



# The Digital Library of the Czech Academy of Sciences

The Digital Library of the Czech Academy of Sciences contains selected periodicals and monographs from the collection of the Library of the Czech Academy of Sciences in electronic form. Books and journals produced by departments of the Czech Academy of Sciences can also be found here, as can current editions of selected academic periodicals.

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## Registration

Registered users can save records of their favourite documents in their accounts. You can register / log in by clicking on the button in the top right-hand corner of the screen "Login/Registration". **Registration will not give you access to private documents.**

## Search

You can search for documents on the homepage of the Digital Library of the Academy of Sciences using the search field. If you select "**only public**", only documents whose text can be viewed **in full from any location** will be displayed. These documents are freely accessible in accordance with the Copyright Law when **more than 70 years have passed since the death of their author** or **50 years have passed since their publication**. They also include freely accessible documents published as **Open Access** and works whose authors have given permission for them to be made available. **You must visit the study of the Library of the Czech Academy of Sciences in person**, where all documents in the Digital Library are available for viewing and printing, to view documents marked as **private**. Private documents are currently protected by the Copyright Law, for which reason they cannot be made freely available.

Search is done in metadata (document informations) as well as in full text documents (if available).

## Advanced search options

The search field, which is displayed on all Digital Library of the Academy of Sciences pages, allows you to use some advanced search options.

**NOTE:** The most documents in the Digital Library of the Academy of Sciences are in Czech, but some of them are in English (and other languages), so you can try to search in English.

You can use the following (**Boolean / logical?**) operators to search:

Operator	Description
<b>AND</b> (You can also use +)	finds documents with both of the terms at the same time

**Example:** *Hašek AND Švejk*

Finds only those documents that contain the term *Hašek* and the term *Švejk* **at the same time**.

Operator	Description
<b>NOT</b> (You can also use -)	finds documents in which the first term occurs and at the same time the second one does not occur in it

**Example:** *Hašek NOT Švejk*

Finds only those documents that contain the term *Hašek*, and **at the same time does not contain** the term *Švejk*.

Operator	Description
<b>OR</b>	finds documents in which the first or second term occurs, or both of them at the same time

**Example:** *snake OR lizard*

Finds documents with the term *snake* **or** *lizard*. At the same time, it will also search for documents where these two terms appear **simultaneously**.

**CAUTION:** All of the above (Boolean / logical) operators must be typed in **uppercase letters**.

Proximity operator	Description
<b>~ (tilde)</b>	allows you to specify the distance between the search terms by specifying the maximum number of words that lie between them

**Example:** *"Hašek Švejk"~4*

Finds documents that contain the term *Hašek* and the term *Švejk*. There are no more than four other words **between these words**. It does not matter whether the terms are written in uppercase or lowercase letters, but you must **enclose them in quotation marks**. It is possible to search for more than two words.

**TIP:** The ~ character can be written using the keyboard shortcuts: **left Alt + 126** or **Shift + the key below the Esc key**

You can also use **other operators and wildcards**:

Operator	Description
<b>„" (quotation marks)</b>	finds documents that contain exactly the phrase that is enclosed in quotation marks

**Example:** *"furcifer pardalis"*

Finds documents that contain the words "furcifer pardalis", **exactly** as they are quoted, in the same order. It does not matter whether the phrase is written in **lowercase or uppercase letters**.

**Example 2:** *„Ha-šek"*

Finds documents in which Hasek is **divided at the end of the line and continues on the next line**. This function can be used, for example, as follows: *Hašek OR "Ha-šek"*.

The result of the query are documents in which occur *Hašek* or *Ha-šek*, ie, when the word at the end of the line

is divided. The search results are more complete.

Operator	Description
<b>( ) (brackets)</b>	search can be specified by a combination of operators with brackets

**Example:** *Hašek AND (Švejk OR Palivec)*

Finds documents that contain the words *Hašek* and *Švejk* or *Hašek* and *Palivec* at the same time. At the same time, are searched for documents where *Švejk* and *Palivec* appear simultaneously.

Wildcard	Description
<b>? (question mark)</b>	used to replace just one character in the search term

**Example:** *f?rm*

Finds documents in which the term occurs, but just **one arbitrary character is added instead of the question mark** (in search results will be *form*, *firm* or *farm*, etc.)

