

Scholars' Reading Room Regulations

- 1) In order to implement the rights and obligations of the users of the National Library of the Czech Republic (hereinafter referred to as the **“National Library”**) set forth in the Library Rules of the National Library (hereinafter referred to as the **“Library Rules”**) when using the Scholars' Reading Room (hereinafter referred to as the **“Reading Room”**), the following Scholars' Reading Room Regulations (hereinafter referred to as the **“Regulations”**) are issued. In cases not covered by these Regulations, the Library Rules shall apply.
- 2) The user is obliged to follow the Library Rules and to respect the instructions set out in the Regulations or communicated by the National Library staff regarding the situation in question.
- 3) The user is obliged to behave respectfully towards other users and the staff of the National Library, in particular, they must not threaten, harass others or restrict their use of the services provided by the National Library. In the event of a violation of these Regulations, the staff is entitled to expel the user from the premises.
- 4) Voice communication via mobile phones and other brought-in devices is prohibited in the Reading Room. The use of loudspeakers and sound signalling is not allowed.
- 5) Bringing food and beverages into the Reading Room is not allowed, and consumption of food and beverages in the Reading Room is prohibited. The user may store them in a locker appurtenant to the Reading Room during one operating day (see Section 19 of these Regulations).
- 6) Access to the Reading Room is allowed only to those registered users who have been authorised to use the Reading Room services on a permanent basis, for the period of validity of their registration with the National Library. Other users may use the Reading Room only when following conditions are met:
 - a) they need a publication from the Reading Room reference collection, of which there is only one copy in the National Library collection;
 - b) a library item from the NL Reserve Collections has been delivered for their use;
 - c) a micro-document has been delivered for their use in the Social and Natural Sciences Reading Room or in the Periodicals Reading Room, and microform readers in both reading rooms are occupied;
 - d) they urgently need for their work a library item that is on hold for a permanent user of the Reading Room and is not currently being used.
- 7) Upon entry to the Reading Room, the user has to produce their library card, or their One Day Admission Ticket, to the library staff at the foyer.
- 8) The user may use only one vacant seat at the desk for their work. In some cases, the seat may be assigned by the library staff. Users working with items from the National Library collection have priority.
- 9) The Reading Room is used primarily to study items issued by the library staff in the foyer of the Reading Room (print documents, micro-documents). Users are responsible for the borrowed items for the whole period of time until they return them to the library staff. By agreement with the library staff, the user can collect by themselves the library items placed on hold at designated places, as well as put them back there. It is not allowed to take library items out of the Reading Room.
- 10) The user is obliged to handle borrowed library items with care. A trolley is available for their handling. Mandatory use thereof may be established by the staff. It is not permissible to use library items as writing pads. Any tampering with library items – underlining, highlighting, writing notes, pasting slips, etc. – is also not permitted. No ink, scissors, glue or sharp objects may be brought into the Reading Room. If necessary, they may be requested from the library staff. No luggage larger than a small handbag is allowed on the desks.
- 11) There is no limit on non-periodical items kept on hold for on-site loan (save for exceeding actual storage capacity). In the case of newspapers (or any large-size volumes), the limit amounts to a maximum of 6 volumes (i.e., in principle, one year-volume of a newspaper). In specific cases, the library staff may grant exceptions. The hold period is 30 calendar days; if no other user is interested in the library item, this period can be extended via the online catalogue or on request to the library staff, even repeatedly (except during the review period, usually in the summer, when all items kept on hold are returned to the stacks).
- 12) Upon leaving the Reading Room, the user is obliged to return all the items that were issued to them at the desk; the staff will then return their library card. If the user is leaving their workplace only for a short period of time and has their library card on deposit with the library staff, they may use a so-called “pass card” available at the desk, to pass the check point at the National Library entrance; in that case, however, the user remains fully responsible for the items on loan.
- 13) A reference collection is available to the users in the Reading Room. Its items are recorded in the online catalogue, in the database NKC. From computers located in the foyer of the Reading Room, users can access selected online licensed databases and other resources of the National Library. Users can print from selected

resources, from the Internet and from their own files by arrangement with the library staff. The prices are subject to the current Fees and Services Price List of the National Library (hereinafter referred to as the "Price List").

14) Except from the brought in materials, it is only permitted to take out information and promotional materials etc. without the stamp of the National Library.

15) If the user wishes to have the items on hold transferred to another reading room, they need hand them to the staff 30 minutes before the closing of the Reading Room at the latest. Items from the Reading Room's reference collection, however, should not be transferred to another Reading Room. Any exception will be assessed by the library staff.

16) If the user wishes to make a copy of any printed item or micro-document from the National Library collection, they shall contact the library staff, even if they intend to use a brought-in equipment. The users are provided the self-service copying services in the Social and Natural Sciences Reading Room. With regard to the protection of the collections, there are certain restrictions on making copies in self-service mode (see Library Rules). If copies cannot be made in self-service mode, it is possible to contact the library staff and place an order. If the user wishes to use a tripod and scanner, including a handheld one, to make a copy, they should discuss their intention with the library staff. In such case they shall submit a written declaration of use of the copy for research or private study purposes to the library staff; the form is available on request from the staff. Under no circumstances may intense light be used in the Reading Room. The price of copies is subject to the current Price List.

17) Users may use a laptop computer in the Reading Room. The National Library provides access to the electricity network within the available capacity. Users are not allowed to connect to the communication network of the National Library under any circumstances.

18) Internet access is available in the Reading Room on the library devices and via the wireless internet connection. The use of (i) computers and computer connections, (ii) the Internet and electronic information resources, and (iii) the provision of wireless Internet access (Wi-Fi) services is subject to the National Library rules and regulations currently in force.

19) The National Library assumes no responsibility for items brought in by users. Users may deposit them in the cloakroom or in a locker in the foyer of the cloakroom or in a locker appurtenant the Reading Room for the duration of one operating day. Use of the lockers must be in accordance with the Locker Use Regulations of the National Library of the CR. Registered Reading Room users may hire a locker for storage of personal belongings. Terms of the hire are regulated by individual contract. The period of hire is at least one calendar month. The National Library may refuse the hire to a user who violated grossly or repeatedly the terms of the preceding hire. Terms of hire and use are governed by the Instructions for users of hired storage lockers. The area outside the locked lockers is not a particular place designated for leaving things brought in or a place typically used to leave such things, within the meaning of the relevant provisions of the Civil Code.

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