



Con formato: Inglés (Reino Unido)

The public libraries in Czech Republic

The Municipal Library of Prague

Author: Maria Neus Garcia Vidal

Project Director: Jitka Hradilova

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Charles University of Prague

Universitat Politècnica de València

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One of my dreams in my life was going to study a time to a foreign country and I came to ask for an Erasmus grant. The day I decided to ask the scholarship erasmus prague my country was a priority. Why? Because it is a country where the classes for older students, are taught in English. At the University had no agreement for the degree of documentation, so my task was to search and contact the Charles University of Prague to try to establish an agreement with them. After some time without any response, a day Pilar Agustí (Coordinator for International Relations in my power) called me to give me the news that Prague had accepted the proposed agreement and began the paperwork and hope rose within me, because what we had dreamed it was going to make.

My idea from the beginning, it was my last study subjects and make my final career project. During the first semester I was enrolled in a course on the History of Documentation of the European Union with Jitka Hradilova. I thought that all my teachers Jitka subjects was the most suitable for tutoring and help me with my project. Put me in touch with her and I informed him of my intention to find a center in Prague where you can make an internship in English. She made every effort and got me an internship in the municipal library of Prague.

Hence began my introduction into the library. I started at the headquarters of Opatov in the department of loan books, in art and in the infant. After I finished at the central library in the information department and the music. All the library staff was friendly and I was a very positive experience, both intellectually and personally.

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1. Introduction. Basic information

* The Municipal Library of Prague is the public universal library. Whose mission is to acquire, process, maintain and provide information, literature and other cultural values. It provides services to the widest public within a reasonable scope, quality, at a cheap rate, quickly and effectively. At the same time, a special emphasis is placed on services for children, adolescents and students and even the social role, i.e. services seniors, socially weak and handicapped people.

* In accordance with the librarian law (no. 257/2001) the MLP is a regional library with regional functions for the capital of Prague.

* The MLP was founded on the 1st July 1891 and has been providing its services since then. The founder of the library is the Capital of Prague and its place of work is the territory of the whole city.

* Its network is created by the Central Library, 43 branches and 3 bibliobuses of the mobile library. The branches are arranged into six local units. Central Library a 35 branches use automated librarian system (other branches are gradually involved into the system)

* The library is supported by the management department, book stock department, economico-administrative section, department of strategical development.

The library offers:

* Loans, materials for reference, newspapers and magazines, audio materials (CD,MC,LP),sheet music, drama and graphics and reproductions at the artotheque in Opatov.

* In the automated libraries users have also access to electronic catalogues and other databases of the MLP, multimedial information sources and acces to the Internet.

* It also provides bibliographical and factographical information, organizes instructional and cultural activities for adults, gives informative lessons for children and teenagers.

2. History

The first public library in Prague opened its doors on 1st July 1891 and was linked with the activities of federal libraries in the second half of the 19th century. The "Public General Library of the Royal Capital City of Prague" was established by a decree of the municipal council as a library designed for all the citizens of Prague. At the beginning it had 3,370 books, which were used in the loans department and the reading room. At first the library was in Na Zderaze street in the New Town, although it moved several times and it was only in 1903 that it found its permanent home on the corner of Platnéřská ulice and Mariánské náměstí in the Old Town, which is where the present building now stands. In the years 1898 - 1920 the director was the librarian and renowned poet Antonín Sova, where he applied his extensive knowledge of the German and American library systems, began to develop a catalogue system, established the first six branches and tried to ensure that the library acquired a "stately building in the centre of the city".

The law amalgamating Prague and another 38 towns and municipalities which led to the creation of "Greater Prague" came into force on January 1st 1922. Presently the proposal to merge the libraries of these municipalities was approved by the municipal council, thus creating a unified and fully centralized "Library of the Capital City of Prague". The library network was made up of the

Central library and a further 40 libraries within the city boundaries. The collection contained some 260 thousand volumes and almost 700 thousand loans were taken out each year. The signature and catalogues system was integrated and library collection purchasing centralised. Other libraries gradually sprang up, and in 1938 the library was operating in 50 locations in Prague (the library collection contained 640 thousand volumes, with the number of loans exceeding 2 million). Dr. Jan Thon, who was the director in the years 1920 - 1942 and 1945 - 1948 played a major role in the development of the library.

The previous building of the Central Library did not meet needs of the Prague library network any longer. This aged and serious problem was finally resolved thanks to the Prague Municipal Insurance Company whose means were dedicated to build a new house on Mariánské náměstí during years 1925 to 1928. It was the first special purpose library house in Czechoslovakia and at the same time one of the most contemporary in Europe. It was sized for a wide scale of not only library, but also concert, adult education and exhibition activities. The large and contemporarily conceived storing background enabled the dynamic growth of the book stock. The broad-mindedness of the realized project is also evidenced by the fact that this building completely met the needs of the quickly growing network till the middle of the seventies. Apart from the lending library, the study room, the daily press reading room, the lending library and the reading room for children, the new building also housed the music department (The Bedřich Smetana Library founded in 1921) and later even the library for the blind (1932 - 1948), the specialized library for urban administration and the Suk Library of material for adolescents, in 1942 the theatre and film department was established.

The Central Library building at the time was no longer suited to the needs of a library network which covered the whole of Prague. This serious and age-old problem was finally resolved thanks to the Prague City Insurance Company, which provided funding for a new building to be erected on Mariánské náměstí in the years 1925 to 1928. It was the first purpose-built library building in Czechoslovakia and at the same time one of the most modern in Europe. It was designed to provide a wide range of services, not only as a library, but also to host concerts, lectures and exhibitions. The extensive and modern store premises allowed for the dynamic growth of the library collection. The breadth of the project is evidenced by the fact that the building was amply sufficient for the needs of the fast growing library network until the middle of the 1970s. In addition to the loans department, the study room, press reading room and the children's loans and reading room, a music department was also set up in the new building (the Bedřich Smetana Library established in 1921) and also gradually a Braille library (in 1932 - 1948), a specialist city administration library and the Sukova Records Library for young people; in 1942 a theatre and film department was opened.

During the Nazi occupation activities stagnated, thousands of books were rejected which the Nazis found racially, politically or ideologically objectionable and several library employees were imprisoned. The year 1945 saw the renewal of normal activities and the re turn of the rejected books. Not for long, however. After February 1948 all the library activities were totally ideologized and major organisational chaos set in. Parts of the collection were either rejected or destroyed and a number of qualified employees suffered sanctions.