Wildcard	Description
<b>* (asterisk)</b>	used to replace any number of characters in the search term

**Example:** *dis\*y*

Finds documents in which the term occurs, **but any number of characters are added instead of the asterisk** (in search results will be for example: *discovery*, *disciplinary*, *distinctly*, *distressingly*, etc.)

**CAUTION:** For **wildcards** (**?** and **\***), it is necessary to use **only lowercase letters in the search word**, even if it is a name, eg *šve?k* or *šve\*k*. If wildcards are placed **at the beginning of a word**, the **search speed** may be noticeably **slowed down**.

It is also possible to search based on **word similarities**. Similarity is determined by writing a tilde (see above) and values from 0 to 0.9 (if not specified, it is set automatically 0.5) when **the higher the number, the more similarity**.

**Example:** *Mácha~0.5*





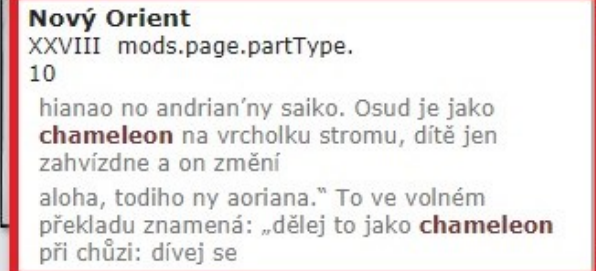

**CAUTION:** Searching based on similar words can **take longer than other types of searches**. And the lower the number (similarity), the longer the search lasts.

## Search results

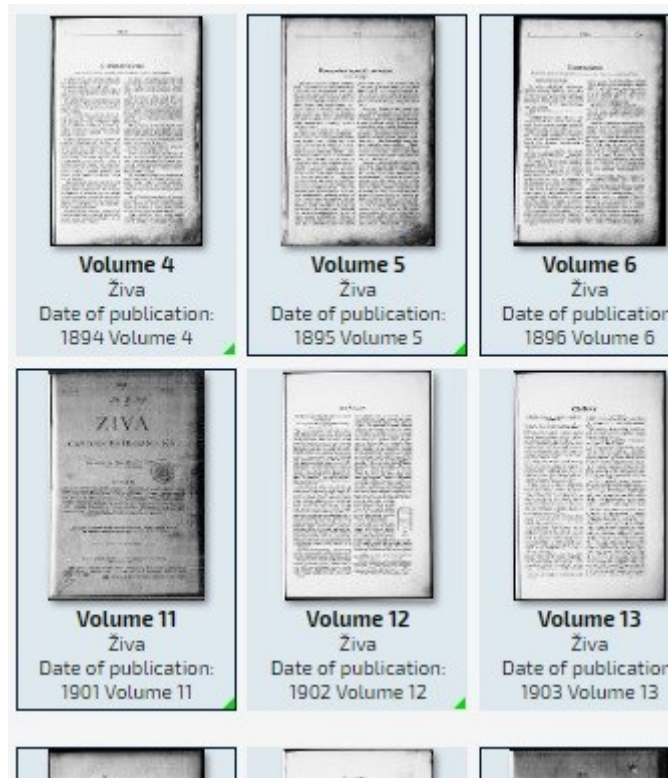
All documents in which the searched text occurs are shown in the search results. The total number of these documents is given on the left above the search results. Information about the number of matches made in the given document is shown beneath the thumbnail of each document.

After you move the cursor to a preview of the document, a context is displayed in which the search term is located (it is highlighted in red below). If document is in PDF format, this context is not displayed.

