

WELCOME TO THE CERGE-EI LIBRARY

The CERGE-EI Library was established in 1992. Its mission is to provide information services to the students and researchers of the Center for Economic Research and Graduate Education and the Economics Institute (CERGE-EI), as well as to the general public.

The CERGE-EI Library is one of the best economics libraries in Central and Eastern Europe. The original collection was composed of material from various institutions, and private collections. Thanks to the generous support of the Austrian government and the Westinghouse Education Foundation, the library now houses a rich collection of contemporary economic literature focused on transitional economics. Since December 1994 the library has held the status of a depository library of the World Bank.

This guide provides an introduction to the library's organization, collection and services. More detailed information can be obtained from the library staff, on the library homepage <http://www.cerge-ei.cz/library> **and on the library's internal information system (ELIS)** which is available on the library computers.

The library exists to meet your research and information needs. Staff and facilities are available to assist you. Users with disabilities may request special assistance at the circulation desk.

Best wishes for a successful library experience,

Hana Pessrová
Director
CERGE-EI Library

TABLE OF CONTENTS

<u>WELCOME TO THE CERGE-EI LIBRARY</u>	1
<u>COLLECTION</u>	3
<u>BOOKS - MONOGRAPHS</u>	3
<u>Dewey Decimal Classification - Main classes</u>	3
<u>JOURNALS</u>	4
<u>Core Journals</u>	4
<u>Online Journals</u>	5
<u>SPECIAL COLLECTIONS</u>	5
<u>Archives</u>	5
<u>Bank Materials</u>	5
<u>Reference, Language, and Computer Publications</u>	5
<u>Reference Textbook Collection</u>	5
<u>Statistical Publications</u>	6
<u>World Bank and IMF Collection</u>	6
<u>Working Paper Collection</u>	6
<u>OLIB CATALOGUE</u>	7
<u>HOW TO SEARCH THE CATALOGUE</u>	7
<u>CHECKING YOUR LOANS</u>	8
<u>DATABASES</u>	9
<u>SERVICES</u>	9
<u>BORROWING</u>	9
<u>PHOTOCOPYING</u>	9
<u>INTER-LIBRARY LOANS FOR CERGE-EI MEMBERS</u>	10
<u>Requests for ILS and ILLS</u>	10
<u>REFERENCE SERVICES</u>	10
<u>COURSE LITERATURE</u>	10
<u>LIBRARY STAFF</u>	11
<u>OTHER LIBRARIES IN PRAGUE</u>	13

COLLECTION

The rich collections that await you include books, journals, newspapers, working papers, conference papers, statistics, and other documents.

The CERGE-EI Library is a modern economics library with over 80,000 items. Most of the collection is in open stacks. Each year about 2,500 items are added to the collection.

In addition to the paper documents, the library staff is working rapidly to expand the collection of electronic resources accessible from within the local net at the library homepage (<http://www.cerge-ei.cz/library/>) and from the ELIS.

BOOKS - MONOGRAPHS

The monograph collection consists of 24,000 volumes of mostly of English titles. The collection has been built according to the research and education needs of the CERGE-EI faculty and researchers and concentrates on the following subjects: Macroeconomics, Microeconomics, Mathematical Economics, Statistics, Econometrics, Economic Development, Transition in Central and Eastern Europe, and European Integration.

Books are arranged on shelves by Dewey Decimal Classification (DDC). Some rare publications are located in the library archive and are available only upon request and only for in-library use.

Dewey Decimal Classification - Main classes

000	Generalities
100	Philosophy & Psychology
200	Religion
300	Social Sciences
310	Collection of General Statistics
320	Political Science
330	Economics
	330.015195 Econometrics
	331 Labor Economics
	332 Financial Economics
	333 Economics of Land & Energy
	334 Cooperatives
	335 Socialism & Related Systems
	336 Public Finance
	337 International Economics
	338 Production
	338.5 General Production Economics, Microeconomics
	338.94 Economic Development & Transition in Europe
	339 Macroeconomics & related topics
340	Law
350	Public Administration and Military Service
360	Social Problems & Services

370	Education
380	Commerce, Communication, Transportation
400	Language
420	English
500	Natural Science & Mathematics
	519.5 Statistical Mathematics
600	Technology, Applied Sciences
650	Management
700	The Arts
800	Literature & Rhetoric
900	Geography & History

JOURNALS

The journal collection holds more than 231 titles. Current and recent issues are arranged alphabetically in the Reading Room. Older issues are in the stock room and can be obtained by request at the circulation desk.

