

### **Slavonic Library Reading Room Regulations**

1. These Slavonic Library Reading Room Regulations (hereinafter also as the '*Visitor Regulations*') are issued to implement the rights and obligations of the users of the National Library of the Czech Republic (hereinafter only as the '*NL CR*') stipulated in the Library Rules of the NL CR (hereinafter only as the '*Library Rules*') when using the services of the Slavonic Library Reading Room (hereinafter also as the '*Reading Room*'). In cases not governed by these Visitor Regulations, the Library Rules shall apply.
2. The user is obliged to follow the Library Rules and respect the instructions stipulated in the Visitor Regulations or communicated by the Slavonic Library staff in connection with the current situation.
3. The user must be considerate towards other users and staff of the NL CR. In particular, he/she must not threaten or harass others or prevent them from using the services of the NL CR. In the event of violation of these Visitor Regulations, Slavonic Library staff is authorised to expel the user from the premises of the Reading Room.
4. Before entering the Reading Room, the users and the visitors are obliged to leave their outer garments, bags, briefcases, etc. in the cloakroom or in lockers.
5. Voice communication via mobile phones and other brought-in devices is prohibited in the Reading Room. It is not permitted to use loudspeakers and sound signals.
6. It is not allowed to bring food and beverages into the Reading Room. Their consumption in the Reading Room is prohibited.
7. The user may use only one vacant seat at the desk for his/her work. In certain cases, the seat may be assigned by Library staff. A priority right to a study seat in the Reading Room is given to a user working with library items from the collections of the Slavonic Library.
8. If a user leaves his/her seat for more than 30 minutes and the capacity of the Reading Room is full, Library staff is authorised to make the seat available for another user. The items removed from the vacated seat are deposited with Library staff.
9. The Reading Room should primarily be used to study the library items provided to the user by Library staff at the circulation desk upon presenting a valid reader card. The user is responsible for the borrowed items for the entire period during which his/her reader

card and loan records are kept with Library staff. It is not permitted to take library items out of the Reading Room.

10. The user must handle the borrowed library items with care. It is not allowed to use the library items as a writing pad. Any tampering with library items – underlining, highlighting, writing notes, sticking post-it notes, etc. – is also impermissible. It is prohibited to bring ink, scissors, glue or sharp objects into the Reading Room.
11. The user may request the maximum of fifteen library items for on-site loan. This limit applies to both new requests and the items kept on hold. In the case of newspapers (or large volumes), this limit is reduced to a maximum of 10 volumes. In specific cases, the Library staff may grant an exception. The hold period is 14 calendar days; if no other user requests the library item, this period can be extended, even repeatedly, via the online catalogue or upon request at the circulation desk.
12. Before leaving the Reading Room, the user must return all borrowed library items to Library staff at the circulation desk, where he/she receives his/her reader card back. When leaving the study seat for a short period of time, the user may pass through the turnstiles using a temporary-exit pass, issued by staff at the circulation desk upon request; in that case, however, the user remains fully responsible for the items on loan.
13. The Reference library is available to all users in the Reading Room. Its collection is included in the online catalogue of the Slavonic Library, the SLK database.
14. If a user wishes to make a copy of any printed item from the Slavonic Library collections, he/she shall contact Library staff, even if he/she intends to use a brought-in device. For one's own research use, it is allowed to make copies using one's own digital camera (in silent mode), free of charge and without quantity limits. The library item must be handled in such a way to avoid its damage or degradation. Self-service photocopying services are provided to users in the adjacent loan department of the Slavonic Library. With regard to the protection of the collections, there are certain restrictions on making copies in self-service mode (see the Library Rules). The decision to make a copy is solely at the discretion of Library staff, taking primarily into account the protection of the library item. If copies cannot be made in self-service mode, it is possible to contact Library staff and request a copy. If the user wishes to make a copy using a tripod or a scanner, even portable, he/she shall discuss his/her intention with Library staff. In such a case, he/she shall provide Library staff with a written declaration of the intended use of the copy for research or private-study purposes, the form to fill in is available upon request from

Library staff. Intense light may under no circumstances be used in the Reading Room.

The price of copies is specified in the current Fees and Services Price List of the NL CR.

15. It is possible to use a laptop in the Reading Room. The NL CR provides access to the electricity network within the available capacity. Users are under no circumstances allowed to connect to the communication network of the NL CR.
16. The Reading Room has wireless internet access (Wi-Fi). The provision of Wi-Fi is governed by the Library Rules currently in force.
17. The Library bears no responsibility for items brought in by users. Every day during the operating hours, users may store them in the cloakroom or in a locker in the vestibule near the cloakroom. The lockers must be used in accordance with the Locker-Use Regulations of the NL CR.