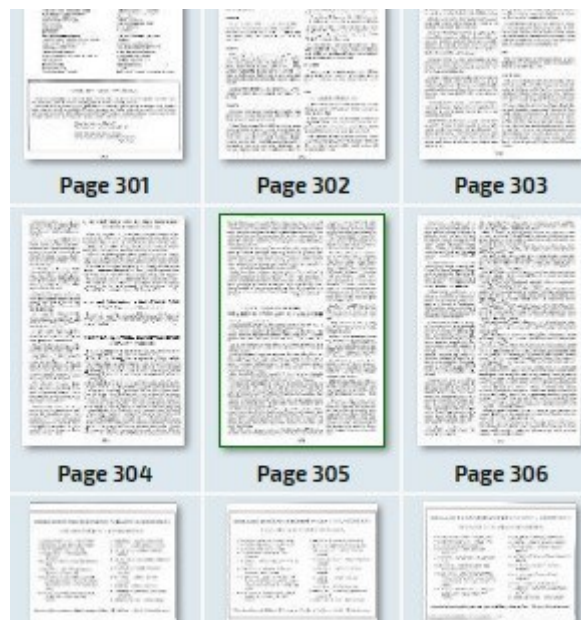
120 titles

 <p><b>Physiological research</b> Wang, Y.-K., Ren, A.-J., Yang, X.-O., Wang, L.-G., Ron... 2009</p> <p>8 matches in periodical</p>	 <p><b>Česká literatura</b> Frankl, Michal, 1974- 2014</p> <p>24 matches in periodical</p>	 <p><b>Vesmír</b> 335 mods.page.partType. 1971</p> <p>169 matches in periodical</p>
 <p><b>Nový Orient</b> XXVIII mods.page.partType. 10</p> <p>12 matches in periodical</p>	 <p><b>Nový Orient</b> XXVIII mods.page.partType. 10</p> <p>hianao no andrian'ny saiko. Osud je jako <b>chameleon</b> na vrcholku stromu, dítě jen zahvízdne a on změní aloha, todiho ny aoriana." To ve volném překladu znamená: „dělej to jako <b>chameleon</b> při chůzi: dívej se</p>	 <p><b>Slovenská sitologie</b></p> <p>periodical</p>

If the search results contain a periodical, after it is opened the year volume in which the searched text has been found must then also be opened (the pertinent year volumes are highlighted with a black frame).



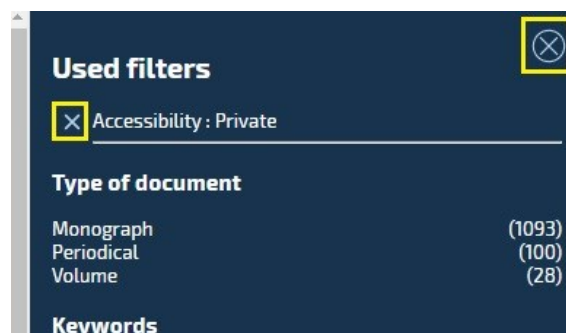
After the document (or the year volume framed in black in the case of a periodical) has been opened, the individual pages on which the search text occurs are highlighted with a green frame.



## Filters

Search results can be narrowed down with the use of the filters located on the **right-hand side** of the home screen. These filters can be used without anything having to be entered in the search field, i.e. it is possible to filter all documents, not merely search results (e.g. to view merely all monographs, etc.). Filters can also be **combined with a search**, in which case a search is conducted merely within the filter used. If the filter "monographs" is chosen, for example, and the search field is then used, the search is performed only among documents marked as "monographs". All the filters given below work on the same principle.

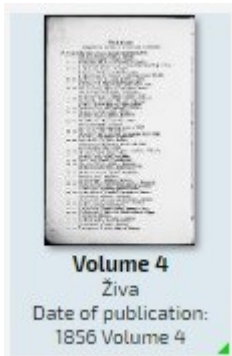
**Filters used can be cancelled** either individually or all at once using the cross icons. Clicking on the cross icon in the circle located at the top of the right-hand column will remove all filters at once. Icons for the removal of individual filters are located in front of the name of each filter.



## Type of document

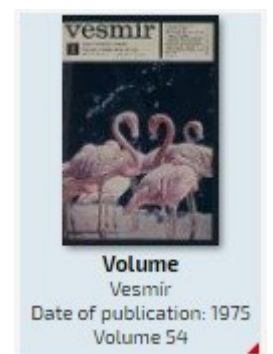
This filter makes it possible to display just a **certain type of document**. The most common types of document are periodicals and monographs.

### Accessibility



**Public:** These documents are marked by a green triangle in the bottom right-hand corner (see the image on the left). They can be displayed and viewed in full from any location.

**Private:** These documents are marked by a red triangle in the bottom right-hand corner (see the image on the right). These documents can be viewed only in the study at the Library of the Academy of Sciences.