The loan period for journals is one day (overnight). The duplicates loan period is four weeks. Only CERGE-EI members can check out journals.

Core Journals

Core Journals are the most important journals in our collection. You can find current and last-year issues in the Reading Room, while older issues are in the Study Room.

List of Core Journals

American Economic Review
 Econometrica
 Economic Journal
 Economica
 European Economic Review
 International Economic Review
 International Journal of Industrial Organization
 Journal of the American Statistical Association
 Journal of Econometrics
 Journal of Economic Literature
 Journal of Economic Perspectives
 Journal of Economic Theory
 Journal of Finance
 Journal of International Economics
 Journal of Labor Economics
 Journal of Monetary Economics
 Journal of Money, Credit and Banking
 Journal of Political Economy
 Public Choice
 The Quarterly Journal of Economics
 The Rand Journal of Economics (formerly The Bell Journal of Economics)
 The Review of Economic Studies
 The Review of Economics and Statistics

Online Journals

Online journals are available via the library catalogue Olib: <http://olib.cerge-ei.cz> or in full-text databases JSTOR, EbscoHost, Science Direct, at the address: <http://www.cerge-ei.cz/library/databases/cd-roms/> and also at ELIS.

SPECIAL COLLECTIONS

The Library also has rare and special collections including:

Archives

Bank materials

OECD collection

Reference, language and computer publications

Reference textbooks collection

Statistical publications, Czech Statistical Office publications

World Bank and IMF collection

Working paper collection

Archives

The library archives consist of unique titles, searchable through an online library catalogue, accessible only through a librarian, and available for library use only. The following publications can be found in our archives:

Dissertations defended at CERGE

CERGE-EI publications (conference materials, leaflets, activity reports, seminar papers, etc.)

Dissertations published by the former Economics Institute of the Czechoslovak Academy of Sciences: papers from the 1960s to the beginning of the 1990s (topics from the communist period to the beginning of transition).

Unique materials published before 1950 (e.g., Czech and German books published during the period of the first republic, world literature, and Czech bank materials).

Bank Materials

The Library holds materials published by Czech and foreign banks, including data and annual reports.

Reference, Language, and Computer Publications

Books from the “additional” collection provide reference information on subjects such as English, translation, computers, and the Internet.

Reference Textbook Collection

Textbooks used on CERGE-EI courses are located on special shelves in the Lending Library. These textbooks are available for library use only and are marked with yellow labels. Ask the librarian for copies for long-term loans.

Statistical Publications

The CERGE-EI library collection includes the national statistics of Central and Eastern European countries as well as international statistics from organizations like the OECD, IMF, UN, ILO, and the EU.

Statistical publications are located in the Back Study Room and the shelf marks start with the letter "S".

Links to statistical data from main statistical offices, banks, and statistical organizations can be found at the **Portal of Statistical Information**

<http://psi.cerge-ei.cz/>.

The Czech Statistical Office is a special collection of Czech statistical data published weekly, monthly, or yearly. Some publications are in English. CSU publications can be found in the OLIB catalogue and are placed in the Study Room (old ones can be found in the Stock Room).

World Bank and IMF Collection

In 1994 the CERGE-EI Library was designated by the World Bank as an official depository library for World Bank Publications. The World Bank provides the CERGE-EI Library with annual reports, books published for the WB by university presses, country studies, discussion papers, economic studies, statistical publications, and technical papers. All the publications are available in the second Hall. Their shelf marks start with the letters "WB."

Publications of the International Monetary Fund (IMF) include statistics and monographs. They are placed in the Back Study Room on separate shelves marked "IMF collection." Their shelf marks start with the letters "IMF."

Working Paper Collection

This is a special collection of 16,500 working papers, discussion papers, conference reports and other papers published by world famous economic research institutes: CEPR, NBER, IMF, Cambridge University, William Davidson Institute at the University of Michigan Business School, etc. Some of them are only accessible online. The complete set of CERGE-EI working papers and discussion papers is also included in the collection. Papers are catalogued in the online library catalogue, are searchable by author, title, and keyword and are sorted on the shelf according to the name of the institute.

OLIB CATALOGUE

The principal resource you should use for information about books, journals, grey literature and other materials in the library is the catalogue OLIB7, which is available on the Internet at <http://www.cerge-ei.cz/library/olib/> or directly at the address: <http://olib.cerge-ei.cz>.

