



Staff Training Week, Central Library of Charles University, 2025

## Training Programme, May 19-23

The main contact: Anna Řezníčková, Secretary, [anna.reznickova@ruk.cuni.cz](mailto:anna.reznickova@ruk.cuni.cz), +420 224 491 231, +420 773 677 055

### Monday, 4 November

Time	Place	Agenda	Lector(s) / Presenter(s) / Guide(s)
10:00-11:00	<b>Central Library</b> <i>José Martího 407/2, Prague 6</i>	Welcoming; Introduction to the Central Library, university and library system at CUNI	<b>Petr Urválek</b> , Head of the Central Library Director's Office, email: <a href="mailto:petr.urvalek@ruk.cuni.cz">petr.urvalek@ruk.cuni.cz</a>
11:00-11:15		Coffee break	
11:15-12:15	<b>Central Library</b> <i>José Martího 407/2, Prague 6</i>	Participants' introduction presentations	
12:15-13:00		Light lunch in Central Library	
13:00-14:00	<b>Central Library</b> <i>José Martího 407/2, Prague 6</i>	Separated meetings with E-learning Support Center/Digitization and Repositories/Open Science Support Centre	<b>E-learning:</b> <a href="mailto:e-learning@ruk.cuni.cz">e-learning@ruk.cuni.cz</a> <b>Open science:</b> <a href="mailto:openscience@cuni.cz">openscience@cuni.cz</a> <b>Digitization, repositories:</b> <a href="mailto:admin-repozitar@cuni.cz">admin-repozitar@cuni.cz</a>
14:00-15:00		A short visit of the depository located in the building >> then transport to the start of our short city centre tour	
15:00-??	<b>Malostranská</b>	A short tour across several highlights in the Old Town with the end in Karolinum <sup>2</sup> (the building of the rectorate).	<b>Petr Urválek</b> , Head of the Central Library Director's Office, email: <a href="mailto:petr.urvalek@ruk.cuni.cz">petr.urvalek@ruk.cuni.cz</a>

<sup>1</sup> Please come to the [Central Library offices](#) located on José Martího 407/2, Prague 6. You can travel there by [subway to Nadraží Veleslavín station](#) or by [tram to the same called stop](#).

<sup>2</sup> Which means that the final address where we will finish the first day will be Ovocný trh 560/5, Prague 1. The nearest [subway station is Můstek](#), the nearest [tram station is Náměstí republiky](#).



**Tuesday, 5 November**

Time	Place	Agenda	Lector(s) / Presenter(s) / Guide(s)
10:00-12:00	<b>Faculty of Arts<sup>3</sup></b> <i>Nám. Jana Palacha 1/2, Prague 1</i>	Excursion to the chosen Faculty of Arts' libraries	<b>Kamila Věšínová</b> , <i>Director of Faculty of Arts Library,</i> <b>email:</b> <a href="mailto:Kamila.Vesinova@ff.cuni.cz">Kamila.Vesinova@ff.cuni.cz</a>  <b>Jan Kamenický</b> , <i>Head of the Jan Palach Library,</i> email: <a href="mailto:jan.kamenicky@ff.cuni.cz">jan.kamenicky@ff.cuni.cz</a>
12:00-13:30		<i>Lunch + transport together to the National Library of Technology</i>	
13:30-14:30	<b>National Library of Technology</b> , <i>Technická 2710/6, Prague 6</i>	Guided excursion to the National Library of Technology	<b>Petr Nouza</b> , <i>National Library of Technology,</i> <b>email:</b> <a href="mailto:petr.nouza@techlib.cz">petr.nouza@techlib.cz</a>
14:30-15:00		<i>Optional: travel together to the Central Library</i>	
15:00-16:00	<b>Optional: Central Library</b> <i>José Martího 407/2, Prague 6</i>	Meeting for exchanging the experience regarding user training services and personal collections	<b>Anna Vanzetti, Margherita Zambotto</b> , participants from Università degli Studi di Milano-Bicocca

<sup>3</sup> [The Faculty of Arts](#) (Faculty of Philosophy) is located near the [subway station Staroměstská](#) or the same called [tram stop](#). We will meet in front of the main entry to the faculty where our colleagues from the library pick us up.