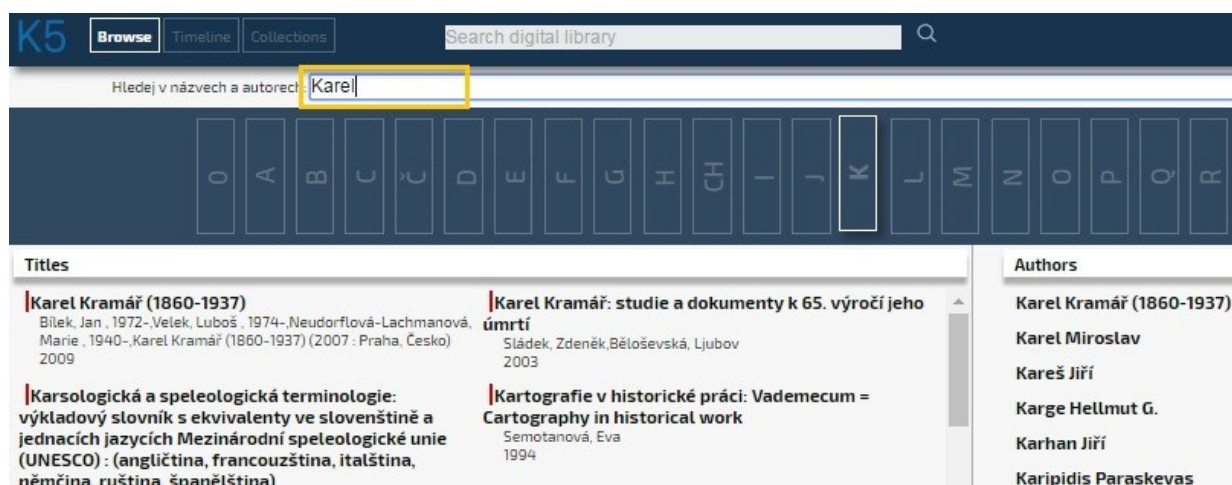
## Collections

The documents contained in the Digital Library are divided into individual collections **according to various criteria** (for example, by publisher, subject matter, etc.). These collections can also be browsed using the tab "Collections" at the top left. Only one collection at a time may be browsed using filters – it is not possible to select more than one at the same time.

## Additional search options

### Browse

The function "Browse" displays an **alphabetic list of the authors and titles** of all documents in the Digital Library. In this mode, a search may be made in titles and authors at the same time with the use of a **special search field**. When the first letter of the searched word or name is chosen (this can be selected from an alphabetic list of letters beneath the search field) this letter appears automatically in the search field. The required text can then be entered after this letter and a search conducted in the titles and authors beginning with the given letter. It is, of course, also possible to write a search text in the search field beginning with a different letter than that currently indicated. This means that it is not essential to first select a letter and only then enter a search enquiry.



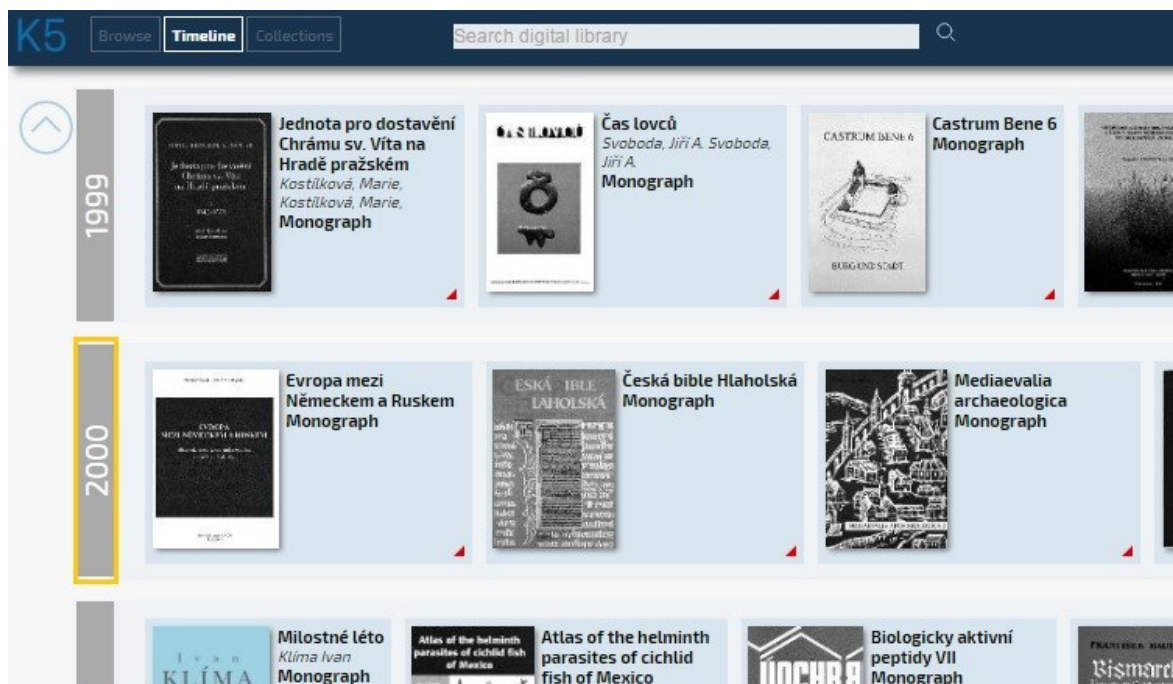
The screenshot shows the K5 Digital Library interface. At the top, there are navigation tabs for 'Browse', 'Timeline', and 'Collections'. A search bar contains the text 'Search digital library'. Below the search bar, there is a prompt 'Hledej v názvech a autorech:' followed by a search field containing 'Karel'. Below the search field is an alphabetic list of letters from O to R, with 'K' highlighted. The results are displayed in two columns: 'Titles' and 'Authors'.