This catalogue requires a browser equivalent to or better than Netscape Navigator 4 or Microsoft Internet Explorer 4. Currently, only the English version of the catalogue is available. The advanced search option allows you to browse our catalogue by document title, author name, keyword or subject heading.

HOW TO SEARCH THE CATALOGUE

If someone has used the catalogue before you, please click the "Reset Session" button in order to start a new session.

Title search

Type in the first few words of the title which interests you and click the "Search Now" button.

Use the wildcard "%" for truncation or substitution of letters

Keyword search

If you wish, you can combine the words of a Keyword search with the Boolean operators "AND", "OR" and "NOT". For example, "Internet AND (history OR growth)".

The Boolean operators must appear in capital letters.

To match keywords on only the first letters, use the wildcard character "%". For example, "class%" matches "class", "classification", "class work" etc.

It is possible to search either by English or Czech keywords or subjects.

Availability of the items

If you are interested in the item you have found, click on the title and at the bottom of the next screen you will find its shelf mark and information about its availability.

The advanced search option allows you to browse our catalogue **by document title and author's name** or **author's index only**, by **publisher and series**, and by **subject headings or keywords**. Registered users are allowed to check their account status (loans, reservations, renewals) by clicking on the button *User details*, and to connect to the remote catalogues through the button *External search*.

Reservations:

Registered users are able to reserve books from the online library catalogue. Generally it is possible to reserve books (monographs) and grey literature, but not journals, statistical serial publications and books categorized as **Short-term loan, Reserved textbook or Semester loan copy**. Users can choose many types of searches in the catalogue, (the blue column on the opening page). The results of searches are represented in the **hit list** where

users are allowed to reserve a selected item by clicking on the **Reserve copy icon**. To maintain security of information, users need to identify themselves to the WebView by entering their library barcode and then to confirm this reservation. It is recommended to reserve books which belong to the **Long Loan** copy category, because there might be problems with the other copy categories. If in doubt please ask the librarian; in any case, users have to wait for the confirmation of their reservation by the librarian.

Renewals:

OLIB7 WebView can keep library users up to date with their library activity. It means that users can retrieve information from their own user record, see which books they have on loan, overdue items, and can also **renew items from the OPAC**. To maintain security of information, after clicking on the **USER DETAILS** button, users need to identify themselves to the system by entering their library/user barcode. **Generally it is not possible to renew items which have status RESERVED!** Users have the possibility to choose titles to renew (**Renew selected items** button) or to renew all titles that are on loan on their account (**Renew non-selected items** button). Users will get a message from the system if there are problems with renewals (e.g. the maximum number of renewals).

For searching you can use **Boolean operators** and you can limit your search by selecting from options that are accessible on the search screens.

Use the wildcard "%" for truncation or substitution of letters. In order to find the titles that you have found in the catalogue, the following field details should be noted:

- **shelf** (the place where you can find the item within the library)
- **shelf mark** (the code under which you will find the item on the shelves)
- **status** (information about the current availability of the item)

CHECKING YOUR LOANS

If you wish to check when you should return books to the library, click the "User Details" button and type in the barcode of your library card.

DATABASES

The library provides access to bibliographic databases (e.g. EconLit, Web of Knowledge), statistical databases (EIU Country Data, DSI Campus Solution: International Statistical Yearbook, International Financial Statistics, OECD Statistical Compendium; World Development Indicators), and full-text databases (e.g. JSTOR, EbscoHost, The Economist, EIU ViewsWire). A current list of databases with descriptions and direct links thereto (within the local net) can be found at the library web site <http://www.cerge-ei.cz/library/databases/cd-roms> and in the ELIS.

SERVICES

The Library homepage provides detailed information about all available services, collections, digital resources, library regulations, and staff.

BORROWING

CERGE-EI members are entitled to borrow materials from the library collection, with the exception of reference and archive materials, which are available only for library use. Loan periods may vary.

Library materials must be returned on or before the date and/or time due. No item belonging to the library may be taken outside the Czech Republic except with the special permission of the Librarian.

Regular loan: Books and working papers may be borrowed for four weeks.

Semester loan: Books from the reading lists may be borrowed for the whole semester (if there are enough copies).

Short loan (Overnight): Books, journals, and other materials in the Reserve collection may be borrowed for one day. Journals, both current and back issues (unbound and bound) may also be checked out for one day, with the exception of the most recent issues of current journals and newspapers.