In the late 1950s the library's level of expertise was gradually

restored, with the 1960s seeing the marked development of library and cultural services as well as a major relaxation of the ideological restraints of what the library could offer. In 1966 MLP became the coorganiser of the Prague symposium on metropolitan libraries and one of the bodies behind the establishment of INTAMEL (International Association of Metropolitan Libraries). With its action program of the year 1968 the library espoused the requirements of what became known as the Prague Spring. In the sixties 12 new branches were opened and other specialised departments set up (e.g. the Pragensia study room and several departments for teenagers). The "Folk University of Science, Technology and Art" also became part of the Municipal Library of Prague, running educational and cultural projects which in the relatively favourable atmosphere of the times made the library hugely popular.

The "normalisation" of the 1970s once again brought strong ideological pressure to bear, with the creation of new "libri prohibiti", a complete freeze on international collaboration and the overall stagnation of the library. The end of the 1970s saw the start of the internal renewal of library work, with the professional aspect prevailing over ideology. External restrictions lasted longer, of course, so it wasn't until the revolution of 1989 that the library returned to its standard position in a democratic society.

In the 1980s the branches were greatly modernised, a number of new libraries were opened and the network rationalised. The range of genres in the library collections was broadened, particularly with the addition of audio materials. In 1982 computers began to be used in the central collections records and for catalogisation.

In the 1990s MLP optimized its network of branches, tried to locate them in suitable municipal premises and strove to attain the standards essential for their further development. In February 1995 the Municipal Council of the Capital City of Prague approved MLP's plans to remodel the services offered by Central Library on Mariánské náměstí and decided to fund the general reconstruction of its building, which came about in the years 1996 and 1997. This reconstruction was not merely structural, but also involved a new concept for services and the complete automation of the library's activities. On 20th April 1998 the library was opened with great ceremony. From 1999 the individual branches began to be automated and this process is ongoing; 3 to 4 libraries are automated each year (see the up-to-date library network directory). MLP's automated library system, Koniáš, is being developed, with new services being added and user comfort increased. From 1998 there has been a marked and continual rise in the number of registered readers, the number of visits they make, as well as the number of loans taken out.

The heavy floods of August 2002 destroyed the branches in Karlín and Holešovice and inundated the basement of the Central library building on Mariánské nám. Service was restored to the automated library network a few days later using substitute sources of energy, although CL itself was closed for 4 weeks. The damaged basement rooms in CL were reconstructed by May 2003. The Holešovice branch was reopened after restoration in February 2004 and library services in Karlín have been provided by a mobile library since September 2003. The collection of rare manuscripts flooded in the Holešovice branch was saved with the help of volunteers, conserved, gradually dried out and is now being restored.

3. The mission

Our mission is to acquire, process, store and provide information, literature and other cultural values. We provide services to the general public, and our values are quality, accessibility, speed and effectiveness. Special emphasis is placed on services for children, youth, senior citizens, the less well-off and the handicapped, but we are here for everyone. For everyone, that is, who wishes to understand him or herself and the world.

The organiser of the Municipal Library of Prague is the government of the City of Prague. We are active throughout the entire city, through a network of over forty branch libraries. The centre of our service

network is the Central Library on Mariánské náměstí in Prague 1. As of the end of 2007, we operated a total of 43 branches, supplemented by twelve stopping points for our bookmobiles. These "libraries on wheels", three converted buses, allow readers to select from around three thousand titles.

4. Visitors and readers

The library offers to the visitors:

- * Use of the open library collection on the library premises.
- * Information services, reference and factual information, information from external sources, particularly state and local administration.
- * Use of card and electronic catalogues in the library or via internet at katalog.mlp.cz.
- * For a fee, as defined in art. 5 of the Appendix to the Library Regulations, copying services in accordance with § 13 and § 30 of the copyright law.
- * Library-related and informative preparatory lectures and other educational and cultural events prepared and co-organised by MLP, its branches and the MLP Folk University.

The services we offer are conditional upon adherence to the applicable Library Regulations. The services listed here might not be available in all branches.

For readers registered in the automated libraries network we offer:

- * Absence loans (outside library premises) of books, magazines, newspapers, maps, sheet music (scores), compact discs and cassettes, and from the artotheque collection also graphical works

and reproductions - free of charge for a certain period; a fee is charged if this period is exceeded.

* Presence loans (on library premises) of books, magazines, newspapers, maps, sheet music (scores), compact discs, cassettes and gramophone records.

* For a fee, reservation of titles currently out on loan - reservations may be made using the electronic catalogue (alone or with the help of a librarian or via internet.

* E-mail messages sent free of charge notifying that a loan period is about to end - only if e-mail address is provided.

* Extension of loan period before expiry, if that particular title has not been reserved and the loan period has not been doubled - extensions can be made in person or by telephone, or the reader himself can extend the period using the electronic catalogue or Internet.

* Use of computer, audio and other MLP technology, particularly to access Internet, use CD-ROMs and databases or listen to the library's audio documents.

* Inter-library services in accordance with § 14 of the Libraries Act and associated laws.

The conditions under which these services are provided (loan periods, fees and fines for failure to observe conditions) are defined by the MLP Library Regulations. The services listed here might not be available in all branches.

Readers registered in a non-automated library:

* Absence loans (outside library premises) of books, magazines, newspapers, maps, compact discs and cassettes - free of charge for a certain period; a fee is charged if this period is exceeded.

* Presence loans (on library premises) of books, magazines, newspapers, maps, compact discs, cassettes and gramophone records.

* For a fee, reservation of titles currently out on loan - reservations may be made in person by completing and signing the form.

* Extension of loan period before expiry, if that particular title has not been reserved - extensions can be made in person or by telephone. The loan period for each title may only be extended once (to double the loan period).

* Use of computer, audio and other MLP technology, particularly to access Internet, use CD-ROMs and databases or listen to the library's audio documents.

The conditions under which these services are provided (loan periods, fees and fines for failure to observe conditions) are defined by the MLP Library Regulations. The services listed here might not be available in all branches.

