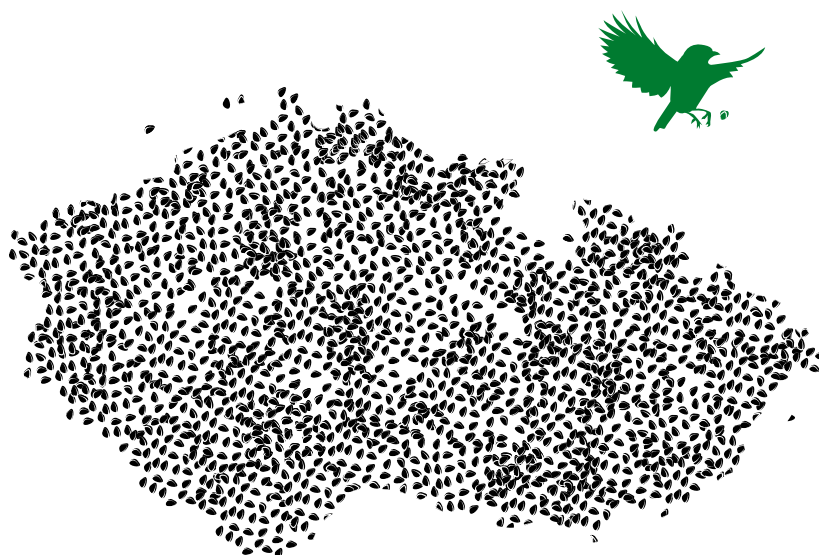
How to make your life easier when citing?

These mapping tools can be "fed" with citations exported from reference managers or **UKAŽ**.

8. More than just e-books

While we do not want to overwhelm you with a list of all the ER that CU offers, as you can see them for yourself on the eResources Portal or find them in UKAŽ, we will still provide an introduction to at least some of them here.

Kramerius Digital Library of Charles University

> Access the digital library from the **eResources Portal**

Kramerius Digital Library of Charles University provides access to the digitised holdings of Charles University (books, periodicals, maps and other materials), especially older publications, but also some newer literature.

You can search for individual documents in **UKAŽ**, which will direct you to the document in the digital library. If you look directly into the digital library, in addition to basic searching, you can also easily filter documents by type, availability, year, author and other criteria.

What is the availability of the documents in Kramerius Digital Library?

Publicly accessible works - these are documents that are not subject to any restrictions on reading, downloading or printing and can be accessed simply via the internet. While these titles may be freely accessed, it's important to remember they are still protected under copyright law and **cannot be freely redistributed or modified** – they are still works of authorship.

Documents accessible from specific computers (terminals) in libraries - these are copyrighted works and, as such, cannot be accessed remotely or distributed. You are not allowed to download or email these documents or their parts from the library terminals. Registered users of CU Libraries can access these documents from designated computer stations within certain CU Library buildings. For specific locations, consult the Kramerius website.

The digitised documents are also available in physical form – you can search for them in **UKAŽ**.

Tools to make academic life easier

In addition to **reference managers**, CU offers other tools that can make your life easier. You can find them under the keyword "tool" on the **eResources Portal**. The list is subject to change over time, but you will find tools to support academic writing in English, various dictionaries, bibliometric analysis tools, and more.

E-books by CU

E-books published by Karolinum Press are available to all CU users. You can find them, like other books, in UKAŽ, and you can read them on several platforms, according to your own preferences.

> **UKAŽ also contains content from other university presses.**

9. Something is not working...

We're not going to lie – sometimes things just break. And sometimes, things work well, but not the way you'd like them to. You can report any glitch or problem, in both UKAŽ and the eResources Portal, using the "Report a problem" button or the "Let us know" link on the main page of both systems. But before you do so, check this section to see if your problem has another solution.

Why can't you access the ER?

Are you trying to access something you do not have access to?
The most frequent issue encountered when accessing ER is attempting to access a resource that is not available to you. To verify access rights, check UKAŽ or the eResources Portal. Look for any notes indicating that the ER is restricted to certain faculties or is only accessible from within CU buildings. If such restrictions are noted, then, unfortunately, you won't be able to access that particular ER. If you need such a resource for your studies, please follow this guide.

