

# CONDITIONS OF USE

## OF THE TECH INTEGRATED LIBRARY

EFFECTIVE FROM MARCH 17, 2022

### INTRODUCTION

The University of Chemistry and Technology, Prague and the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences have made the decision to entrust a substantial part of their library collections and services to the National Library of Technology (NTK). They have established a company called TECH to operate the joint Integrated Library; NTK as a rule acts in matters relating to the Integrated Library on behalf of all the partners.

The Integrated Library is the largest Czech specialized library for technology and natural sciences with overlaps into neighboring fields, and is *de facto* the largest Library of Chemistry in the Czech Republic. Its location in the Dejvice Campus means it is primarily used by higher education students and it thus has the character of an academic library. The library is freely accessible for public either using a Patron Card or a Free Day Pass. Every User can enjoy around 300,000 freely available editions of specialized literature, over 550 specialized journal titles, a collection of standards, daily press, and also information and consultation services.

Anybody who wishes to borrow documents to read at home/outside the library must register.

Registration is free of charge for students at the Czech Technical University in Prague (CTU), the Czech University of Life Sciences Prague (CZU), and the University of Chemistry and Technology Prague (UCT Prague); it costs CZK 50 per year for other students, and CZK 100 per year for general public. A registered User is called a Patron and has a range of additional services available. They may take advantage of the fast Wi-Fi connection, including access to eduroam; public computers in NTK; self-service print/scan/copy machines; access tens of thousands of eJournals, eBooks and databases from home or anywhere around the world; reserve a team study room or an individual carrel; study rare documents in the Rare Books & Special Collections Reading Room; and – if they are a student, academic or scientist – may work in the After Hours Study Room when the library itself is closed.

The library provides a range of additional services, including document delivery. There are advanced academic services in the form of consultation, training and workshops. At the national level, the library operates, *inter alia*, the National Repository of Grey Literature (NUSL) and the Czech National Center for assignment of the international standard serial number (ISSN).

These Conditions of Use of the TECH Integrated Library regulate the details of the operation of the TECH Integrated Library.

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## INTRODUCTORY PROVISIONS

### Nomenclature

**Off-Site Borrowing:** a borrowing that Patrons can take outside the NTK premises.

**Archival Researcher:** an IL Patron who uses the Rare Books & Special Collections for specialized studies by consulting documents, making notes, transcripts, and potentially also copies.

**User:** any person who uses library services. This may be a **Visitor** who is not registered but may use the free **services** of the library, or a **Patron** who, through **registration**, gains the right to a significantly wider scope of so-called **patron privileges**.

**IOCB Prague deposit libraries:** part of the IOCB Prague library **collection**, which is intended for IOCB Prague staff and is permanently located at a site outside the NTK building. It is composed of a collection of personal deposit libraries (permanent Off-Site Borrowings) of IOCB Prague staff and an on-site collection used for on-site studies in the IOCB Prague study room.

**Building Rules:** the principles, regulations and rules for normal operation of the NTK building.

**eBooks on Demand (EOD):** a service mediating the digitization of historical books from the library's collection upon Patron order.

**Guest:** a person registered at the reception area of the administrative part of the NTK building, as a rule accompanied in the NTK building by a member of the NTK staff or of another organization based in the NTK building.

**Library of Chemistry:** information collections of UCT Prague and IOCB Prague located or available in the public area or in storage of the NTK building.

**Protected Area:** the area behind the library entrance turnstiles; this houses the freely accessible collection and the Study Rooms.

**Integrated Library** (hereinafter also the "IL") means the information resources, services and technologies of NTK, UCT Prague and IOCB Prague, located or provided in the NTK building. The Integrated Library is operated by **TECH** (see below). The IL operates as a single library for all Users.

**Free Day Pass:** has limited validity and can be used to enter and exit the library once. Patron Card holders are politely requested to use their own cards when entering the library and not Free Day Pass.

**Library Collections** (hereinafter also the "Collections"): all the books, individual editions and volumes of journals, standards, dissertations, CDs and other types of documents the IL makes available to its Users.

**Library Item:** any individually registered part of the IL Collections.

**Domestic Interlibrary Loan Services (DILS), or the International Interlibrary Loan Services (IILS):** services through which the library provides its Patrons with loans or copies of documents from its Collections.

**Visitor:** a person who enters the NTK Protected Area using a Free Day Pass. They can enjoy a limited range of services: only **On-Site Borrowings**, information and (free) advisory services.

**Patron Privileges:** services tied to the valid **registration** of a Patron.

**Free Services:** services that the IL provides to all Users.

**On-Site Borrowing:** a **borrowing** that can only be used in designated NTK areas.

**Patron Card:** a card with the Patron's name and photograph which is compatible with the NTK card system (e.g. an ISIC card, student card, Lítačka card, InKarta ČD card, etc). If a Patron does not have such a card or has one but does not wish to use it, the IL will issue them with its own card for a fee. By registering in the IL Patron Database and by signing a contract with NTK, the Patron gains entitlement to use Patron Privileges; the scope of their entitlement is registered in the IL Patron Database.

**Reprographic Services:** making copies from the IL Collections.

**Self-Check Machine:** equipment enabling the self-service registering of Off-Site Borrowings.

**TECH:** an alliance of the National Library of Technology, the University of Chemistry and Technology Prague, and the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences without legal personality, providing library services to the partners and to all others; the details are regulated through these Conditions of Use of the TECH Integrated Library. TECH acts on behalf of all the partners in matters related to the NTK Integrated Library.

**UCT Prague Departmental Library:** part of the UCT Prague library collection permanently located in the UCT Prague departments. It is composed of an on-site collection used for on-site study in the premises of the departmental libraries intended for the staff of the relevant UCT Prague department, and a collection permanently lent to the staff of the relevant department.

**Open Stacks:** a part of the library collections accessible without staff assistance, located on the Floors 2-6 of NTK.

**Self-Return Machine :** equipment enabling the self-service return of Off-Site Borrowings.

**Borrowing period:** period for which a Patron has a Library Item available. The Borrowing Period is set through these Conditions of Use of the TECH Integrated Library. In certain cases, an IL staff member may set a different Borrowing Period.

**Patron:** any natural person over 15 years of age or a legal person with which NTK concludes a Contract for Use of Integrated Library Services and whose **Patron Card** is registered in the IL Patron Database may become an IL Patron. As a rule, the duration of the contractual relationship is one year. The registration of CTU, UCT Prague, CZU and students is automatically renewed as long as they are registered at these institutions, while the registration of CTU, UCT Prague, CZU, IOCB Prague and staff members is also automatically renewed for the duration of their employment.

## Legal Requisites

Activities and services of the IL provided by TECH are governed by the legal order of the Czech Republic.

TECH's operation of the IL is regulated through these Conditions of Use of the TECH Integrated Library. These Conditions of Use of the TECH Integrated Library are issued and updated by the NTK director, the UCT Prague rector, and the IOCB Prague director.