5. Registration of members

The Library Rules of the MLP [pdf, 139 kB] http://www.mlp.cz/dokumenty/pdf/2006/NKR_eng.pdf contain comprehensive description of these relationships and their content is conclusive for solving disputable situations.

Registration of members over 15 years of age.

- applicants are required to present a completed application form and their proof of identity with a permanent or long-term residence permit for the Czech Republic (such as: Residency permit of a citizen of a European Union member state, a proof of a residence permit; see the LR, Art. 14 - 18)
- applicants who do not present their proof of identity with a permanent or long-term residence permit may become member of the MLP provided that they present their proof of identity and pay a non-interest-bearing bond of CZK 1,000 or present their proof of identity and a second party (guarantor) who meets the conditions for registering as a member of the MLP stands security for the applicant (see the LR, Art. 14)
- the registration fee is CZK 80 in AL and CZK 40 in NL (see the LR, Art. 31)
- registration is valid for one registration period, i.e. one year in an AL and one calendar year in a NL

Registration of members under 15 years of age

- applicants are required to present a completed registration form signed by one of their parents and prove their identity according to an ID card with a photograph stating their name, surname and date of birth. Alternatively, an applicant's parent may prove their identity based on a similar ID during registration
- no registration fee applies to members under 15 years of age and the applicable membership rights remain valid until the relevant member reaches 15 years of age

In order to renew their membership rights, members are required to prove their identity and pay the applicable registration fee (CZK 60 in an AL for one year or CZK 40 for one calendar year in a NL; see the LR, Art. 31, 32))



Membership card

- Registered members prove their entitlement to their membership rights by presenting their membership cards issued to them during registration.
- Membership cards are not transferable.
- Membership cards issued in an AL are also valid in all other AL.
- Membership cards issued in a NL are only valid in the library that issued the card.
- Members bear responsibility for potential misuse of their membership cards and are obliged to report loss of a membership card to the library without delay.
- Issuing a replacement membership card is subject to a fee of CZK 20 (this also applies to members under 15 years of age).
- You will need a password in order to access your reader's account via the Internet. Members set their own passwords in any automated library any automated library using the PC for readers with an electronic catalogue.

6. Services

Development of services

The Municipal Library of Prague is continually working on improving the services that they provide. In 2007, their employees worked in several specialised professional teams addressing tasks related to the services and activities of the library, e.g. effective opening hours of branches, self-service operations, use of new technologies.

For the work of professional teams and for negotiations with local governments, they prepared a number of analyses of the activities of the library, its financing, equipment, acquisitions to the library collections etc.

As a result of reconstruction in the Ruská branch, it became necessary to find a new base for our bookmobiles. A space suitable for parking three bookmobiles, with the necessary technical facilities as well as space for storing the collections and offices for the librarians, was found in the Hostivař film studio-17 studios. The major task in future years is still to improve the technical state of the bookmobiles (both the renewal of the fleet and repairing it) and eventually the expansion of the number of parking stations with a better division of the operating hours of individual bookmobiles as well as lowering the distances travelled.

Orientation in such extensive collections as those of the MLP can be far from easy for the reader. As a result, they are preparing thematic lists of books, in other words selected bibliographies that should make a reader's choice faster and easier. Among them are, for

example, "Walking Rediscovered" (titles on walking selected for the event entitled "A Wonderful Walk"), "What should go under the Christmas tree? A book! And which?" (selection of 2007 titles suitable as a Christmas gift for children, a contribution to the nationwide event of the Alliance of Librarians and Information Workers of the Czech Republic; "Children's Book Day").

In January of 2007, they published the most extensive personal biography in the history of the CLP with the title "Wolfgang Amadeus Mozart (bibliographic catalogue of the MLP)", conceived as a catalogue of Mozart's compositions with reports of titles attached (1,800 scores and 500 recordings), which involved cooperation between the music section of the Central Library and the Library Collections Division.

Online services:

1. New items in the collection

Visit the ["New items in the collection"](#) page to browse the current batch of the latest acquisitions in Czech and foreign-language fiction, non-fiction and audio documents. You will also find here archived batches of new acquisitions for the last five months.

2. E-mail notifications (if you have provided your e-mail address to the library)

- Notifications of the end of the lending period - an e-mail notification will be sent to you free of charge always two days prior to expiry of the lending period applicable to items you have borrowed, listing the relevant items; this will help to reduce the number of documents returned late unnecessarily due to a reader's oversight.
- Notifications of an incurred late fee - an e-mail message informing

you about the item subject to a late fee will be sent to you free of charge on the day when a late fee is incurred; note: potential outages of this service do not constitute entitlement to any dispensation from a late fee.

3. Automated extension of a lending period (at prodlouzeni@mlp.cz)

Enter the number of your membership card (248R...) without spaces, i.e. exactly in the format used on the card, in the subject line or the main text of the e-mail message. Your message should not contain any other details, notes, etc. The automatic extension system will send you an e-mail message containing basic information about your account (the date until when the lending period of individual items has been extended with identification of individual items according to their library barcodes, information about a rejected extension request, if applicable, etc.). If you do not receive any reply, you cannot consider your request processed; this may mean that your request was not delivered to our automatic extension system or that the reply from the system was lost on the way to you. No password is required for this method of extending the lending period in view of the character of transmitted information. If more than one membership card number is sent in a single message, the automatic extension system processes the first number only. A lending period of an item can only be extended before expiry of the original lending period. Extending lending periods via e-mail at prodlouzeni@mlp.cz and online on web pages of the MLP is only possible until 9.30 p.m. of the last day of the relevant lending period. We STRONGLY recommend that you perform this operation sufficiently in advance (avoid postponing it to the last day), as the library cannot guarantee successful extension of the lending period

on all items borrowed – for example due to an existing reservation for some of the titles.

Please send your requests for extension in the format described above exclusively to prodlouzeni@mlp.cz.

4. Change of a password and e-mail address

(in the “Settings” tab)

Once you have logged in the on-line catalogue, you can enter or change your e-mail address and change a password applicable to your membership card. The “Settings” tab is intended for changing these details. Check the “Unlock” option to enter new details in the relevant fields. Once you have made your changes, confirm the new details by clicking the “Save” button.

5. Change of details in reservations

Once you have logged in the on-line catalogue, you can change parameters of your reservations – the notification method and validity of reservations. A list of your reservations is available under the “Reservations” tab and clicking the “Modify” button opens a reservation form.