Overnight loans must be returned before 11:00 a.m. the next day.

Library Use: Rare publications, the latest issues of current journals and newspapers, CD ROMs, and reference books (dictionaries) cannot be borrowed and are for library use only.

For detailed information on the loan policy, please see the library catalogue or contact the librarians.

PHOTOCOPYING

The library has three coin-operated photocopiers; two of them are digital ones.

INTER-LIBRARY LOANS FOR CERGE-EI MEMBERS

Upon request documents that are not available in the collection of the CERGE-EI Library can be obtained for CERGE-EI students, professors and researchers. Documents can be obtained from libraries within the Czech Republic, or abroad, through the inter-library loan service and international inter-library loan service. The time-limit for delivery is between 14 days and one month.

Requests for ILS and ILLS

Requests for ILS and ILLS can be made via e-mail or by contacting a librarian. Inter-library loans/copy requests should include the following information about the publication:

- copy of article: title, author, source (title, year, volume, number, pages, ISSN)
- monograph: title, author, publisher, year, ISBN.

REFERENCE SERVICES

Reference services are available in the library to provide help with research needs.

COURSE LITERATURE

The Library prepares study literature, books and articles for preparatory, 1st and 2nd year students. The reserved literature for the current semester is placed on special shelves in the Library. Reading Lists are available at <http://www.cerge-ei.cz/reading/>.

Full texts of some articles from the reading lists are also available in PDF format and can be read using Adobe Acrobat Reader.

LIBRARY STAFF

Hana Pessrova CERGE-EI

* Library Director

Ext.: 180

E-mail: hana.pessrova@cerge-ei.cz

Milada Fialova CERGE-EI Librarian

* Acquisition of Books and Periodicals

Ext.: 145, 138

E-mail: milada.fialova@cerge-ei.cz

Alena Kopecka CERGE-EI Librarian

* Bibliography

* Citation Analysis

* Classification

Ext.: 145, 138

E-mail: alena.kopecka@cerge-ei.cz

Jana Koudelkova CERGE-EI Librarian

* CD-ROM Databases

* Managing the Depository Library of the World Bank

* Working Papers Collection Management

Ext.: 145, 122

E-mail: jana.koudelkova@cerge-ei.cz

Pavlina Kucerova CERGE-EI Librarian

* Managing the E-journals Collection

* Library Intranet Administration

* Interlibrary Loans

Ext.: 145, 138

E-mail: pavlina.kucerova@cerge-ei.cz

Jana Pejsarova CERGE-EI Librarian

* Periodicals Collection Management

Ext.: 145, 122

E-mail: jana.pejsarova@cerge-ei.cz

Eliska Reitspiesova CERGE-EI Librarian

* CD-ROM Databases

* Classification

* Semestral Literature Management for CERGE-EI Students

Ext.: 145, 122

E-mail: eliska.reitspiesova@cerge-ei.cz

Zuzana Rybarova CERGE-EI Librarian
* Cataloguing
* Library Web Pages Administration
* Library Software System Administration
Ext.145, 122
E-mail: zuzana.rybarova@cerge-ei.cz

Hana Stverakova CERGE-EI Librarian
* Library Software System Administration
Ext.: 145, 138
E-mail: hana.stverakova@cerge-ei.cz

OTHER LIBRARIES IN PRAGUE

Other important collections are:

The National Library of the Czech Republic

Klementinum 190

110 00 Prague 1

<http://www.nkp.cz>, English <http://www.nkp.cz/altnkeng.htm>

Catalogues & Databases in English:

http://www.nkp.cz/baze_dat/English/altnk.htm

The State Technical Library

Mariánské náměstí 5

110 00 Praha 1

<http://www.stk.cz>, English <http://www.stk.cz/en/index.html>

The University of Economics in Prague

Central Library

Nám. W. Churchilla 4

130 67 Praha 3

<http://ciks.vse.cz/>, English <http://www.vse.cz/english/ciks.php>

The Academy of Sciences of the Czech Republic Library

Národní třída 3

110 00 Praha 1

<http://www.lib.cas.cz>, English <http://www.lib.cas.cz/eng/home.htm>

The European Documentation Centre of Charles University

Mánesova ul.75,

120 58 Prague 2

<http://www.eis.cuni.cz>

Please ask at the circulation desk in the Library if you need more information about other libraries in the Czech Republic or abroad.