## BASIC INFORMATION

### Mission of the Integrated Library

The TECH Integrated Library provides Users with public library, information, and other services depending on the relevant missions of the partners' libraries:

- NTK is the central specialized library established by the Ministry of Education, Youth and Sports. It is an institution providing - at national level - an information infrastructure for research and development, innovation, and education in technology and applied sciences. At the national level, it provides public library and information services to research organizations, higher education institutions, higher vocational and secondary schools, to scientific community and to general public. For more information see [basic NTK documents](#) (Czech only);
- UCT Prague creates, through its Information Services Center (ISC UCT Prague), an information foundation for students, teachers, researchers, and other university staff; it enables quick and convenient information retrieval for teaching, research and development; it provides, *inter alia*, the Library of Chemistry services, and enables access to printed and eResources. The content profile of the Library of Chemistry's library and electronic collection is based around the needs of the educational and research and development activities of UCT Prague. The ISC UCT Prague thus fulfils one of the conditions for the accreditation of UCT Prague study programs, Section 79(1)(c) of Act No. 111/1998 Coll., on Higher Education Institutions;
- Through its library, IOCB Prague collects, processes, stores, makes accessible, and disseminates scientific information primarily about organic chemistry and biochemistry, and also other related fields and interdisciplinary topics, in accordance with the scientific tasks addressed at IOCB of the Czech Academy of Sciences.

The detailed scope of services currently offered to Patrons is determined by the [Service Differentiation Principles](#).

The IL fulfils the right of citizens to free and equal access to information in accordance with Article 17(4) of the Charter of Fundamental Rights and Freedoms and in accordance with Section 4(6) of the Act on Libraries. This does not preclude favoring of certain groups of Patrons due to the focus and scope of the library in accordance with Article 17(5) of the Charter of Fundamental Rights and Freedoms.

### Contact Information

Please address your queries related to services and the Conditions of Use of the TECH Integrated Library as indicated below:



address: Národní technická knihovna, Technická 2170/6, 160 80 Praha 6 – Dejvice

email: [info@techlib.cz](mailto:info@techlib.cz)

tel.: +420 232 002 535

## Terms and Conditions for Provision of Services

The IL provides:

- **free services to all Users**, in particular On-Site Borrowings from the Open Stacks as well as from storage at NTK, information and consultation services, and searches in free internet resources;
- to registered **Patrons** it also provides **Patron Privileges**, in particular Off-Site Borrowings from the IL Collections, DILS, IILS, internet access, lease of Study Rooms, and more.

The terms and conditions for the provision of these services are regulated through these Conditions of Use of the TECH Integrated Library.

## REGISTRATION

### Patron

The following subjects may become an IL Patron:

- a person aged over 15, after presentation of a valid photo ID card. If they are requesting an Off-Site Borrowing, they must present a permanent or temporary residence permit for the Czech Republic. The [registration contract](#) is available on the IL website;
- a legal person or organization, after presentation of an extract from a public register, a trade license, or other document demonstrating its establishment, and a document demonstrating the allocation of a company ID number. The bearer of the rights and obligations vis-à-vis the IL is always a legal person. The [registration contract](#) (Czech version only) is available on the IL website.

Patrons are differentiated within patron categories according to their academic or other status, or by using the [Access & Privileges Tool](#) .

### Pre-registration

A potential Patron may significantly accelerate the registration process by filling in their data in advance using the [online form](#). The NTK registration desk will subsequently perform verification within 30 days.

You can find instructions and more information in the pre-registration section on the [library website](#). Pre-registered Patrons can pay the applicable fees online immediately after completing the form via the [NTK payment gateway](#).

### Registration Process

After the registration of the data in the IL Patron Database (or after the verification of the data from pre-registration) the record is supplemented to include the ID card that will serve as the **Patron Card**. This may be any contactless card compatible with the NTK library systems that shows a photograph and the whole name of the Patron. A

Patron Card is non-transferable. Misuse is considered a violation of the Conditions of Use of the TECH Integrated Library and may lead to the temporary or permanent revocation of the right to use the IL services.

This is followed by **signing the Contract for Use of Integrated Library Services** and by payment of the registration fee, unless this was already paid during the pre-registration. The fee is non-refundable.

## **Registration of an Authorized Person from UCT Prague, IOCB Prague, CTU, and CZU**

This process is identical to that for a regular Patron, the only difference being that authorized persons from UCT Prague, IOCB Prague, CTU, and CZU do not pay any registration fee. The registration fee for authorized persons is paid by the university or institute itself. After the registration contract is signed, they are allocated the rights of one of the Patron categories depending on their status – this means one of the AV to GV groups for authorized persons from UCT Prague, the AU group for authorized persons from IOCB Prague, and one of the AC to GC groups for authorized persons from CTU, and CZU – see the Service Differentiation Principles (Patron Privileges).

These institutions check the validity of the relationship with the authorized persons daily. After the completion of their studies or loss of affiliation, such Patron is automatically transferred to the relevant standard patron category (A to G). If the relationship is renewed, the patron category with affiliation to the parent institution will also be renewed. Registration is automatically extended as long as the authorized person remains affiliated to the institution.

## **Financial Account**

During the pre-registration or registration process, a Financial Account is automatically created for the Patron. They can use this account for making payments for services they order, in particular for printing, copying, scanning, reserving team Study Rooms, for paying fees connected with the use of the ZÍSKEJ service, etc.

If the Patron has a negative balance on their Financial Account, no additional services can be provided to them (see point 8.2.) until the outstanding amount has been paid.

Money may be sent to the Financial Account via the NTK payment gateway, by transfer to the NTK bank account (account No. 20001-8032031/0710, constant symbol 0308, variable symbol 2222, specific symbol = Patron ID number, while the money will be available the following business day at 8:00 a.m.) and in cash at the NTK Cash Office on the ground floor of the library. Any discrepancies on Patron's Financial Account will be addressed through the Complaints Rules.

## **Personal Data Protection**

Provision of personal data is a legitimate condition for provision of IL services. Patrons shall inform the library of any change to their data registered by the IL in the IL Patron Database. Details regarding the processing of personal data are available in the Information Memorandum – the IL Patron Personal Data Protection Statement.

## SERVICES FREE OF CHARGE

### Consultation

Consultation services are provided free of charge to all Users. Consultation services may be used repeatedly, and being an IL Patron is not a condition for its use. They are usually provided at the Main Services Desk on Floor 2.

#### 1.1.1. Schedule a Consultation and Consultation on Demand

A consultation lasting approximately 60 minutes can be ordered via an [online form](#) sent to the email address [reference@techlib.cz](mailto:reference@techlib.cz) or by calling 232 002 535.

You may order short consultation sessions lasting 15 minutes directly in person at the Main Services Desk on Floor 2, or by calling 232 002 535 during the assisted services [opening hours](#).

The consultation service can provide assistance in the following area:

- assistance with Integrated Library search tools and with access to the full texts of [NTK eResources](#), [UCT Prague](#) and [IOCB Prague eResources](#), and also to Integrated Library [print books and journals](#);
- searching and evaluating specialized information resources subscribed to by the Integrated Library and also freely available information resources;
- ethical use of information and citations of information resources, or work with citation tools;
- structures of specialized papers, principles of academic writing, and other topics connected with academic writing and research.

You can find more information about consultation and the conditions of this service on the NTK website in the [Consultations](#) section or the [Consultation and Information Retrieval Services Rules](#) appendix.