6. Holding reservations

Once you have logged in the on-line catalogue, you can “Hold” unfulfilled reservations, i.e. the relevant reservation will not be fulfilled until you have cancelled your request to hold. Clicking the

“Modify” button opens a reservation form – select the applicable detail here and confirm your selection by clicking “Save”. The word “Stop” will appear next to the reserved item in the list of reservations. When a reservation is put on hold, you do not lose your position in the queue of reservations. As soon as you reactivate your reservation, you are returned to your original place in the queue.

7. Holding an item

Once you have logged in the on-line catalogue, you can “Hold” an item currently available in the library until the end of opening hours of the relevant library (the holding period expires half an hour before closing time). To locate a title, click the “Books” button and a form with a list of items at individual branches will open. Click the “Hold” button to put the item in the relevant branch on hold, i.e. no other reader will be able to borrow the particular book. You can check that your request to hold an item has been processed successfully half an hour after entering your request – the “Items on hold” tab contains information on individual items on hold and whether and where these items can be picked up. No more than 3 items can be put on hold at any time, only items for lending outside the library can be put on hold in the free selection and protected collection, and items for lending both in and outside the library from the library storage can be put on hold.

Rules for internet use in the automated network

1. General provisions

* Internet access is provided for all registered readers of the Municipal Library of Prague and other users.

* Internet access is free.

* Every user is obliged to respect the General regulations of PC „Internet“ usage and instructions of librarians. When breaching the above mentioned, the reader may be banished from the PC.

* A readers with a valid reader's pass for the network of automated libraries, who does not have any outstanding debts towards MLP (items not returned in time, outstanding overdue fees and notification fees, damage and loss compensation), has to right to make a reservation for one hour of Internet access per week in every branch, which provides this service.

* The reader's pass must be presented during the reservation and before the actual access to the PC. The reader's pass is non-transferable, it is only valid for the person in whose name it has been issued.

* Other users may use the Internet access for 30 minutes if it is not occupied or reserved by a registered user and they are not allowed to make an advance reservation.

*The same rules as for other users apply for registered readers who have any outstanding debts towards MLP.

*If using the Central Library, all Internet users who do not own a reader's pass for the network of automated libraries MLP are obliged to provide their personal data in written (fill in the visitor card) and submit a document for verification during every visit.

2. General regulations of PC "Internet" Usage

*It is not allowed to modify the PC settings or install own programmes.

*The user may not perform any activities which could damage the PC, periphery or network, block communication line or limit the PC performance.

* The user may not attempt to breach the data protection features.

* user is obliged to settle all expenses resulting from incorrect or unauthorised access to electronic databases and documents.

* When using the Internet, the user is obliged to respect the laws of the Czech Republic and privacy of other visitors, esp. not to breach copyrights and other related rights, not to take part in unauthorised gambling, not to enable children to access pornographic websites, not to create websites with content offensive to nationalities or religions, websites promoting racism, violence or usage of drugs.

3. Use our wireless Internet connection

The Municipal Library of Prague has extended the options for wireless Internet connection available to its members. Members of the MLP have the opportunity to use wireless Internet connection in selected branches free of charge (web services only) at any time during the opening hours.

How to connect:

1. You need a valid and active password-protected membership card of the MLP (the same membership card you use to access

other services provided by the MLP) and your own notebook or pocket computer with a 802.11b or 802.11g Wi-fi card.

2. Only white power points intended for this purpose and specifically marked can be used for power supply – do not connect any appliances to any other power points!
3. You will then need to set the proxy server: proxy.mlp.cz and port: 3128 in your Internet browser. The IP address is allocated automatically through DHCP (“Automatic configuration” selected in the settings of the IP protocol network).
4. Search for and connect to the Wi-fi network with a name starting with “MKP_INTERNET_PRO_CTENARE”. Networks with other names are either not intended for this service or not even operated by the MLP!
5. Once connected, you will be automatically redirected to the registration page of the MLP where you need to enter your membership card number (248R...) and password. The access to the Internet will be open after successful authentication.
6. If you experience any problems with your settings, open our page <http://www.mlp.cz/kopr.html>, which includes detailed instructions for correct settings of your computer. This page will be displayed even without a correctly set proxy server. Nonetheless, the MLP cannot be held responsible for potential losses arising from incorrect setting of your computer and this is why the library employees are not allowed to actively interfere with your technology even if you request this.

4. Electronic databases available in automated libraries of the MLP

ASPI (Automatizovaný systém právních informací) [/www.aspi.cz/](http://www.aspi.cz/)
 - a comprehensive information system containing legal regulations, judicature and legal literature in an electronic format

LexDATA (Justis) [/www.lexdata.cz/](http://www.lexdata.cz/)

- a legal information system with full-text regulations published in the Collection of Acts since 1918

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Czech national bibliography <http://aip.nkp.cz/>

- a bibliographical database of the Czech book production (from 1945) and articles from Czech periodicals (from 1991)

Czech News Agency (ČTK) [/www.ctk.cz/](http://www.ctk.cz/)

- a documentation database of the ČTK Info-bank containing geographical, political, economic, biographical and other data relating to the Czech Republic and other countries

Memoria (Manuscriptorium) <http://www.memoria.cz/index.asp>

- a project for establishing a virtual research environment for historical book collections, i.e. the Memoriae Mundi Series Bohemica (MMSB) program, known to the general public in particular owing to the Manuscriptorium database.

Newton [/www.newtonit.cz/](http://www.newtonit.cz/)

- full-text articles from selected Czech periodicals (Lidové noviny, Právo) - from 1. 1. 1997.

Tam Tam (Anopress) [/www.anopress.cz/](http://www.anopress.cz/)

- Full-text articles from Czech national and regional periodicals for the last 12 months

- transcripts of the main news reports of Czech television and radio stations

5. Online databases

Any reader registered with the MLP can make use of the library's exceptionally interesting on-line database free of charge and from the comfort of their home, office or school.

A valid MLP membership card with a password is all you need to obtain this remote access.

Click on the following link in the database to open the log-in form. Fill in the membership card number ("user name") and password. If the entered details are correct, the log-in form is verified and you are logged in the relevant database.

