

APPENDIX IX: RESEARCH RULES

9.1 Introduction

9.1.1 NTK's Rare Books & Special Collections consist of documents published before 1920 (incl.) and also bound library items, including at least one publication issued before 1920 (incl.) and some exceptional items published later.

9.1.2 Library items of NTK's Rare Books & Special Collections are available for on-site study only.

9.1.3 The originals of library items from these collections that are available in digital form may be accessed in exceptional cases only. To this end, the researcher must submit a written request subject to assessment by the head of the Rare Books & Special Collections department and the approval of the head of the User Support Department.

9.1.4 Library items that are in no condition to be issued to a researcher are not accessible. Orders for such items will be cancelled.

9.1.5 NTK's Rare Books & Special Collections are made available to researchers exclusively in the **Rare Books & Special Collections Reading Room** on Floor 3 in sector D at a time arranged in advance.

Patrons will be informed in advance of any changes to the **opening hours** on NTK's website and on notices in visible places in the NTK building.

9.2 Access to Rare Books & Special Collections

9.2.1 On-site loans from NTK's Rare Books & Special Collections may be ordered via **the IL electronic catalog**. The librarians check the physical condition and the availability of a digital copy of the requested document; they inform the researcher regarding the confirmation or the cancellation of the order via email and in the first case arrange the visit (always during the **opening hours**).

9.2.2 The maximum duration of an on-site loan from the Rare Books & Special Collections is 10 days from fulfilment of a request or an order.

9.2.3 During their first visit to the Rare Books & Special Collections Reading Room in the given year, researchers must fill out a so-called "researcher sheet" and present proof of identity to the staff member in charge for a checking the sheet.

9.2.4 Ordered publications are issued by the Rare Books & Special Collections Reading Room service staff to researchers when they sign the researcher sheet. A single researcher, may only receive a single physical item at a time.

9.2.5 When studying, a researchers shall take utmost care of the Rare Books & Special Collections materials. Old prints and any other items chosen by the staff member in charge

must be placed on a special mat and may not be touched without white cotton gloves. The researcher may not damage or make any changes to the documents they borrow nor make a copy directly from them, underline or cross out any text, open pages or binding with force, and so on. Researchers are obliged to return documents in the same condition they were issued.

The method of compensation of an eventual damage is governed by generally binding legislation (the Civil Code).

9.2.6 A researcher is obliged to announce any problems regarding the studied library items or any damage to them, even they did not cause them.

9.2.7 A researcher may not take any library items out of the Rare Books & Special Collections Reading Room. Should they wish to leave the Rare Books & Special Collections Reading Room during their research session in the Rare Books & Special Collections, they are obliged to hand over the studied document to the staff member in charge.

9.2.8 Should a researcher want to make written copies and extracts, they are allowed to use only a graphite pencil or a portable computer.

9.2.9 Consumption of food and beverages during a research session in the Rare Books & Special Collections is forbidden.

9.2.10 The Rare Books & Special Collections Reading Room is considered to be a quiet area. Therefore, all actions that are in no direct relation to research in the Rare Books & Special Collections Room are to be restricted as much as possible and personal devices must be turned to silent mode. Phone calls are not allowed.

9.3 Making Digital and Print Copies

9.3.1 A researcher is allowed to make digital copies (photographs) from the Rare Books & Special Collections materials with their own contactless equipment (camera, cell phone), provided they fill out an appropriate request form. However, researchers cannot take photographs of more than half of the content of any library item published before 1860 (incl.). The use of one's own additional light source, a camera stand, or a personal scanner is not permitted. Photographs may be taken for research purposes only by a researcher.

9.3.2 Self-service copying and scanning is not allowed.

9.3.3 The NTK Reprographic Services can make print and digital copies of parts of library items from NTK's Rare Books & Special Collections. The delivery date of such materials once they are ordered will be set by NTK's Reprographic Services staff and depends on the digital technologies used and the availability of the NTK Reprographic Services staff. Payment methods are governed by the [NTK Fees and Services Pricelist](#).

9.3.4 A researcher may order digital and print copies using the [online form](#); the print Request for Consent to Make a Digital Copy form, available in the Rare Books & Special Collections Reading Room, may also be used. In this way, it is possible to order a number of copies not exceeding half of the content of the copied document.

9.3.5 Ordering copies of whole books is possible via the [EOD](#) service.

9.3.6 The making of copies is dependent on the condition and preservation of the relevant old document, the evaluation of which is solely within the competence of the staff in the Rare Books & Special Collections office. Should the physical condition of a library item not allow the making of copies, a researcher's order will be refused without exception.

9.3.7 Making copies from the Rare Books & Special Collections via other institutions or third parties is forbidden.

9.4 Use of NTK's Rare Books & Special Collections for Publication Purposes

9.4.1 Permission to publish any digital copy from NTK's Rare Books & Special Collections may be granted by NTK's director based on a written request from the author-researcher, editor, or publisher. Both self-made copies and copies made by NTK's Reprographic Services team may be published.

9.4.2 Inviting a photographer to make professional photographs of library items from the Rare Books & Special Collections for publication or exhibition purposes may be allowed under conditions set by the head of the Rare Books & Special Collections office pending a written request approved by NTK's director.

9.4.3 Any published copy of a document from the Rare Books & Special Collections has to be accurately quoted, including the call number and a note that the given document is a part of the Library Collections. The author or publisher is obliged to provide NTK one copy of the final publication for free, without being asked.

9.4.4 Library items from NTK's Rare Books & Special Collections may be used as a basis for creating editions, reprints, facsimiles, and so on in their full or shortened scope only upon written agreement and based on approval by NTK's director. The author of such a project is obliged to provide NTK by one copy of the final publication for free, without being asked.

9.5 Final Provisions

9.5.1 If a researcher violates any of the obligations imposed through these Rules, they might not be permitted to continue their use of the Rare Books & Special Collections.

9.5.2 Use of NTK's Rare Books & Special Collections for purposes other than research may be allowed. However, a conclusion of a contract covering the intended purpose with NTK is a necessary condition.

9.5.3 Exemptions from the Rare Books & Special Collections Reading Room Rules may only be permitted by NTK's director based on a written request.

In Prague, dated March 6, 2024
NTK director
Ing. **Martin Svoboda** m. p.