#### 1.1.2. Bibliometric Services

[Specialized consultation](#) regarding the methodology for evaluation of research and development, creation of summaries of publication activity and evaluation of publication activity are all provided free of charge to all Users, and being an IL Patron is not a condition for use of these services.

Consultation may be ordered through the email address [bibliometrie@techlib.cz](mailto:bibliometrie@techlib.cz) or by calling 232 002 431. A summary of the publication activity of a particular author may be ordered as a paid search using this [Research Order Form](#).

The bibliometric services offer assistance in the following area:

- work with the Web of Science and SCOPUS citation databases;
- citation metrics (h-index, impact factor, etc.);
- evaluation and administration of publication activity;
- creation and administration of author identifiers;

- quality evaluation of journals and conferences, and prevention of publication in so-called predator journals.

More information is available in the [Consultation and Information Retrieval Services Rules](#) or on the NTK website in the [Bibliometric Services](#) and [Information Retrieval Services](#) sections.

## Courses and Workshops

The Integrated Library offers courses and workshops for students in secondary and tertiary education, researchers, and teachers in secondary and tertiary education. Institutions operating in science and research and companies whose employees work with academic information and create specialized texts may also attend the workshops.

### 1.1.3. Workshops to Order

One-off interactive workshops lasting 60 to 120 minutes may be ordered through the email address [info@techlib.cz](mailto:info@techlib.cz).

Workshops are offered in three thematic areas:

- searching for and evaluating information;
- ethical use of information and citations of information resources;
- structure of a paper and principles of academic writing.

The prices of the courses and workshops depend on their scope and degree of specialization. A calculation based on a preliminary order will be sent to the indicated email address. Workshops are offered with a discount to publicly-financed schools and institutions.

Students and teachers may use the services irrespective of their specialization.

For more information about the content of workshops and conditions of the service see the NTK website in the [Information Preparation for Secondary Education Students and Teachers](#) or [Final Thesis Advice](#) (Czech version only) sections, or the [Consultation and Information Retrieval Services Rules](#).

### 1.1.4. Open Workshops for Students

The current offer of open workshops for students is published at the beginning of every semester at the [Courses and Workshops](#) web page.

Open workshops are free of charge and participants need not be IL Patrons.

### 1.1.5. Courses

The Integrated Library provides open whole-semester courses for new researchers on the subjects of academic writing, communicating scientific results, and publication. Courses are offered in English only.

The current offer of courses is made available on the NTK website at the beginning of every semester.

For more information about courses see the NTK website at [Communicating Research in English](#).

In cooperation with the CTU, NTK co-organizes a special whole-semester course called Scientific Writing in English. Information regarding registration for the course and its timetable is made available on the NTK website at the beginning of every semester.

## **Borrowing Services**

The borrowing of ordinary documents is regulated by the Borrowing Rules. The Rare Books & Special Collections items can only be borrowed for on-site study in accordance with the Archival Research Rules. The borrowing of other documents only for on-site study is regulated by the Periodicals Reading Room Rules.

### **1.1.6. Common Provisions for Off-site and On-site Document Study**

A User may search for the documents they need, and establish their location and availability in the library via the search box on the NTK website.

Books from Open Stacks intended only for on-site study may be used anywhere in the library's Protected Area.

Patrons can find books that may be taken outside of the NTK building (without a red dot on the spine) in the Open Stacks and register the borrowing themselves (or with the assistance of the library staff) using the self-check machines located on Floors 1, 2, and 3.

If there is no order/reservation for a document the Patron already has on borrowing, they may extend the borrowing themselves (via their Patron Account), or with the assistance of the librarian (at the NTK library desks, via email at [info@techlib.cz](mailto:info@techlib.cz), or by calling 232 002 535).

Documents from storage are ordered via the catalog and will either be sent to the Patron via Zásilka, NTK's courier service, or made available to pick up on the Reservations Shelf on Floor 3. The Patron will be informed that their ordered documents have been placed on the Reservations Shelf with an SMS or by email in accordance with the Patron's preferred communication method. The documents will remain on the Shelf, available for the Patron to collect, for 7 days. After that they will be returned to storage.

### **1.1.7. Use of Collections of UCT Prague Departmental Libraries and IOCB Prague Deposit Libraries**

Documents from collections of UCT Prague departmental libraries and IOCB Prague deposit libraries cannot be lent to other IL Patrons.

The librarian of the relevant UCT Prague department or staff member of the IOCB Prague library decides on the use of documents from the on-site collections of departmental or deposit libraries for DILS and IILS purposes. The permanently borrowed collection is not available for DILS and IILS services.

### **1.1.8. Return of Documents and Other Borrowed Items from the IL Collections**

Borrowed documents may be returned using a self-return machine (available on the ground floor of NTK or at the information desk on the ground floor), or by placing them in the returns box at entrance NTK 3 (documents returned here will be removed from the patron account on the following business day). If a document is returned late through the self-service, the late fee will be automatically deducted from the Financial Account.

eBook readers, tablets and the supplementary items may only be returned at the Main Services Desk on Floor 2 when assistance is available. When returned, electronic devices must have at least 60% charge.

Details about borrowing services are available in the [Borrowing Rules appendix](#).

## Domestic Interlibrary Loan Services

The IL can procure documents from outside of the IL Collections (or copies of them) for its Patrons via the so-called Domestic Interlibrary Loan Service (DILS) from collections of libraries and other institutions in the Czech Republic. This service is only available for IL Patrons.

**A Patron** may send an order via the [online form](#) on the NTK website, after registration in the [ZÍSKEJ](#) system, or submit their order in person in the **Periodicals Reading Room**.

Place and time for collecting and returning a document – upon agreement via email at [mvs@techlib.cz](mailto:mvs@techlib.cz)

The NTK DILS provide loans from the Integrated Library Collections to Czech libraries registered with the Ministry of Culture of the Czech Republic based on completion of the [online form](#) (Czech only), via the relevant forms in the VPL or UC CR, via [ZÍSKEJ](#), or by sending a completed DILS order form by post to the address Národní technická knihovna, odd. MVS, Technická 6, 160 80 Prague 6.

A library located in Prague may collect a publication or its copy from the NTK Collections and return it upon agreement via email at [mvs@techlib.cz](mailto:mvs@techlib.cz).

Publications/copies ordered using interlibrary services will be sent to libraries based outside Prague by post.

In case of a document from the UCT Prague collection, the requesting library will use the [UCT Prague order form](#), while for documents from the IOCB Prague collection the requesting library will use the [IOCB Prague order form](#).

DILS loans are Off-Site Loans unless the source library determines otherwise. The Standard Loan Period for DILS loans from the NTK Collections is 35 days. The Loan Period for DILS loans from another library is determined by the source library.

Patrons may study documents that cannot be lent as Off-Site Loans in the [Periodicals Reading Room](#).

The costs for acquiring reprographic copies from the collections of other domestic libraries will be paid by the Patron.

For all types of fees (e.g. the flat-rate reimbursement of costs for acquisition of a loaned item, for a copy, for late returns, or for damage or loss of a unit) see the [NTK Fees and Services Pricelist](#).

