

## IB LIBRARY FOR INTERNATIONAL BUSINESS STUDENTS

**Where: International Business Office (RB 524)**

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**Office hours: available on our websites <http://ib.vse.cz/> and on InSIS.**

### **How to borrow a book:**

Come to the IB office, choose the book, fill in the Borrowing List (date, name and signature) and take the book with you.

There are three **types of borrowings**:

- the book is lent to one person for one week or one semester
- the book is lent to a group (2 – 4 people) for one semester
- the journals (Ekonom, The Economist) are lent for one week

### **How to return a book:**

The person responsible for the book – you – comes at the end (at the latest) of a loan period to the IB office during the office hours to return the book. In case that you cannot come, your friend may return the book.

If you are delayed, the reminding email will be sent to you, **in case of a group loan to each member of a group.**

**Detailed list of books in IB library is available on our websites <http://ib.vse.cz/> , section for students.**

You can also borrow a journal **The Economist**. Ask in the IB office for more information.

***NOTE: The second year students cannot obtain a diploma if s/ he has any liabilities (e.g. not returned book to the library)!!!***

In case of any problems, questions, requests to prolong your loan, please contact the assistant

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