COTO.JE (www.coto.je)

- the unique educational project including 3 most comprehensive Czech encyclopaedias – the Universum encyclopaedia, Otta's Educational Dictionary and Small Czechoslovak Encyclopaedia

- contains almost 500,000 entries linked to various related items and structured according to subject criteria

The Oxford Reference Online Premium (www.oxfordreference.com)

- the progressive internet database combining language and general dictionaries uses advanced visualisation (maps, timelines, and illustrative images)
- contains electronic versions of more than 100 Oxford University Press publications, covers 20 topical groups and is regularly updated
- zahrnuje 20 tematických oblastí a je pravidelně aktualizována

Con formato: Español (alfab. internacional)

EBSCO (eifl.nkp.cz)

- more than 5,000 titles of full-text magazines (usually from 1990), newspapers and information agency news releases
- over 1,300 brochures and full-text handbooks covering in particular social studies and humanities

Grove Art Online (www.groveart.com)

- An electronic version of a 34-volume encyclopaedia covering visual and decorative arts.
- includes 45,000 topical entries, 21,000 biographical entries, 500,000 quotes, 130,000 images, 40,000 links to images in galleries and museums worldwide and cross references.
- in english.

Grove Music Online (www.grovemusic.com)

- the databases also provide access to material processed in three prestigious musical encyclopaedias: The New Grove Dictionary of Music and Musicians, The New Grove Dictionary of Opera and The New Grove Dictionary of Jazz.
- all three databases offer personal and topical, i.e. field, topographical, institutional and geographical entries.
- an internal structure of entries relating to personalities, musical forms, types and genres, national schools, musical ensembles, musical institutions, etc., and are structured with a clear historical layout and in related topical groups.
- in english.

Film Index International (fii.chadwyck.co.uk)

- British Film Institute: information on national film cultures, film titles, publications, video, DVD, festivals and film-related education
- in english

American Film Institute Catalog (afi.chadwyck.co.uk)

- American Film Institute Catalog: Information on American film during 1893 - 1970
- in english

ProQuest 2005 (www.proquest.cz)

- bibliographical entries and partial full-text articles from more than 7,250 magazines from the last few years (humanities and social studies, business, economics, management, medicine, applied science, information and communication technology)
- in english

7. MLP in numbers

Money for purchasing books and other media for the library collections is never sufficient, which is why we try to think as carefully as possible about what to buy for their readers, in what quantities and for which branches. In libraries located close to schools, what goes flying off the shelves is the material closest to the interest of today's children – fantasy, horror, adventure and romance; in the branch in the Sue Ryder old-age home, readers display a particular interest in historical novels or bodice-rippers. Guidebooks on literally every subject – from hamster-raising to beer-brewing technology are very popular with our readers. Because we are a public and universal library, we try not to neglect any field, as well as following the actual demands of our readers – with more guidebooks about cycling, for instance, than parachute-jumping. But even these can be found in our libraries.

Each week ten trusted experts divide up to two hundred titles among themselves. All of them are read, and expert evaluations written. As part of the evaluations, notes are taken with a recommendation of how many copies, and for which libraries, should be bought. The title and its evaluation are then taken to the closest "purchasing committee", where librarians from the individual libraries and the employees in charge of purchases for the entire network agree on the number of examples for each purchased title.

All of the new titles are registered in the library's Koniáš electric database, and each volume receives a sticker with a call number, volume number and library designation. Certain books that are likely to undergo extreme wear are wrapped in plastic covers. Several of

them are even assigned special care from the bookbinders, e.g. spine reinforcement, before they come onto the shelves.

Gradually, the titles are subjected to complete cataloguing. In 2007, they completed 5, 862 analytic descriptions (primarily containing information-rich introductions and after words to literary works, and independent summaries of factual literature) and 23,920 nomenclature descriptions of poems, stories and fairy-tales, so that it is easier to find the specific work in the catalogue. The cataloguing section regularly enlarges and refines the grouping of factual descriptors and other indications necessary for finding titles in an electronic catalogue.

Every year, thousands of books are published in the Czech Republic. It is the duty of the library to offer what is valuable or interesting for the contemporary reader. Therefore, the opposite process also takes place: books are removed from the collections, both because of physical wear and excessive age, whether judged in terms of its thematic or social irrelevance. Those that we believe could be of interest to someone are offered in batches for purchase on the library website.

Every year, the library performs a partial revision of its collections, as ordered by the library law. In 2007, a full or partial revision was performed in 10 branches.

The library owns a great many historic documents of exceptional value. There are around 20, 000 of them, and they are often unique. The most famous volume is the first printed Czech-language Bible (indeed, the first in any Slavic language), the Prague Bible, printed in Prague in 1488. The library has its own restoration workshop for rare and historic printed matter; in 2007 a total of 28 volumes were

restored, and 550 valuable titles catalogued. Thanks to a grant from the Czech Ministry of Culture, it was possible to purchase 913 special wrappers for rare printed media.

In January of 2007, we finished the drying of all of the documents that were damaged during the floods of 2002. In the wake of the flood, a total of 15,500 volumes were frozen and then gradually thawed and dried. Once dry, the books, maps and other items required disinfecting, classification, and now work is under way on their restoration.

The year 2007 was an anniversary year for the library's automated information system Koniáš. Its first functional version went into action ten years previously, though it hardly resembles the one of today. Only one-hundredth of its current possibilities were available, but the basic concept of the program, i.e. the use of spreadsheets with adjustable modules, remains in use today. During its existence, the system has registered 40 million borrowings, and for a decade successfully served the largest branch library network in the Czech Republic.

The system is regularly updated with new modules and functions added. We have succeeded in deepening the integration of Koniáš with other library systems and information sources. Work has been carried out so that cataloguing data can be exported into the national catalogue. The result is greater accessibility of data from the library collections to the users of other domestic and international libraries.

From the time of its creation and launch, Koniáš has only been seriously threatened for the first time in 2007. In November, there was a system failure in the data field where the chief operations database of the library was stored. The IT division worked on reconstructing the data for nearly one hundred hours. All of the data was fully renewed. Now, the library database is synchronously

maintained on two disk fields, to prevent similar threats in the future.