A request to renew an DILS loan must be made no later than two days prior to the end of the Loan Period and it is subject to the decision of the source library. Such a request must be made to DILS staff via an email at [mvs@techlib.cz](mailto:mvs@techlib.cz) or by calling 232 002 415 or 232 002 583.

UCT Prague staff may send their orders via email at [mvs@vscht.cz](mailto:mvs@vscht.cz), by calling 232 002 571, or via the [form](#) on the website.

IOCB Prague staff may send their orders via email at [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz), by calling 232 002 434, or via the [form](#) on the website.

If a loan is not properly returned, or DILS is misused in any way, the Patron's right to use the library services may be revoked (including the access to eResources) until the loan is returned and any related fees paid in full.

For additional information about Interlibrary Lending see the [Document Delivery Services](#) appendix.

## Information and Communication Technologies

### 1.1.9. Computer Terminals

Patrons may use all the computer terminals (hereinafter only "terminals") throughout the library building, with the exception of the terminals at the information desks on Floors 2 - 6 intended for use by library staff; these terminals may not be used or handled in any way.

Patrons log in to the NTK network using the user name and password they choose during their registration. The use of another Patron's information is strictly forbidden. Instructions for the use of the terminals are available in the related [manual](#).

Patrons are responsible for any damage caused through improper handling or use of the terminals, including damage caused through conscious infection with computer viruses.

The use of the terminals is monitored.

It is not permitted:

- to interfere with a terminal, in particular to unplug it;
- to use other software than already installed;
- to change computer or network settings;
- to copy or disseminate parts of the operating system, application, or installed software over the network;
- to intentionally disrupt the work of other people on the network;
- to adversely affect the activity and performance of the network as a whole (e.g. by overloading the network and its resources or by using the network to access other computers or other networks, by spreading computer viruses, by spreading spam, etc.).

The library may restrict or suspend network operation for essential or planned technical or software maintenance – this may also occur for other important reasons.

Patrons are politely requested to report any error or malfunction (including hardware and software related) to the library staff.

### 1.1.10. Internet Access

Patrons may use both NTK terminals and their own devices – phones, tablets, and notebooks – to access the internet. The Wi-Fi settings are described in the related

manual. Patrons may also connect their own devices by cable (cables may be borrowed from the Main Services Desk on Floor 2).

The NTK is connected to the internet via the CESNET academic and research network. Internet usage is therefore restricted to activities connected with the mission of NTK (science and technology, applied sciences, including chemistry and social sciences connected with technology).

Viewing unrelated material (entertainment, sport, erotica) is not allowed. The Patron acknowledges that their actions on the internet are monitored and that NTK staff can view their screen. If the internet is not used in accordance with these rules, a library staff member will notify the Patron that they are violating the internet usage rules.

In the event of repeated misuse, the Patron's right to use IL services may be revoked. The Patron is also responsible for any damage caused through their improper or unauthorized access of internet resources.

All information and data (in any form or on any medium) acquired by Patrons may be used exclusively for research or private study, and may not be disseminated, duplicated, copied, lent, shared, distributed (even within a computer network), sold, or used in any way for commercial purposes (see the Copyright Act for more details).

If the license of the relevant information resource or the Copyright Act so permits, Patrons may print out documents using the multifunctional devices for a fee or save individual files to a work directory, after which they have 14 days to copy them to their own USB flash drive, after which period the content of the work directory will be deleted without any recovery option.

A limit of 5 GB for data storage on computers is set for each user – if this is exceeded, it will no longer be possible to log in. In such a case, the Patron must contact NTK staff at the desk, while NTK may delete any quantity of data without any recovery option. NTK is not responsible for any data loss.

Selected terminals are intended for the centralized use of NTK, UCT Prague or IOCB Prague licensed eResources, and exclusively for research or private study purposes. These include, for example:

- selected databases (Kramerus, Anopress, ČSN online);
- library materials accessible on the internet via licensed NTK, UCT Prague and IOCB Prague licensed eResources;
- CD-ROMs and DVDs from NTK, UCT Prague and IOCB Prague collections, which are independent publications or supplements to publications or journals.

## **FEE-BASED SERVICES**

The IL may request deposits from Patrons when receiving orders for fee-based services.

### **Information Retrieval Services**

Information Retrieval Services are provided only on topics that correspond to the profile of the library. The service is fee-based. The NTK may refuse to perform a search for capacity reasons. The service is only provided to legal persons, to patron categories



A, AV, AC, AU, and to postgraduate students. It may be provided to students only with the written consent of their mentor(s).

## International Interlibrary Loan Services (IILS)

The NTK can also procure documents for its Patrons that are not available in the collections of libraries in the Czech Republic – this is the International Interlibrary Loan Services (IILS). This service is fee-based. A Patron may order the procurement of a document via this [form](#), while the VPL users may also send their orders via [VPL](#).

UCT Prague staff may order the provision of the IILS service via email at [mvs@vscht.cz](mailto:mvs@vscht.cz), by calling 232 002 471, or by using this [order form](#).

IOCB Prague staff may order the provision of the IILS service via email at [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz), by calling 232 002 434, or by using this [order form](#).

Place and time for collecting and returning a document: upon agreement via email at [mms@techlib.cz](mailto:mms@techlib.cz).

An renewal to the IILS Loan Period must be requested no later than five days before the end of the Loan Period, and the decision on such renewal will be made by the source library. You will need to contact the IILS staff via email at [mms@techlib.cz](mailto:mms@techlib.cz) or by calling 232 002 419.

If a loan is not properly returned, or the IILS service is misused in any way, the Patron's right to use the library services may be revoked (including access to eResources) until the loan is returned.

For additional information about the International Interlibrary Loan Services see the [Document Delivery Services](#) appendix.

## Document Delivery Services

### 1.1.11. VPL

#### 1.1.11.1. General Provisions

The [VPL](#) (Virtual Polytechnical Library) is a system developed and managed by NTK in cooperation with other libraries and institutions for delivering documents.

The system allows VPL users to use the collections of all the cooperating libraries. It enables copies to be ordered from collections of cooperating libraries, borrowing of books from abroad (IILS), Current Contents service, and – for libraries – also the interlibrary lending service. VPL services are fee-based.

To use the VPL services, those interested (natural or legal persons) must conclude a contract with NTK as the VPL Service Center (the "VPL SC"), thereby becoming a VPL User. After registration, they will be allocated a password-protected online space containing a list of VPL services, the state of their VPL financial account, and a summary of the currently provided services. The account is activated after the first payment is made.

An online form is used to order documents or copies. Payment is deducted from the VPL User Account after the provision of the service with notification sent to the VPL user. If the VPL user does not have a sufficient balance on their VPL User Account, they cannot use the service until they top up their balance.

#### 1.1.11.2. Service Center (VPL SC) Rights and Obligations

The VPL Service Center is not responsible for financial losses caused by a VPL user failing to comply with their contractual conditions. Until the situation is resolved, use of the service may also be prevented. In cases of serious violation of the conditions, a VPL account may be cancelled and the VPL SC has the right to seek compensation of incurred costs.