**Wednesday, 6 November**

Time	Place	Agenda	Lector(s) / Presenter(s) / Guide(s)
10:00-11:00	<sup>4</sup> <b>Faculty of Science,</b> <i>Albertov 2038/6, Prague 2</i>	Guided tour to the Geological Library of the Faculty of Science	<b>Radka Lukášová</b> , Administrator of faculty electronic information resources, faculty Coordinator of Open Access, email: <a href="mailto:radka.lukasova@natur.cuni.cz">radka.lukasova@natur.cuni.cz</a>
11:00-12:00	<b>Faculty of Science,</b> <i>Albertov 2038/6, Prague 2</i>	Visit to the Mineralogy Museum	<b>Radka Lukášová</b>
12:00-12:30	<b>Faculty of Science</b> <i>Albertov 2038/6, Prague 2</i>	Visit to the Library of Chemistry	<b>Radka Lukášová</b>
12:45-13:20		<sup>5</sup> <i>Lunch in the legendary student's club „Mrtvá ryba“</i>	
13:30-13:45	<b>Faculty of Science</b> <i>Albertov 2038/6, Prague 2</i>	Visit to the Library of the Institute for Environmental Studies	<b>Radka Lukášová</b>
13:45-14:30	<b>Albertovské svahy</b>	Walk through the park, which belongs to the Faculty of Science (a small biodiversity project is just being realised here)	

<sup>4</sup> The [Faculty of Science](#) is located near the tram station [Albertov](#), beside the First Faculty of Medicine. We will meet in front of the faculty, and then we'll be guided around most of the places by colleague Lukášová.

<sup>5</sup> We suggest having lunch together in the [popular students' club](#) so you can also experience the university from another perspective.



**Thursday, 7 November**

Time	Place	Agenda	Lector(s) / Presenter(s) / Guide(s)
10:00-12:00	<sup>6</sup> <b>Faculty of Social Sciences, U Kříže 8, Prague 5</b>	Excursion to the Library of the Faculty of Social Sciences	<b>Irena Prázova</b> , <i>Head of the Library of the Faculty of Social Sciences</i> , email: <a href="mailto:irena.prazova@fsv.cuni.cz">irena.prazova@fsv.cuni.cz</a>
		<sup>7</sup> <i>Individual programme</i>	
15:00-17:00	<b>Strahov Monastery</b> , <i>Strahovské nádvoří 132/I, Prague I</i>	Guided excursion to the Library of Strahov Monastery	<b>Ambrož Šámal</b> , <i>Head of the Strahov Library</i> , email: <a href="mailto:ambroz.samal@strahovskyclaster.cz">ambroz.samal@strahovskyclaster.cz</a>
17:30-?	<b>U Glaubiců</b> , <i>Malostranské náměstí 266/5, Prague I</i>	Unformal meeting	

<sup>6</sup> The [Faculty of Social Sciences Library](#) is located near the [subway station Jinonice](#) or the so-called [bus stop](#). We will meet in front of the main entrance at 9:50.

<sup>7</sup> After the excursion to the FSS Library, the programme has a longer pause. How you spend your time is up to you. At 14:50, we will meet again in front of the main gate to the [Strahov Monastery complex](#). Then, we will move together to the restaurant „[U Glaubiců](#)“ with those who are interested.



**Friday, 8 November**

Time	Place	Agenda	Lector(s) / Presenter(s) / Guide(s)
10:00-11:00	<sup>8</sup> <b>Faculty of Humanities,</b> <i>Pátkova 2137/5, Prague 8</i>	Visiting the new building and the library of the Faculty of Humanities	<b>Miriam Vojtíšková</b> , eResources, web, faculty Coordinator of Open Access, email: <a href="mailto:miriam.vojtiskova@fhs.cuni.cz">miriam.vojtiskova@fhs.cuni.cz</a>
		<sup>9</sup> <i>Optional: We will end the training near some beautiful places, such as Prague Zoo, Prague Botanical Garden, and Troja Châtteu. We can recommend you visit one of them.</i>	

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<sup>8</sup> The [Faculty of Humanities](#) has its seat near the bus stop [Pelc Tyrolka](#). We will meet here around 9:50. Please be careful: every bus stop in Prague is on request, so you need to press the stop button when you are going to get off before your stop.

<sup>9</sup> [Prague ZOO](#), [Prague Botanical Garden](#), [Troja Châtteu](#).