If you are no longer studying or working at CU but are an external service user or a member of the Alumni Club, the number of ER accessible to you remotely will be limited.

Do you know your CAS credentials?
For remote access (and in some cases, on-site access), signing in with your **CAS credentials** is required. If you don't know your credentials, follow these **instructions**, or seek assistance from the **card service centres** or designated faculty offices. Remember, you're not the first nor the last person who might face this issue.

If you enter your CAS details incorrectly five times when logging in, your account will be blocked for 20 minutes for security reasons.

Your remote access is not working

Assuming you are logging in correctly (see above) and still facing issues, one of the remote access services might be down. Where technically feasible, links to both types of remote access are provided on the **eResources Portal**. Try using the alternate access option. However, in **UKAŽ**, typically only one type of remote access link is available. In this case, try opening the resource in a different browser or an incognito window. **Clearing your browser's cache and cookies** might also help.

In the rare case of a **CAS** outage (when you cannot log in any university system, such as SIS), we recommend trying again in a few minutes.

If none of the above works, use the "Report a Problem" button, which can be found in the resource's full record just below the access links.

There is an article in UKAŽ but the link only leads to the journal. What's the problem?

For some resources (mostly the **freely available ones**), linking to the level of specific articles is not technically possible. If the link from **UKAŽ** takes you to the home page of the resource, you need to manually search for the article/document directly on the platform. If you need help, you can email us via the "Report a Problem" button.

Did you lose access to the e-book/article you were reading?

Although CU's offer of ER is generally stable, there may be instances where a subscription to a resource has expired, typically at the end of a calendar or academic year, or the resource was only available as a **trial access** version. If you need such a book or article, proceed as if they were never available in the first place and **consider trying ILS and IILS**.

Something is really not working. How do we fix it?

We strive to ensure all e-resources are continuously available, but occasionally some may malfunction or not work properly). If you encounter such an issue, please report it directly in **UKAŽ** or in the **eResources Portal** using the red "Report a problem" button. If you include your email address, we will notify you when the issue is resolved and assist you in legally accessing the needed e-resource through another means, if possible.

Something isn't working? I'll report the problem!
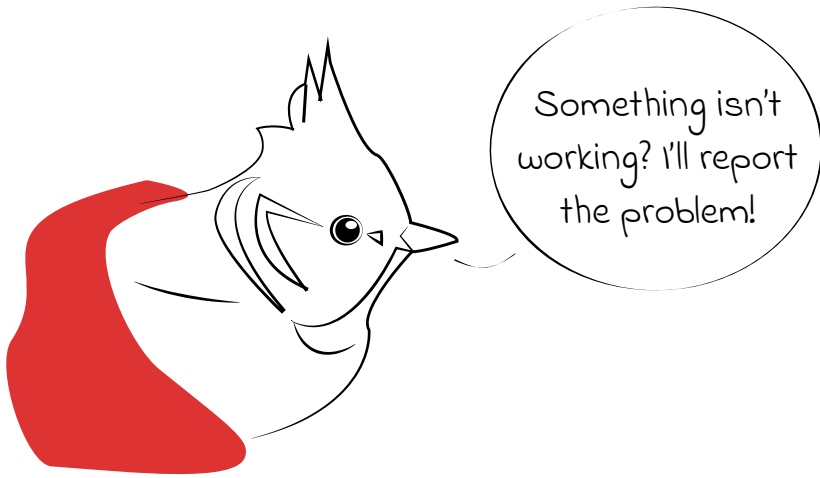
What you need is not available at CU at all

In situations where CU doesn't have the resource you need, the Interlibrary Loan Service (ILS) or its international counterpart (IILS) can be invaluable. These services enable you to obtain articles, book chapters, or even entire books from other libraries. For guidance on how to proceed in your specific case, it's best to consult your faculty library.

Accessing databases from other libraries is more complex, as their entire content cannot simply be "borrowed". Nevertheless, there are options available, and your first point of contact should once again be the library.