Upon a request from a user, the VPL Service Center will prepare an activity report for the preceding year or information about the user's processed personal data. The first annual statement is free of charge, while other statements are fee-based.

Upon a written request from a user, the VPL Service Center will cancel – within the agreed deadline, yet no later than 10 days after the receipt of such request – their account, and will refund any balance to the bank account or to the address indicated in the contract. A handling fee for the cancellation of the account and the refund will be charged to the user in accordance with the VPL Service Fees (Czech only).

#### 1.1.11.3. VPL User Rights and Obligations

Users may use their VPL User Account exclusively under the conditions indicated in the contract and in the VPL Conditions of Use of TECH Integrated Library (Czech only). They may not disclose information about their account – including the password – to anybody else, and must dispose of any acquired information in accordance with the Copyright Act and the rules in the contract. If the account or service is misused through a fault of the user, the user will bear all responsibility for any damage incurred. If a VPL user suspects their account is being misused, they shall immediately notify a VPL SC staff member.

Users shall address any complaints relating to the quality of provided services, price, or time to process the order to the VPL SC ([digi@techlib.cz](mailto:digi@techlib.cz)). If the remedy is insufficient in terms of quality, scope, or time, NTK is obliged to refund the amount deducted for the claimed service from the user account. For additional information about the Document Delivery Service see the Document Delivery Services appendix.

The rights and obligations of a VPL user are described in the VPL Conditions of Use of TECH Integrated Library.

### 1.1.12. ZÍSKEJ (the "GET IT" service)

#### 1.1.12.1. General Provisions

The ZÍSKEJ service is a system developed and administered by the National Library of Technology for the delivery of documents. It is based on cooperation among the cooperating institutions, which mutually share their collections.

ZÍSKEJ mediates the delivery service for documents from the collections of libraries participating in ZÍSKEJ ("partners") to the end user of the cooperating institution (User).

The end user ("User"), for whom the service is provided, is always a natural person who is authorized to use the results of the service exclusively for their personal needs or for the needs of science, research, and development.

#### 1.1.12.2. ZÍSKEJ Service Center

The NTK, or more precisely the ZÍSKEJ Service Center (“ZÍSKEJ SC”), is the administrator and operator of the ZÍSKEJ service, primarily providing the Document Delivery Service. Other ZÍSKEJ SC functions include administration of the service, maintenance and administration of user accounts, supervision over service operation, generation of access data for administrators of cooperating institutions, securing and operation of other related technologies and work, and provision of other services related to ZÍSKEJ.

#### 1.1.12.3. Connected Library

A Connected Library is a legal person that has concluded a Contract for the Provision and Use of ZÍSKEJ Services, a Contract for the Personal Data Protection and their Processing and Storage in ZÍSKEJ with NTK, and has an allocated SIGLE. For the User, this library is the parent library, which requests the other library to provide the document.

A Connected Library is obliged to:

- comply with the deadlines and prices determined through the ZÍSKEJ Operating Rules and the ZÍSKEJ Pricelist (Czech only);
- secure the document a User has ordered from the collection of the libraries participating in ZÍSKEJ and, in case of any problems, provide the User with the necessary cooperation;
- take responsibility for a borrowed item for the duration of its borrow (with the exception of the period when the document is held by the Czech Post or another official carrier for the purpose of delivery);
- guarantee the return of a borrowed item in the appropriate condition and within the deadline required by the source library;
- be liable for damage to (or loss of) the document for which either the library or its user is responsible;
- agree to provide financial compensation if the document is damaged, destroyed or lost. This liability does not apply to the transport of the document by the Czech Post or another official carrier, unless personal collection and return of the document was agreed.

#### 1.1.12.4. User in ZÍSKEJ

A User is a user of a Connected Library.

A natural person who is also an NTK Patron may become a User on the condition that they:

- undertake to comply with the ZÍSKEJ Services Provision and Use Contract (Czech only), the Conditions of Use of the TECH Integrated Library, Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on amendment to certain other acts (Copyright Act), conditions of the Collective Agreement between NTK and DILIA in force and effective from December 19, 2019, and also the licensing arrangements with the publisher of the eResources;
- use the results exclusively for their personal needs or the needs of science, research, and development;

- will not shorten, modify, translate, or create works derived from the acquired data, delete, modify, or obscure copyright notices or other notes and reservations they contain; they also may not significantly or systematically copy, store, reproduce, distribute, or otherwise reproduce the data;
- will not transfer the acquired data for use by any fee-based service or for any further distribution.

If a User fails to comply with the contractual conditions, NTK will not bear liability for any potential financial losses of its Patron, and may prevent them from using the services. In such cases, NTK is authorized to seek compensation for the costs it incurs and, in serious cases, may reject a request for the restoration of an account.

In the event of repeated violations of contractual conditions, NTK is authorized to terminate a Contract for the Provision and Use of ZÍSKEJ Services.

Based on a written request from a User, their account will be cancelled within 10 days and any balance will be refunded to them without delay.

A User may cancel a service ordered through ZÍSKEJ. They may also submit a complaint relating to a service not provided in compliance with the conditions within 7 business days of its provision.

#### 1.1.12.5. Operation of the ZÍSKEJ Service

The resource of data for the provision of the ZÍSKEJ service is the collections of the Connected Libraries, which provide information about the individual titles through the Central Libraries Portal at [knihovny.cz](http://knihovny.cz).

Document Delivery Services are provided pursuant to the [ZÍSKEJ Pricelist](#) (Czech only).

The operation of the service is specified in detail in the [ZÍSKEJ Operating Rules](#) (Czech only).

For additional information about ZÍSKEJ (Czech only), go to: <https://ziskej-info.techlib.cz/>.

## eBooks on Demand (EOD)

eBooks on Demand is an international service organized by the University of Innsbruck. The EOD service focuses on digitization of print books, maps, and other documents issued between 1500 and 1900, meaning those no longer subject to the Copyright Act, including OCR (as well as for Fraktur). The EOD service focuses purely on digitization of books and is not intended for serial and other documents. A condition for the implementation of the service is the digitization of the whole book, not only its part.

The service is not tied to the registration with the IL, and anybody can order the digitization of a work from a collection of the Connected Libraries.

The digitization of a book from the NTK Collections can easily be ordered in the NTK catalog after pressing the button “EOD - Order a Digital Copy” next to the record of the required book, or through the [EOD search](#) portal, through which it is possible to perform searches in the catalogs of the European Network of Libraries and order digitization from the collections of all the preservation institutions participating in the project.

The rights and obligations of NTK and EOD user are based on the [EOD Conditions of Use](#) of TECH Integrated Library(Czech only).

The pricelist of the eBooks on Demand (EOD) service via NTK is part of the EOD Conditions of Use of TECH Integrated Library and the [NTK Fees and Services Pricelist](#).

Digitized books (so-called electronic books or eBooks) are delivered to users in the PDF format with optical character recognition. eBooks are also stored in the NTK Digital Library, where they are made accessible to all Users free of charge two months after digitization.

For additional information about EOD see the [Document Delivery Services](#) appendix.

## Current Contents

The Current Contents service comprises of sending the scanned content of new issues of journals to which the IL subscribes. The copies are delivered in paper form (they are sent by post to Patrons outside Prague), while VPL users receive standard PDF files.