Titles	Authors
<b>Karel Kramář (1860-1937)</b> Bílek, Jan, 1972-, Velek, Luboš, 1974-, Neudorfllová-Lachmanová, Marie, 1940-, Karel Kramář (1860-1937) (2007 : Praha, Česko) 2009	<b>Karel Kramář (1860-1937)</b>
<b>Karsologická a speleologická terminologie: výkladový slovník s ekvivalenty ve slovenštině a jednacích jazycích Mezinárodní speleologické unie (UNESCO) : (angličtina, francouzština, italština, němčina, ruština, španělština)</b>	<b>Karel Miroslav</b>
<b>Karel Kramář: studie a dokumenty k 65. výročí jeho úmrtí</b> Sládek, Zdeněk, Běloševská, Ljubov 2003	<b>Kareš Jiří</b>
<b>Kartografie v historické práci: Vademecum = Cartography in historical work</b> Semotanová, Eva 1994	<b>Karge Hellmut G.</b>
	<b>Karhan Jiří</b>
	<b>Karipidis Paraskevas</b>

### Timeline

Documents within a given range of **years of publication** can be displayed using the timeline. The timeline may also be combined with filters, though the timeline must be selected first. For example, to search for all monographs published in 1999, the **desired year** must first be chosen in the tab "Timeline". All the documents published in 1999 are then displayed as search results and a further filter may then be applied. Monographs published in 1999 will be displayed when the filter "monographs" is chosen (on the right-hand side of the screen).





## Collections

This function makes it possible to view documents **divided into individual collections**. Similarly as for the timeline, clicking on the name of a collection displays a list of all documents contained in the given collection.

## View document

The interface for viewing a document differs slightly depending on whether it is a scanned (image) document or a document in PDF format (see [Viewing a document in PDF format](#) below).

When viewing a document, the screen is divided into three parts. An **image of the current page** of the document is located in the middle. **Small thumbnails** of further pages of the document currently being viewed can be seen on the left-hand side of the screen. **Information about the document** is given on the right-hand side. Buttons that can be used to scroll between the pages of the entire document, to download, to print, to share, to display more detailed information about the document and to add to favourites (after logging in) can be found **in the bottom right-hand corner**.



**Leave the document:** return to the previous screen (not to the previous page of the document)



**Previous and next page:** move between pages within the document



**Toggle view:** only the page name will be displayed when page thumbs are hidden



**Search inside this document:** searches for the entered text within the entire current document



**Show info:** displays detailed information about the document and specific page



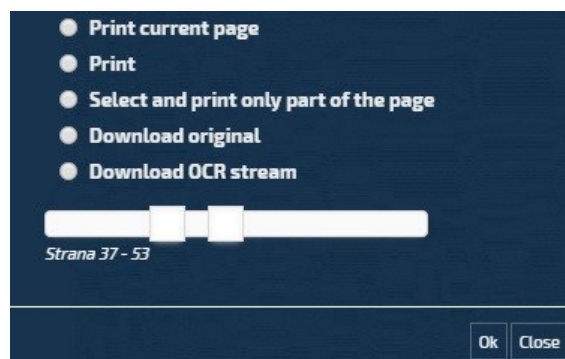
**Share:** makes it possible to share the document through a permanent link, Facebook or Google+



**Download:** download or print the current page or a larger number of pages from the document



- *Download current page as pdf:* downloads the current page of the document in PDF format
- *Download title as pdf:* allows you to select 50 consecutive pages and save them in PDF format. **Attention:** The page numbers in this setting do not always match the page numbers in the document.