> **Although a CU Student Card doesn't grant access to other specialised libraries, you can register at these libraries independently to use their services. This allows you to access content necessary for your studies that might not currently be available at CU.**

10. Furthermore...

What additional features do ER offer?

Beyond just basic reading, some platforms offer various additional features. These include saving found articles in folders, options for making notes directly in the text, setting up alerts, or using integrated reference managers.

The range of these features is extensive, making it impossible to maintain up-to-date guides for all of them at CU. Therefore, if you wish to utilise these additional features, seek assistance directly on the platforms or contact the library for help.

Select service provider entitlement

Due to the incomplete implementation of **Shibboleth** on the side of some ER, it is not possible to use multiple roles (so-called affiliations), such as being a student at several faculties or a combination of employment and studies. Therefore, you must select your primary role to be recognised by the service provider.

For certain ER, particularly on the OVID and EBSCO platforms, you may need to specify the faculty through which you are accessing the ER, especially to access faculty-specific content.

Both settings can be changed anytime and will be effective after re-logging into the specific resource. You can manage your settings by logging into **CAS CU** – Manage your account → Information resources → Get information about Shibboleth and then Information resources → Set primary affiliation for the main relation to CU and Information resources → Select service provider entitlement for faculty specific affiliations (entitlements). A detailed guide including pictures is available on the **Central Library website**. If you have any difficulties, please do not hesitate to contact **admin-eiz@cuni.cz**.

Attribute Release Consent

When you sign in with your **CAS credentials** to services using **Shibboleth**, you will see "Attribute Release Consent" when you first log in. In the form you can see what information you are releasing to the service you are signing up for and for how long you are giving consent to release information.

The information you are transferring must be confirmed by clicking the "Confirm" button. If you refuse to release the information using the red "Refuse" button, you will not be logged into the service.

The default recommended option is to grant consent until a data change (option 2), however, you can also choose to be asked every time you log in (option 1) or never again (option 3). If you are planning on changing your **provider entitlements** in CAS, consider options 1 or 2 to review and modify permissions if needed.

If you've previously selected the option to never be asked for consent again (option 3) and wish to change this, contact CAS Support (**casadmin@cuni.cz**) to reset this function for a specific service.

Can you use CU's ER if you do not study or work at Charles University?

Yes, some of the resources are also available to external users and Alumni Club members, including remote access. These resources are listed on **CU's eResources Portal**. Access requires either a **CU External Service User Card** or a **CU Alumni Club Membership Card**.

Can you use the ER if you have interrupted your studies?

Most resources remain accessible during an interruption in studies. However, to use library services, including logging into your **UKAŽ** account, a CU External Service User Card is necessary.

What does DDA mean?

In **UKAŽ**, you might encounter the abbreviation "DDA" when browsing certain e-books. These titles are accessible for a brief preview, after which you're prompted to request them from the library. This is part of the Demand Driven Acquisition (DDA) service, allowing you to familiarise yourself with a book before suggesting its purchase through the interface. The faculty library will review the proposal and decide whether to purchase the book or not. The evaluation typically takes a few days, and you will be informed about the

decision via email, which may include reasons for rejection or further guidance.

Not all faculties participate in the DDA service, and evaluation processes may vary. For more information, contact your faculty library.

How do you set up Google Scholar for ER at CU?

Google Scholar allows you to search for scholarly information across many disciplines and sources – peer-reviewed journals and proceedings articles, preprints, technical reports, reference books, research papers, etc., even beyond the information resources available to Charles University. However, if you wish to highlight those that are available at CU, you need to do the following (after logging in to your Google account):

▸ Open the menu in Google Scholar.

▸ Click on Settings.

▸ In the Library links section, search for Charles University.

▸ Check the "Charles University – Find It @ CUNI" option and save the settings.

You can find and set up other libraries that you have access to in a similar fashion to maximise content available to you in Google Scholar.

What is a public licence?

A public licence is a means to make a copyrighted work freely available, specifying permissible uses. Unlike **licenced ER**, where CU acts as an intermediary, here the author directly allows usage under specific terms.