The service is not tied to the registration in the IL.

The service can be ordered through a [web form](#) (Czech only). VPL users can order it through the VPL. The service is fee-based – see the [NTK Fees and Services Pricelist](#).

For additional information about the CC service see the Document Delivery Services section.

## Access to eResources (EIR)

NTK/UCT Prague/IOCB Prague licensed eResources are made accessible in accordance with the license agreements and rules for use of the NTK/UCT Prague/IOCB Prague computers and computer networks (see point 4.5.)

### 1.1.13. NTK Licensed eResources for IL Patrons

[Patron categories](#) (A, AC, AV, AU, B, BC, BV, C, CC, CV, D, DC, DV, E, EC, EV, F, FC, FV, G, GC, GV, H, I, J, K, L) may access NTK licensed eResources via the [NTK website](#).

NTK Licensed eResources are available for the [patron categories](#) indicated above both from the library and also through remote access after authentication on the library website.

Patrons of the M group may only view NTK licensed eResources from the terminals in the NTK building.

### 1.1.14. UCT Prague and IOCB Prague Licensed eResources

UCT Prague and IOCB Prague licensed eResources are available to non-members of these organizations only through the terminals or from their own ICT devices in the NTK building. UCT Prague and IOCB Prague staff and students may use the licensed eResources of their institution without the need to register with the IL. They can use the [chemTK website](#) to find and connect to the licensed eResources.

## Important Notice

- Licensed eResources may only be used for non-commercial purposes, typically for teaching, study, and research
- Patrons may search the resources, view them, print them out, or download parts of these materials. It is forbidden to download whole issues of specialized journals or eBooks
- Patrons may not shorten, modify, translate, or create works derived from the acquired data, delete, modify, or obscure copyright notices or other notes and reservations they contain; they also may not significantly or systematically copy, store, reproduce, distribute, or otherwise reproduce the data or make it accessible to third parties
- The acquired data may not be transferred (directly or indirectly) for use by any service or for any further distribution (irrespective of whether this is for-profit or non-profit, for a fee or free of charge)

All the acquired information may be used only in accordance with the Copyright Act and the licensing arrangements.

## Reprographic Services

### 1.1.15. Self-Service Reprographic Printing, Copying, and Scanning Services

Patrons may copy/scan/print out documents from the IL collection themselves, if they have a sufficient balance (at least CZK 15) on their Financial Account. Self-service multifunctional devices are located throughout the NTK building. The service is fee-based pursuant to the [NTK Fees and Services Pricelist](#).

- Copies may be used exclusively for research or private study purposes in accordance with the Copyright Act;
- Instructions for these services are available on the [library website](#). Any complaints relating to printing and copying are subject to the [Complaints Rules](#).

### 1.1.16. Reprographic Services

Reprographic Services are provided from documents from the Integrated Library Collection and from library documents provided through DILS/IILS, and they are intended exclusively for the personal needs of the Patron or visitor in accordance with the Copyright Act.

The IL provides reprographic services for visitors, authorized persons from CTU, UCT Prague, CZU and IOCB Prague, and for IL Patrons.

Copies can be ordered:

- from unbound issues of journals – those interested in making a reprographic copy must fill out a written order in the Periodicals Reading Room;
- from documents in the Open Stacks or from storage, if they have a binding suitable for contact copying – those interested in making a reprographic copy must fill out a written order in the Periodicals Reading Room;
- by sending an order to Reprographic Services using the web form [for natural persons](#) or [legal persons](#) (Czech only);

- UCT Prague staff may order reprographic services via email at [mvs@vscht.cz](mailto:mvs@vscht.cz) or the [web form](#);
- IOCB Prague staff may order reprographic services via email at [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz) or the [web form](#);
- completed orders will be prepared for collection after 12:00 p.m. on the following business day. Orders received on Friday will be ready after 12:00 p.m. on Monday. Ordered copies may be delivered to Patrons without permanent residence in Prague by post;
- if an order cannot be completed for objective reasons, NTK staff will discuss possible solutions and a possible delivery date with the Patron;
- the service is fee-based pursuant to the [NTK Fees and Services Pricelist](#) and in accordance with the Copyright Act.

A user may use all obtained copies only for their own needs in accordance with Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on amendment to certain other acts (Copyright Act).

- reprographic copies are intended for non-commercial purposes only, meaning exclusively for teaching, study, or scientific purposes, and for the personal needs of the user;
- copying whole issues of journals or whole books is not permitted;
- user may not shorten, modify, translate, or create works derived from the reprographic copies, delete, modify, or obscure copyright notices or other notes and reservations they contain; they also may not significantly or systematically copy, store, reproduce, distribute, or otherwise reproduce them or make them accessible for third parties;
- reprographic copies may not be transferred (directly or indirectly) for use by any fee-based service (e.g. "document delivery") or for any further distribution (irrespective of whether this is for-profit or non-profit, for a fee or free of charge).

For additional information about the service see the [Rules for Ordering Reprographic Services](#) appendix.

## FREE SERVICES

All Patrons and visitors who enter the library using a Free Day Pass, as well as guests and participants in guided tours or other cultural/educational events organized by the library, can use:

- information and consultation services;
- the most extensive freely accessible collection of technical, scientific, and related literature in the Czech Republic amounting to around 300,000 editions, over 550 titles of specialized journals, a collection of standards, and daily press;
- hundreds of comfortable reading places at tables and relaxation areas.

A Free Day Pass can be used for a single entry and exit via the library turnstiles.

## Guided NTK Tours

NTK offers [guided tours](#) for groups from non-profit educational institutions free of charge; tours for commercial organizations are fee-based. Tours can be arranged via email at [michaela.vydrova@techlib.cz](mailto:michaela.vydrova@techlib.cz), or by calling 232 002 507.

## Lease of Spaces for Non-Registered Users

Individuals from general public may lease spaces for their own activities. They can find information in the [Conference Services & Rentals](#).

## NTK SPACES

### Entry to the Public Part of the Library

Before entering the library areas behind the turnstiles, we recommend that both IL Users and guests store in particular bulky outerwear (long coats, winter jackets, fur coats etc.) and bulky luggage (e.g. backpacks, suitcases, shopping bags, sports bags and equipment) in the self-service storage lockers in the cloakroom or in the staffed cloakroom on the ground floor (if [open](#)). The use of such lockers is subject to the [Self-Service Storage Lockers Rules](#).

When entering or leaving the library, every User will pass through the turnstiles and security gateway. In the interest of protecting the property of the Czech Republic managed by NTK, UCT Prague and IOCB Prague, and to maintain security in the NTK building, Users are required to tolerate inspections of their hand luggage and personal belongings by the security staff at any time. If a User does not store their bulky outerwear and/or bulky luggage before entering the Protected Area, they give consent to their luggage being inspected upon both entry and exit by the security staff. If a User refuses to allow their luggage to be inspected, they will not be permitted to enter the library and the Police of the Czech Republic may be called.

**Visitors use a Free Day Pass to enter the building. We request that Patrons use their Patron Card and not a Free Day Pass.**

### Library Opening Hours

The library opening hours are primarily designed to best suit the needs of the academic community, in particular students.