Number of branches (as of Dec. 31, 2007): 43 (in addition to the Central Library and 3 bookmobiles)

- Number of branches automated: Central Library and 35 branches

Number of employees (full-time): 468

Total library collections (as of Dec. 31, 2007): 2 272 328

By category

- non-fiction 983 309

- literature 1 013 059

- maps 20 907

- sound media (CD, MC, LP) 92 120

- electronic documents (CD ROM) 1 184

- music scores 151 385

- graphic items and reproductions in the art lending division of the Opatov branch 10 364

Additions to the library collections in 2007 130 349

Average price of purchased books (using average rebate of 33%) 142 Kč

Borrowings in total (column 2 for automated branches) 6 810 104 6
108 638

By category

- non-fiction (from automated branches) 2 303 082 2 163 636

- literature (from automated branches) 3 702 308 3 204 405

- maps (from automated branches) 38 562 36 883

- newspapers and magazines (from automated branches) 306 359
245 129

- sound media – CD, MC, LP (from automated branches) 396 528 395
320

- electronic documents – CD ROM (from automated branches) *) 795
795

- music scores (from automated branches) 60 042 60 042

- graphic items and reproductions in the art lending division of the
Opatov branch 2 429 2 429

*) Borrowings of the majority of electronic documents (CD-ROM) are
for library use only and are not listed, approximate annual figures are
24 000.

Number of registered readers 194 507 177 961

- number of readers under the age of 15 33 945 28 585

Number of visitors (column 2 for automated branches) 2 160 647 1
967 938

Electronic catalogues and Internet

Number of computers intended for library users 3508

Number of libraries with user Internet access 43

Number of workstations with user Internet access 179

Number of Internet users 228 936

Relative indicators

Share of readers in total population 16,1 %

Number of library items per capita 1,9

Number of borrowings per capita 5,6

Number of library items per registered reader 11,7

Number of borrowings per registered reader 35,0

Number of visits per registered reader 11,1

Turnover of library collections (number of borrowings per library item) 3,0

Cultural and educational events events participants

- for adults 1 148 52 580

- for teenagers 247 7 447

- for children 2 867 58 922

8. Library network

The largest library in the MLP network is the Central Library. It is popular with children, pensioners, adults and to a large extent secondary-school and university students. The Central Library has sections specialising in music, theatre and film, a periodical room, a children's and youth section, and an information centre, which contains a collection of materials on the history of Prague and an Internet room. Significantly represented in the MLP collections are scholarly titles and books in foreign languages.

Other libraries of the network are organised into local units. Each of them contains several libraries according to the city district. The "physical" branch libraries and the bookmobiles are the "family libraries" offering their services to all generations of readers – from the very youngest to the very oldest. The larger branches have study and reading rooms, and several of them have specific orientations.

The Opatov branch contains an "art library" – a specialised section with visual documentation (prints, reproductions of artwork, publications about the arts). The Ďáblice branch has a special fund of English-language courses (textbooks, cassettes, CDs) donated by the British Council, and the Smíchov branch focuses, both in activities and book purchases, on fans of science-fiction and fantasy.

Central Library



The Central Library is a universal public library and the largest library of the MLP network. The library collection comprises approximately 650,000 items – fiction and non-fiction for children, youth and adults, newspapers and magazines, maps, audio carriers (CDs, cassettes and LPs), music and multimedia CD-ROMs.

Following an extensive reconstruction, the library was reopened on 20. 4. 1998 as the first automated library in the MLP network.

They offer to the library' visitors

- can use all freely accessible collections in the library for their research and studies
- search for information about particular titles in our catalogue
- make use of our information and bibliographical service
- use the self-service photocopier to make copies of the library collections for their personal use (prices of photocopying are listed in [the Library Rules, Art. V](#))
http://www.mlp.cz/dokumenty/pdf/2006/NKR_eng.pdf
- make use of services provided by the information centre (obtaining information from internet databases and other sources of information, access to the Pragensia collection, etc.)
- read any of the leading Prague daily newspapers and a selection of other newspapers and magazines in the newspaper room
- visit our cultural and educational events

The readers registered with the MLP holding a valid and unblocked membership card can also

- make use of lending books in and outside the library including library items excluded from free selection
- making reservations for titles currently lent to other readers
- places for listening to audio carriers in the library
- inter-library lending service (e-mail: mvs@mlp.cz)
- free internet access

Information centre

Who do they serve?

- services provided by the Information Centre are available free of charge to Prague residents, as well as visitors
- our services are accessible even without a membership card

What type of information do they provide?

- information about the Municipal Library of Prague (opening hours, services provided, library collections, searching in the electronic catalogue of the MLP)
- factual
- bibliographic
- reference information (if necessary, we will find out which other facilities may be able to help you)

What sources of information do they use?

- collections at hand (general and basic field-specific encyclopaedias and dictionaries, directories, itineraries, complete Collection of Laws from 1990 onwards)
- electronic sources - electronic databases
 - electronic catalogue of the MLP
 - Internet
 - CD-ROM collection of the Central Library of the MLP
 - information materials of selected Prague-based information (leaflets, brochures)

Which fields do they cover?

- state and public administration
- legislation
- selected European and international organisations
- social matters
- non-profit sector
- education
- culture and leisure time
- transport

What do they offer for the disabled?

- Internet connection with disabled access
- Zoom Text Xtra – a magnifying program for people with impaired vision
- Bizon – a program for enlarging scanned text
- WinTalker – magnifying text in a virtual window for visually handicapped people and audio output for the blind

OCR Recognita – optical recognition of scanned text

Pragensia

What is Pragensia?

- Books, pictures, photographs and other materials and documents related to Prague or depicting Prague

What does the study room offer for your studies?

- books and brochures dedicated solely or partially to Prague
- printed guide books, plans and maps
- occasional and regional publications related to Prague
- Periodicals (Večerník Praha from 1963, specialised magazines, items published by Prague district and local authorities)
- collection of cuttings from monitored newspapers and magazines dedicated to individual Pragensia topics
- Prague-related CD-ROMs

What are the main topics covered?

- Prague history, politics and economics (collection identification D5a)
- culture, arts and social life in Prague (collection identification D5b)
- Prague topography (collection identification D5c)
- nature, science and technology in Prague (collection identification D5d)
- fiction about Prague (collection identification D5e)

Anything else you should know about them?

- we answer questions raised in person, by phone and in writing and provide contact details for other specialised facilities in Prague, as necessary.