For instance, the common CC BY licence permits any usage provided the original source (author, title, source and licence) is credited. Other licences might restrict commercial use or creation of derivative works (such as translations). For more details on public licences, visit **https://creativecommons.org**.

What are peer-reviewed journals?

Peer-reviewed journals are specialised periodicals that undergo a thorough peer-review process to ensure the quality of their content prior to publication. Articles in these journals are not only published but also critically reviewed by an expert academic community, typically involving at least two independent peer reviews per article.[5]

Articles from peer-reviewed journals are a crucial and highly valuable source of information for crafting your research papers, which is why they have their own filter option in UKAŽ.

Another method of assessing the quality of a document is examining citation reports. These reports provide insights into how many times a document has been cited, the nature of these citations, and the interrelationships between them. It's important to note that a high number of citations

doesn't always equate to high quality, as citations can also be negative (self-citations to boost ranking). Nonetheless, citation reports, along with reference lists, are instrumental in discovering other relevant literature and staying updated with the latest knowledge in your chosen topic.

Flying south? You can access ER there too.

11. Still don't know what to do even after reading the guide? Who should you contact?

Should you face a problem not covered in this guide or encounter a new feature in CU systems that isn't described here, don't worry.

Basic instructions for working with ER, the **eResources Portal** and **UKAŽ** can be found on the **wiki**.

If the wiki doesn't provide the answers you need, feel free to reach out to your faculty library or the Central Library for assistance.

> **Some faculties offer seminars and even credit-awarding courses centred on the use of information resources. Check with your library or study programme guarantor.**

Do you need detailed training on how to work with a specific ER?

For some databases, webinar recordings or user guides are available on the **eResources Portal**. If you do not find the one you need, again, contact your faculty library or the Central Library. They can assist in locating existing materials, provide demonstrations on how to use databases, or even organise training sessions with the publisher.

> **Remember, there's always a legal route to access ER, and it begins at your library.**

Abbreviations

1U / 3U – 1 concurrent user / 3 concurrent users – number of
   concurrent users

CAS – CU's Central Authentication Service
   https://ldapuser.cuni.cz/en

CC – Creative Commons
   https://www.creativecommons.org

DDA – Demand Driven Acquisition

DOI – Digital Object Identifier
   https://www.doi.org

ER – Electronic resources

ISBN / eISBN – (Electronic) International Standard Book Number

ISSN / eISSN – (Electronic) International Standard Serial Number

ILS – Interlibrary Loan Service

IILS – International Interlibrary Loan Service

eRESOURCES PORTAL – CU eResources Portal
   https://eresources.cuni.cz

OA – Open Access

UKAŽ – Charles University's central discovery service
   https://ukaz.cuni.cz/en

Reference list

1) KNOLLOVÁ, Eva. International registration systems. National Library of the Czech Republic [online]. Prague: National Library of the Czech Republic [2012], 25. 1. 2023 [cited 2023-03-22]. Available from: https://wwwnew.nkp.cz/sluzby/sluzby-pro/isbn-ismn-issn/

2) National ISSN Centre. Identifikátory.cz [online]. Prague: National Technical Library [2022], 22. 11. 2022 [cited 2023-03-22]. Available from: https://identifikatory.cz/cs/sluzby/nc-issn/

3) The Identifier: What is a DOI? DOI Foundation [online]. DOI Foundation [1997] [cited 2023-03-22]. Available from: https://www.doi.org/the-identifier/what-is-a-doi/

4) FOLTÝNEK, Tomáš, Petr ČERNIKOVSKÝ, Josef FONTANA, et al. How to Avoid Plagiarism: A Guide for Students [online]. Prague: Karolinum, 2020 [cited 2023-04-19]. Available from: https://dspace.cuni.cz/handle/20.500.11956/123698/

5) HAVLOVÁ, Jaroslava. A peer-reviewed journal. In: KTD: Czech Terminological Database of Library and Information Science (TDKIV) [online]. Prague: National Library of the Czech Republic, 2003, 18. 7. 2014 [cited 2023-03-22]. Available from: https://aleph.nkp.cz/F/?func=direct&doc_number=000013826&local_base=KTD/