- *Print current page:* prints the page you are currently viewing
- *Print:* prints the whole document, with no limit to the number of pages
- *Select and print only part of the page:* creates an excerpt from the page that can be printed or saved
- *Download original:* downloads the current page in JPEG format
- *Download OCR stream:* displays the page in text form



**Add to favorites:** you must log in to use this function which adds the current page to the list of favourites in your user account

## Toolbar

A toolbar with additional functions can be found in the **top left-hand corner** of the screen image. These buttons can be used to alter the view of the document by increasing or decreasing it in size, rotating it, viewing it on the whole screen, etc.



**Maximize:** displays the document image on the whole screen, thereby hiding both side panels, the thumbs of other pages of the document and the right-hand side showing information on the document. The buttons given above for downloading, printing, adding to favourites, etc. are also not available in full screen



**Fit:** if the document is displayed at a larger or smaller size, this button adapts its size to the viewing window



**Rotate:** this button rotates the image by 90 degrees in the direction of the arrow



**Zoom in / Zoom out**



**Lock zoom:** this button locks the image at the desired size – the other pages of the documents will also be displayed at this size; the buttons *Zoom in and Zoom out* and *Fit* cannot be used and disappear from view. The icon changes to the icon below



**Unlock zoom:** this button unlocks the image and it can now be changed in size

You can move between document pages **using the arrows** located on the left and right **within the document image**. When you move the cursor onto the arrows, they will be highlighted in dark blue.



## Viewing a document in PDF format

If a document is in PDF format, the toolbar contains **fewer buttons** and there are, therefore, fewer ways of working with the document. Only the options **Maximize** and **Zoom in/Zoom out** are available (see above).



**Maximize:** displays the document image on the whole screen, thereby hiding both side panels, the thumbs of other pages of the document and the right-hand side showing information on the document. The buttons given above for downloading, printing, adding to favourites, etc. are also not available in full screen



**Zoom in / Zoom out**

The scroll function can be used to navigate within the (currently viewed) PDF document. Articles from more recent editions of periodicals are, first and foremost, displayed in this form, i.e. one entire article, not just one page, per PDF file. Only the original may be downloaded in the case of these documents (the button *Download* does not offer printing or the other options given above). Viewing is the same as for scanned (image) documents in other regards.



# Conditions of Use of the Digital Library of the Czech Academy of Sciences

The rules relating to the use of works differ depending on the user's method of accessing the Digital Library of the Czech Academy of Sciences:

## **1) If the user accesses the Digital Library of the Czech Academy of Sciences over the Internet:**

The user is entitled to use this work only for his or her own **personal needs** under the condition that his or her purpose of use is not to obtain any direct or indirect commercial or business benefit.

The user is further **entitled to use the work within the limits** of an unremunerated lawful citation licence in accordance with **Section 31 of the Copyright Law** under the condition that the name of the author, the title of the work and the source are stated.

Section 31 of the Copyright Law allows:

- the use, to a justifiable extent, of excerpts from the published works of other authors in his or her work,
- the use of excerpts from a work or entire small works for the purposes of criticism or review relating to the given work or academic or specialist work under the condition that the given use is in accordance with honest customs and the extent required by the specific purpose,
- the use of the work in teaching for the purposes of illustration or in academic research, the purpose of which is not the obtainment of direct or indirect commercial or business benefit, so long as the given use does not go beyond the bounds of the corresponding purpose.

**The user may use a work under the condition that the given use is not in contradiction of the general method of use of the work and that the given use does not incommensurately affect the justified interests of the author.**

The user may use a work in ways other than the above only with the prior agreement of the entitled holder of authorial ownership rights to the work.

## **2) If the user accesses the Digital Library of the Czech Academy of Sciences using the terminals designed for this purpose in the building of the Library of the Czech Academy of Sciences:**

The user may use a work exclusively **for the purposes of research or his or her own private study.**

Using works to which copyright no longer applies:

Works on which the period of ownership rights has expired (Section 27 of the Copyright Law) can be freely used without restriction. The user of such a work is, however, obliged:

- not to usurp authorship of a work,
- to use such a work only in ways that do not reduce their value,
- to state the name of the author, unless the given work is an anonymous work.