- although original materials are usually available exclusively for studying in the library, copies from the storage of the Central Library can be lent outside the library.
- a basic range of the latest Prague-related literature intended for lending outside the library is also available in the Adult Non-fiction Section and in Children and in the Youth Section of the Central Library.
- you can also make photocopies of selected materials – taking into consideration the age and condition of individual materials (this service is provided for a fee)
- We are establishing a database of internet addresses with Prague-related contents.

The artotheque



Is a special department of MLP focusing on the creative arts.

What do they offer?

Book collection

This extensive collection of literature on the creative arts and related topics has been built up since 1978 and titles both old and new are constantly being added.

Architecture – history of architecture, monography, urbanism
Creative arts - history of art, art theory, monographs by Czech and world artists, sculpture, artistic materials.

Photography – monographs of photographs, photography equipment
Arts and crafts – glassmaking, folk art, artistic textiles, ceramics, artistic metalwork, etc.

Publications about Czech and worldwide galleries.

Picture collection

This consists of an extensive and interesting collection of Czech graphic works from the 20th century and reproductions of works of art by Czech and world artists (around 9 000 graphic works and reproductions). The collection covers contemporary Czech graphic artists, such as A. Born, M. Blabolilová, P. Roučka, E. Ranný and J. Kulhánek, as well as artists from the older generation, such as M. Švabinský, J. Zrzavý, J. Bauch, R. Kremlička and Z. Sklenář.

Graphic works and reproductions can be taken home for up to 26 weeks (with the option to extend the loan period); Czech graphic work from the 20th century either mounted or framed behind glass and reproductions of Czech and world artists in frames or with a protective surface, in glazed frames, or as loose images. Graphic works and reproductions are also issued with protective packaging (in a bag, between panels, or in a tube).

Magazines - Architekt, Ateliér, Art and Antiques, Domov, Fórum architektury a stavitelství, Fotograf, Fotografie magazín, Grapheion, Imago, Keramika a sklo, Největší malíři, Pars pro toto, Prostor Zlín, Výtvarná výchova, Umělec, Umění, Zlatý řez (the archive of magazines on the creative arts goes back to 1983).

You can learn about the artotheque collection:

- in the Koniáš electronic catalogue (katalog.mlp.cz).
- in picture reproduction catalogues in the artotheque.
- on slides of graphic works in the artotheque.

School visits

The artotheque organises visits for primary and secondary schools, based on the creative arts; these are accompanied by a rich display of images.

Exhibitions

The artotheque offers readers a cultural and aesthetic treat with the exhibitions it hosts. Every month it puts on an exhibition in the foyer of Opatov Library, which is used as an exhibition hall. On display to the public are works by graphic artists, painters, illustrators and

sculptors. Information on current and upcoming exhibitions can be found on the MLP website (www.mlp.cz).

Conditions of use

The artotheque collection is open to readers registered at any of MLP&s automated libraries. The conditions under which services are provided are governed by the MLP Library Regulations for automated libraries. The loan period for graphic works, reproductions, and the protective packaging they come in (bags, tubes or panels) is 26 weeks. The loan period for magazines is 14 days.

Theatre and film department

Who are they?

- a theatre and film library for the specialist and lay public, with a historical collection of 60 000 volumes covering the theatre, film, radio, television, costumery and scenography
- established on 1. 11. 1942, stand-alone specialised department of the Municipal Library of Prague since 1982
- at present the premises of the theatre and film department of MLP is an example of the original, nowadays historical, look as designed by the architect Roith
- member of the SIBMAS international organisation of theatre libraries, which works together with specialised libraries in the Institute of Theatre, the National Museum, the National Theatre Archive, DAMU Library and others.

Who are their services aimed at?

- everybody with an interest in the theatre, film, radio, television, costumery and scenography
- dramatists, directors, theatre and film historians and publicists
- students and teachers at art schools
- professional and amateur actors
- readers of all ages with an interest in the memoirs of actors and directors

What does their collection contain?

- theatre and film encyclopedias, Czech and foreign-language history of the theatre and film, publications about theatre and film theory, acting, theatre and film directing, costumery, scenography and other specific related literature
- historically valuable editions of theatre plays and publications from the history of the theatre and film
- complete production of theatre plays from the DILIA publishing house since 1949
- book editions of theatre, puppet and radio plays, film and television scripts
- theatre and film magazines, theatre yearbooks and calendars from the 19th and 20th centuries
- foreign-language literature (theatre plays, theatre and film theory, rich collection of English drama from the British Council library collection)

What services do they provide?

- consultation services: provision of information relating to the theatre, film, radio, television, costumery and scenography (copies of articles from the specialised press, records of theatre monologues for men and women)
- books loaned and ordered from the store upon request
- presence loans of theatre and film magazines
- ordering bound theatre and film magazines from the store
- provision of information in card catalogues (categorised by person, subject, name, title, theme, foreign-language plays, puppet theatre, plays for children and young people, radio plays, film scripts, theatre and film magazines)
- retrieval of theatre, film and television reviews from the cuttings service
- provision of information about Czech and foreign theatre, film and television festivals from the cuttings service
- loans of articles about personalities from the cuttings service – presence only
- search for articles about personalities from bound theatre and film magazines
- provision of inter-library loans services

Music department

The CL MLP music department is:

- the largest and oldest public music library in the CR
- a specialised department of the Central Library of the Municipal Library of Prague, which has been collecting Czech and foreign music documents for more than one hundred years

They offer the following services:

- loans of music materials (sheet music, books, audio)
- previews of music from a variety of genres and the spoken word on CD, cassettes and gramophone records
- option to record loaned sheet music on a Yamaha digital piano
- self-service copying of printed materials within the copyright law and with respect to the present condition of the document

CL MLP music department collection

- Information on particular titles of printed and special documents may be acquired in the card or electronic catalogue directly in the Central Library building on Mariánské náměstí, or on the Internet in the on-line catalogue at our website katalog.mlp.cz
- Items may be selected and ordered to study directly on site (presence loan) or taken home (absence loan)
- from approx. 150,000 volumes of sheet music in the form of scores, short scores and individual solo parts
- from approx. 20,000 recordings on CD and cassette and gramophone records note: gramophone records may no longer be taken home and may only be listened to on site. Information on records is also not included in the electronic catalogue and individual titles may only be searched in the card catalogue in the library itself
- from older and contemporary editions of specialised music magazines
- from approx. 30,000 volumes of books, e.g. from music encyclopedias, titles about the history of Czech and world music, biographies about composers or interpreters, from music

lesson study books, from literature on the science of music and theoretical literature.