The main part of the library is open on business days from 8:00 a.m. to 10:00 p.m. You can check the availability of registration and information services in the [NTK Opening Hours](#) section.

Even after the closure of the main part of the library, the large study room on Floor 3 remains open until 2:00 a.m., and on Sundays it is available from 10:00 a.m. to 2:00 a.m.

Whenever the library is closed, the [After Hours Study Room](#) is available for the academic community.

These times may change during examination periods, holidays and bank holidays, we recommend checking the opening hours on the library website.

### Rights and Obligations of Users and Guests

There are usually hundreds of people inside the library, often over a thousand. Mutual consideration is essential to ensure the best experience for everybody. We therefore request all Users and guests who enter NTK:



- to comply with these Conditions of Use of TECH Integrated Library and the Building Rules (Czech only);
- to obey instructions from library staff and security staff, and written instructions and rules on display in the library;
- to behave considerately towards others, meaning to refrain from restricting the rights and disturbing other people, in particular:
  - to put their mobile phone or other communication device into silent mode;
  - to consume food and drink in such a way that they do not disturb those around them or endanger the property of others or that of NTK;
  - not to smoke or use narcotic or psychotropic substances, including electronic cigarettes, inhalers, vaporizers, and similar devices;
- not to bring with them into the library any live animals, dangerous objects, chemicals, food, in-line skates, skateboards, bicycles, scooters and other sports equipment, explosives, or weapons, even if held and registered in accordance with Act No. 119/2002 Coll., on Firearms and Ammunition (with the exception of municipal and state police in the performance of their duty);
- to respect the “Quiet Zones” on Floors 3 and 6, where it is necessary to refrain from using mobile phones, loud conversation, and making other disturbing sounds;
- to use only electronic devices designed and approved in the Czech Republic for transfer, storage, and processing of data.

The right to use library services may be temporarily or permanently revoked in the event of repeated violation of these rules.

## Camera System

In order to protect the property and health of all the people inside the library, the whole area is monitored using a camera system installed in accordance with Act No. 101/2000 Coll. and registered with the Office for the Personal Data Protection (OPPD).

## Photography and Filming

Taking photographs of documents or the NTK building for private purposes is permitted. Taking photographs for commercial or similar purposes, filming the building or photographing rare documents is subject to the consent of the NTK director.

## Periodicals Reading Room

The Periodicals Reading Room is located in sector D on Floor 3. The two latest years of unbound journals subscribed to by the IL and the CTU Central Library are available there. The study room is also used for the study of documents restricted to on-site use (meaning documents obtained through DILS, IILS, and the IL on-site collection).

- Here, Users may order copies of both the journals stored here and from the whole IL collection

- Patrons may, for a fee, use the self-service print/scan/copy machines to copy, scan and print materials from the journals stored here
- Copies can be made from dissertations, standards, and rare documents
- Patrons in groups A, AV, AC, AU, and P may borrow individual issues of journals for a limited time off-site
- After studying them, **please do not put the journals back on the shelf**, but leave them at the designated place or return them to the librarian at the counter
- In the Periodicals Reading Room, a User may use only a single study place; if all the study places are occupied, you may not wait for a vacancy in the Study Room
- For additional information see the NTK website in the Periodicals Reading Room section. By using the Study Room you agree to comply with the Periodicals Reading Room Rules.

## Rare Books & Special Collections Reading Room

The Rare Books & Special Collections Reading Room is located near the Periodicals Reading Room in sector D on Floor 3. The Rare Books & Special Collections is a collection of documents, maps and manuscripts from the so-called library of the *Stavovská inženýrská škola* (Estates Engineering School) and the *Knihovna vysokých škol technických* (Technical Universities Library), which were accepted into the property of the library before 1913 and were built according to the subject-matter and pursuant to the so-called Balling Call Number. The UCT Prague Rare Books & Special Collection is composed of a collection of documents identified by the call number H. The opening hours of the Rare Books & Special Collections Reading Room are available on the library website. For details about the Rare Books & Special Collections see this link. By using the Rare Books & Special Collections Reading Room you agree to comply with the Archival Research Rules.

## Quiet Study Room

The Quiet Study Room with its 20 study places is located in sector A on Floor 3. The tables are equipped with electricity and data sockets. The use of this Study Room is subject to the rules displayed in the Study Room. Patrons are only entitled to a single study place in the Quiet Study Room. If all the places are occupied, you may not wait for a vacancy in the Study Room.

## After Hours Study Room

The After Hours Study Room is located on the ground floor opposite reception at entrance NTK 3 and may only be used by academic professionals and students (meaning patron categories A, B, C, D, E, F, G, AV, BV, CV, DV, EV, FV, AC, BC, CC, DC, EC, FC, GC, and AU). The Study Room is always open when the rest of the library is closed – see the library website.

## Team Study Rooms

The Team Study Rooms are located in sectors D from Floors 4 to 6. They have capacities of between 4 and 10 study places, they are equipped with electricity and data sockets, magnetic whiteboards and are primarily intended for group work, study, joint work on tasks, etc. These Study Rooms may be reserved using the self-service

reservation system by hour(s), a half-day, whole-day or a week. After the payment of the fee, the Patron (and their guests) will be able to access the Study Room using their Patron Card. A reservation may be cancelled at any time; however, the fee will only be returned if the cancellation was made no later than 24 hours beforehand.

Misuse of the discounted rent for Team Study Rooms for commercial purposes may lead to temporary or permanent revocation of the possibility to use the library services. The NTK may also seek financial compensation amounting to the difference between the discounted and commercial rent.

For additional information about reserving a Team Study Room see the Team Study Rooms web page. Any complaints will be addressed through the Complaints Rules.

## Individual Carrels

The Individual Carrels are located on the gallery on Floor 6. They are intended to be leased for a whole semester for individual study and science work. The Carrels are equipped with electricity and data sockets.

Any complaints will be addressed through the Complaints Rules.

## Classrooms 1 – 4

The classrooms (No. 1–4) in sector A on Floors 3 and 4 are intended for educational activities for 30 to 50 people with the optional use of computer equipment. Each study place is equipped with a data socket, and all the classrooms are equipped with magnetic whiteboards and audio-visual equipment for teaching purposes. The classrooms may be leased by the hour, half-day, whole day or a week. After the payment of the set fee (see the Fees and Services Pricelist) the Patron will be able to enter using their Patron Card. Classroom No. 4 is permanently leased by FIT CTU.

For additional information see the General Rules for Using Study Rooms and Classrooms.

## CONSEQUENCES OF FAILING TO COMPLY WITH THE CONDITIONS OF USE TECH INTEGRATED LIBRARY

### Liability for Damage

A User is liable for any damage that they cause. Such liability is governed by the Civil Code.

### Late Fee

If a Patron does not return an Off-Site Borrowing by the set deadline, the IL is entitled to a late fee at the rate set through the NTK Fees and Services Pricelist. An item is considered late on the business day that follows the end of the Borrowing Period, and the fee is calculated per Library Item per day. The payment of the late fee is without prejudice to the obligation of the Patron to return the borrowed Library Item.

