

The Registration and Borrowing Rules of the Slavonic Library

The following Rules have been issued according to the Library Rules of the National Library of the Czech Republic (effective from 1 April 2024). They define exceptions in relation to users arising from the specific position of the Slavonic Library (hereinafter only as the '*SL*') within the structure of the National Library of the Czech Republic (hereinafter only as the '*NL CR*').

In cases not governed by these Rules, the Library Rules of the National Library of the Czech Republic (hereinafter only as the '*Library Rules*') shall apply.

Part One

User Registration and Borrowing

Art. 1) Reader cards valid for the entire NL CR are issued and renewed in the Main Hall. A separate reader account to use the services of the Slavonic Library is activated at the Circulation Desk of the SL.

Art. 2) All registered users are entitled to borrow on-site from the SL holdings and use interlibrary loan services.

Art. 3) The conditions for granting the right to off-site loans are based on Annex 6 to the Library Rules.

Part Two

Library Item Borrowing

Art. 1) Off-Site Loans

1. Books in the SL collections published from 1950 on are available for borrowing off-site.

Art. 2) On-site Loans

1. The following items from SL holdings are available for borrowing on-site:

- a) books published before 1950
- b) historical collections (unique archival materials, manuscripts, early printed books, visual materials)
- c) electronic documents
- d) newspapers and journals
- e) bibliophile items and rare pictorial publications
- f) library items from the Reference Library
- g) library items, which cannot be borrowed in accordance with Czech legislation
- h) library items borrowed via interlibrary loan services.

Art. 3) Borrowing Limits

1. If a library item may be endangered by borrowing off-site, or is exceptionally valuable or rare, the Director of the SL, or his/her Deputy, or the Heads of the individual departments of the SL may include the item among on-site only documents.
2. Unique and rare collections, works deteriorating from excessive use, valuable items subject to theft, and the originals of documents available in electronic form are available for borrowing only for justified research purposes. The SL may decide on providing a copy.

Art. 4) Loan Periods

1. Library items from the SL holdings are provided for the following loan periods:
 - a) The standard loan period is one month.
 - b) The extended loan period is two months (for researchers and teachers specialised in the field of Slavonic studies, translators from Slavic languages, members of the Academic Council of the SL, and the National Library staff).
2. The loan period can be extended up to six months.
3. The extended loan period is decided by Library staff for each user individually during the activation of his/her reader account. Exceptions, if any, may be allowed by the Head of the SL Services Department, or the Director of the SL.

Art. 5) Delivery of Library Items

1. Library items deposited in the Klementinum are delivered every hour on the hour.

2. Library items deposited in the depository of the NL CR in Prague – Hostivař are available at the Circulation Desk of the SL in the afternoon of the working day following the receipt of the request.
3. The user is notified by email, when his/her request has been fulfilled.
4. Newspapers deposited in the depository of the NL CR in Prague – Hostivař are available in the Hostivař Reading Room after receiving email confirmation that the request has been fulfilled. The number of online requests is limited to ten due to capacity reasons. If you wish to request more items, please send an email to sluzby.sk@nkp.cz or call 221 663 356.