Department of the rare prints

The department takes care of valuable and historical collections of the MLP. The original premises of this department including the depository were flooded during the 2002 flood. Most of the collections were saved owing to generous help of numerous volunteers and employees of the MLP, and prompt assistance of restorers from the National Library of the CR. A building in a more suitable location reconstructed during 2004 with the assistance of the Ministry of Culture of the CR and sponsors now houses the Department for Valuable Publications of the MLP. The section is currently closed for the general public while drying of the remaining part of frozen documents, gradual restoration, classification and cataloguing are under way. We cooperate with the National Library of the CR, which currently operates a multifunctional chamber used (among other purposes) for final drying of flooded publications.

Hall Hire

The Municipal Library of Prague offers two halls and a computer room in the basement for short-term hire.

Detailed information and contact:

Municipal Library of Prague

Mariánské nám. 1, 115 72, Praha 1

Hall hire: MgA. Marcela Teichmannová

tel.: 222 113 420

fax.: 222 323 416

e-mail: pronajem@mlp.cz

head office, 1st floor (telephone porter 420), door number 415

Large hall



capacity for 390 people

- 35 mm film screening Dolby-A, DOLBY-SR, DOLBY-DIGITAL a DIGITAL DTS-SOUND.
- video screening and data transfer to a projection screen

- organising theatrical performances, shows, concerts and programs for children, various genres
- suitable for meetings, seminars, gatherings and other events
- rental fee: CZK 2,500 per hour (excl. VAT)

Small hall



- capacity for 140 people
- 35 mm and 16 mm film club screening
- video screening and data transfer to a projection screen
- organising small-scale cultural programs
- suitable for meetings, seminars, lectures and other events
- rental fee: CZK 1,500 per hour (excl. VAT)

Computer room:

- 16 PC workstations + 1 tutor workstation
- lectures and seminars for 40 people
- tuition using 16 interconnected PCs
- conventional white board, projection screen

- rental fee: CZK 500 per hour (excl. VAT)

Technical services for organising events:

- high-quality sound equipment for the halls with the option of connecting several microphones, tape and cassette recorder, CD player, minidisk, DAT deck, sound effects
- theatrical stage lighting for both halls with a control panel
- slide projectors, overhead projector
- exact technical parameters available from hall technicians - tel.: 222 113 422
- Petrof piano in the large hall only

Refreshments and sanitary facilities in the foyer of the MLP. The left corridor can be used for organising functions and refreshments for selected events.

Disabled access to both halls.

9. International Cooperation

The Municipal Library of Prague is a member of many organisations providing an umbrella for international cooperation between libraries and actively participates in their activities:

IFLA (International Federation of Library Associations and Institutions),

IAML (International Association of Music Libraries Archives and Documentation Centres),

SIBMAS (International Association of Libraries and Museums of the Performing Arts)

Overview of international events in 2006

International cooperation of the Municipal Library of Prague focused on several basic fields in 2006, namely exchange international visits organised in cooperation with international libraries, business trips of employees of the MLP abroad, and visits of international experts to the Municipal Library of Prague.

1. Reciprocal events

These are reciprocal visits of employees organised at an international level between cooperating libraries.

The Municipal Library of Prague works with the following libraries:

- Riga Central Library, Riga, Latvia (<http://www.rcb.lv/>)
- Mestská knižnica v Bratislave, Bratislava, Slovakia (<http://www.mestskakniznica.sk/>)
- Queens Borough Public Library, New York, USA (<http://www.queenslibrary.org/#>)
- Københavns Kommune Bibliotekerne, Copenhagen, Denmark (<http://www.kkb.bib.dk/>)
- Helsingin kaupunginkirjasto, Helsinki, Finland (<http://www.lib.hel.fi>)

Purposes for study trips of individual employees:

- EI. databases, information centre services;
- IT, electronic services provided by the library, protection and security;
- Management, strategic planning, organisation of labour, services, branches, PR and communication;
- Programs for children and youth, working with the general public;
- Programs for children and youth, web pages for children;
- International relationships, exchange visits;
- New methods for working with specific target groups (the disabled, children and youth);
- Working with people from weaker socio-economic groups;

2. International bussiness trip

Zaměstnanci Městské knihovny v Praze se aktivně účastní zahraničních konferencí a seminářů:

- Leipzig, Germany - Conference on protecting collections
- Copenhagen, Albertslund, Odense, Aarhus, Denmark - National minorities and services provided by libraries
- Vienna, Austria - Büchereiverband Österreichs conference
- Frankfurt, Haag, Amsterdam, Netherlands - Digitalisation
- Vienna, Austria - Büchereien Wien, reconstruction of libraries, self-checks
- Göteborg, Sweden - IAML-IAMIC-IMS
- Německo, Chemnitz - Stadtbibliothek Chemnitz
- Košice, Slovakia - Reading crisis II.
- Dresden, Germany - Biblio-buses
- Vienna, Austria - SIBMAS
- Vienna, Austria - DigiTool
- Vienna, Austria - Mozart – enlightenment experiment
- Paris, France - IFLA, IFLA, section of the Metropolitan Library

3. Visits of International experts of the MLP

- Opatija, Croatia,
- Dubrovnik, Croatia,
- South Korean libraries,
- University Library in Bratislava,
- University of North Carolina and School of Information and Library Science,
- New York City Library, Paul Holdengraber,
- Libraries of Niedersachsen-Bremen,
- French public libraries,
- Dutch public libraries,
- Martin, Slovak National Library,
- Nizozemské veřejné knihovny,
- Chemnitz, Municipal Library,

- Library of America, Max Rudin,
- National Library in Seoul,
- Lithuania, National Library,
- Iraq, National Library

10 Conclusion

In my opinion, every students should have the expierence that I have had. They must go to study in a foreign country because it makes possible to open our mind and to be a better and more tolerant person. And if is possible do a practices in the host country, because is good for our education to compare and to understand the differences between our countries and our cultures.

Definitely is a necessary experience. Thank you so much, again, for everyone who made possible my lovely year in Prague.

Díky moc a brzy se uvidíme!!

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