If the Patron does not pay the late fee, they will lose their right to use further services – e.g. Off-Site Borrowings, Document Delivery Services, study room reservations, copying, scanning, printing etc.

## **Enforcement**

If a Patron does not return an Off-Site Borrowing by the set deadline, a reminder will be sent to them. A 'director's reminder' will be sent after two regular reminders. This is considered delivered even if the library sent it to the last address indicated by the addressee, yet it could not be delivered through fault of the addressee. The Patron shall pay the costs of the reminders. If the Patron does not return a borrowing from the NTK Collections within one month after a director's reminder was sent, the return will be enforced through a court of law. In the event of enforcement through a court of law, the Patron shall pay both the costs for the preparation of the enforcement in accordance with the NTK Fees and Services Pricelist, and also the costs for the legal representation connected with enforcement through a court of law.

For borrowings from the UCT Prague and IOCB Prague collections, these institutions will decide on the enforcement through a court of law.

## **Proprietary Right**

The proprietary right to Library Items making up the Library Collections is not subject to the statute of limitations, meaning a Library Item cannot be acquired through long-term use.

## **Lost, Damaged, or Destroyed Borrowed Items**

The Patron shall report the loss or damage of a Library Item to the IL without delay.

The IL will decide on the method for the replacement of a lost or damaged Library Item. The library prefers 'return to original state', meaning the procurement of a replacement copy of the same edition or copy of the same issue of journal and with the same binding. If such return to original state is not possible or expedient, it may accept a replacement copy from a different edition or financial compensation. Upon agreement with the Patron, it may also accept a different publication of appropriate value. The amount of the financial compensation is governed by the current market price of the unit or the price of a copy, including the price of the binding, if applicable. The Patron shall also pay the costs incurred by the IL in connection with the loss or damage of the Library Item and its replacement. In the event of damage to, or loss of, a Library Item, a damage/loss fee will be charged.

The payment of the costs for the replacement of a lost or damaged borrowing does not exempt the Patron from the obligation to pay the late fee if they reported the loss or damage after the expiration of the Borrowing Period.

In the event of loss or destruction of, or damage to, a borrowed ICT device (eBook reader, tablet, power bank, etc.) the IL will require payment of the repair costs or purchase of a new ICT device, while such costs will be determined by a staff member of the ICT department.

Until such time as the method for the compensation of the loss and the settlement of all liabilities have been resolved, NTK retains the right to temporarily stop providing services to the Patron.

In the event of failure to comply with the return date for a Library Item, the Patron shall pay the late fees, the reminder fees, the director's reminder fee, and any other incurred costs.

## FINAL PROVISIONS

### Revocation of the Right to Use IL Services

A Patron who repeatedly or seriously violates the Conditions of use of the TECH Integrated Library services imposed on them through the Conditions of Use of the TECH Integrated Library, and who undertook to comply with them with their signature, may have their right to use the library services temporarily or permanently revoked.

### Exemptions from the Conditions of Use of the TECH Integrated Library

Exemptions from the Conditions of Use of the TECH Integrated Library are granted based on a written request by the NTK director. All exemptions, changes, and supplements in relation to the Library of Chemistry and the UCT Prague departmental libraries are subject to approval by the UCT Prague rector. All exemptions, changes, and supplements in relation to the Library of Chemistry and IOCB Prague deposit libraries are subject to approval by the IOCB Prague director.

### Conditions of Use of the TECH Integrated Library of Use Validity

These Conditions of Use of the TECH Integrated Library come into force and effect on 17 March 2022. The Conditions of Use of the TECH Integrated Library of 1 October 2021 are repealed on the same date.

In Prague, dated March 17, 2022

NTK director

Ing. **Martin Svoboda** m. p.

UCT Prague rector

prof. Dr. RNDr. **Pavel Matějka** m. p.

IOCB Prague director

RNDr. PhDr. **Zdeněk Hostomský**, CSc. m. p.

## LISTS

### List of Abbreviations

ISC	UCT Prague Information Services Center of the University of Chemistry and Technology Prague
CTU	Czech Technical University in Prague
CZU	Czech University of Life Sciences Prague
DDS	Document Delivery Service
EIR	Electronic Information Resource (eRecources)
EOD	eBooks on Demand
ES	Electronic Services
FA	Financial Account
GDPR	Regulation (EU) 2016/679 of the European Parliament and of the Council on personal data protection (General Data Protection Regulation)
HC	Rare Books & Special Collections
IČ	Identification number (organization)
IL	The Integrated Library operated by TECH, comprising the National Library of Technology, the University of Chemistry and Technology Prague and the Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences (hereinafter the “Integrated Library”). The Integrated Library provides services in relation to the NTK, IOCB Prague and UCT Prague collections located in the NTK building in accordance with the Conditions of Use of the TECH Integrated Library
COU	Conditions of Use of the TECH Integrated Library
SSM	Self-service print/scan/copy machines
IILS	International Interlibrary Loan Services
DILS	Domestic Interlibrary Loan Services
NTK	National Library of Technology
OCR	Optical Character Recognition
RFID	Radio Frequency Identification
VPL SC	Virtual Polytechnical Library Service Center
OSMT	Office for Standards, Metrology and Testing
IOCB Prague	Institute of Organic Chemistry and Biochemistry of the CAS
OPPD	Office for the Protection of Personal Data
VPL	Virtual Polytechnical library
UCT Prague	University of Chemistry and Technology Prague

## List of Legislation

Act No. 563/1991 Coll., on Accounting

CNC Act No. 283/1992 Coll., on the Czech Academy of Sciences, as amended by Act No. 220/2000 Coll. and Act No. 342/2005 Coll.

Act No. 634/1992 Coll., on Consumer Protection

Act No. 37/1995 Coll., on Non-periodical Publications

Act No. 89/1995 Coll., on State Statistical Service

Act No. 111/1998 Coll., on Higher Education Institutions and on amendment and supplement to other laws, as amended

Act No. 106/1999 Coll., on Free Access to Information

Act No. 46/2000 Coll., on Rights and Obligations in Publishing Periodicals and on amendment to other laws

Act No. 101/2000 Coll., on Personal Data Protection and on amendment to other laws

Act No. 121/2000 Coll., on Copyright, on Rights Associated with Copyright and on amendment to other laws (the "Copyright Act")

Act No. 219/2000 Coll., on Property of the Czech Republic and its Representation in Legal Relationships

Act No. 257/2001 Coll., on Libraries and Conditions for Operating Public Library and Information Services

Act No. 119/2002 Coll., on Firearms and Ammunition

Act No. 341/2005 Coll., on Public Research Institutions

Act No. 89/2012 Coll., Civil Code

Regulation No. 47/1965 Coll., Regulation of the Minister of Foreign Affairs on Single Convention on Narcotic Drugs

Regulation No. 62/1989 Coll., Regulation of the Minister of Foreign Affairs on Convention on Psychotropic Substances

Regulation No. 252/1995 Coll., implementing certain provisions of Act No. 37/1995 Coll.,  
on Non-periodical Publications

Regulation No. 88/2002 Coll., implementing Act No. 257/2001 Coll., on Libraries and Conditions for Operating Public Library and Information Services, Statutes of the Czech Academy of Sciences of 24 May 2006