

NTK

50°6'14.083"N, 14°23'26.365"E
Národní technická knihovna
National Library of Technology



ÚOCHB ^{AV}
^{CR}
IOCB PRAGUE



UNIVERSITY OF
CHEMISTRY AND TECHNOLOGY
PRAGUE

Conditions of Use 2024

of the Integrated Library

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CHAPTER 1

1.1 Legal Framework

The Library's activities and services are governed by the laws of the Czech Republic (hereinafter referred to as "CR") and other related European Union (hereinafter referred to as the "EU") legislation, in particular, Act No. 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services (Library Act); Act No. 121/2000 Coll. on Copyright and Rights Related to Copyright and on amendments to certain acts (Copyright Act); Act No. 89/2012 Coll. Civil Code, as amended; Act No. 634/1992 Coll., Consumer Protection Act, as amended; Act No. 110/2019 Coll., on personal data processing and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the "GDPR").

The National Library of Technology (hereinafter "NTK") is located at Technická 2170/6, 160 80 Prague 6 - Dejvice. Further contacts are listed on the website: <https://www.techlib.cz>; main email: info@techlib.cz and main phone number: +420 232 002 535.

1.2 Provisions

The Conditions of Use of the Integrated Library regulate the conditions under which the Library provides librarian, informational, or other services to all Users and registered Patrons.

The Conditions of Use of the Integrated Library is issued and updated by NTK's Director; the Rector of the University of Chemistry and Technology, Prague; (hereinafter "UCT Prague"), and the Director of the Institute of Organic Chemistry and Biochemistry of the CAS, v. v. i. (hereinafter "IOCB Prague").

1.3 List of appendixes

- [Appendix 1: Fees and Services Pricelist](#) (updated online)
- [Appendix 2: Service Differentiation Principles](#) (Patron Privileges)
- [Appendix 3: Personal Data Protection–Information Memorandum](#)
- [Appendix 4: Rules for Use of Consultation & Information Retrieval Services](#)
- [Appendix 5: Borrowing Rules](#)
- [Appendix 6: Document Delivery Services](#)
- [Appendix 7: Rules for Ordering Reprographic Services](#)
- [Appendix 8: Periodicals Reading Room Rules](#)
- [Appendix 9: Research Rules](#)
- [Appendix 10: General Rules for the Use of Rentable Study Rooms & Classrooms](#)
- [Appendix 11: Complaints](#)
- [Appendix 12: Operating Rules for the Self-service Storage Lockers and Cloakroom](#)
- [Appendix 13: Out-of-Print Materials](#)
- [Appendix 14: Business Services](#)
- [Appendix 15: Operating Rules for the Polytechnic Workshop](#)

CHAPTER 2

2.1 The Library's Mission

The collections and services of the three integrated libraries (hereinafter referred to as the “**Library**”, see section 2.2.)—NTK, the Central Library of UCT Prague, and the Library of IOCB—are provided on the NTK premises. The Library provides public librarian and informational services. NTK is the central Czech information infrastructure library in the fields of technology and applied sciences and was established/is managed by the Czech Ministry of Education, Youth, and Sports (hereinafter “**MEYS**”). The UCT Prague Centre for Information Services provides information for UCT Prague students, researchers, and staff in the field of chemistry. The IOCB Prague Library collects scientific information focused on organic chemistry and biochemistry and related fields.

The Library provides free and equal access to information for all users. However, this does not preclude preferential service differences for different Patron Groups.

2.2 Glossary of Terms

Access & Privileges Tool: Online tool for verifying Patron Privileges and access levels.

Borrowing Period: Period for which a patron can use a Library Item. The Borrowing Period is explained in [Appendix 5: Borrowing rules](#). In certain cases, a Library staff member may change the default Borrowing Period.

Current Contents (hereinafter “**CC**”): Service in which scanned content of recently-received Library journal issues are sent to Users. Copies are delivered in paper by mail for Patrons not living in Prague; Virtual Polytechnic Library (hereinafter as “**VPL**”) Users receive a standard PDF.

Domestic Interlibrary Loan Services (hereinafter “**DILS**”) or **International Interlibrary Loan Services** (hereinafter “**IILS**”): Services through which the Library delivers Patrons physical items/copies of items not available in the NTK collections.

eBooks on Demand (hereinafter “**EOD**”): An on-demand service for Patrons mediating the digitization of historical books from the Library's collection.

Electronic information resources (hereinafter “**EIR**”): EIRs licensed by the Library's three institutions and made available in accordance with the Library's license agreements and rules for computer/network use.

Financial Account (hereinafter “**FA**”): During the registration process, an FA is automatically created for a Patron. An FA is used for fee-based service payments (e.g., for printing, copying, scanning, team study room reservations, using ZÍSKEJ). If a Patron incurs a negative FA balance, Patron Services will be suspended (see Section 3.1) until the amount due is paid. Deposits to an FA can be made via NTK's [payment gateway](#), by wire transfer to NTK's account (funds are available at 8 a.m. the business day following the transfer date), or in cash at the NTK Cash Desk on Floor 1. Any FA discrepancies are regulated according to [Appendix 11: Complaints](#).

The patron has the right to withdraw the balance on the FA, either in person at the NTK cash desk in the Floor 1 or by sending a request to info@techlib.cz. In the request, it is

necessary to provide the bank account number to which the requested amount is to be transferred, the user name and user ID (the information is available after logging in on the [My Account website](#)).

Free Services: Services the Library provides to all Users.

Guest: A person who registered at the NTK Reception Desk; as a rule, accompanied by NTK staff or staff from another organization on the NTK premises.

House Rules: Principles, regulations, and rules for day-to-day NTK operations.

Integrated Library (the “Library”) means NTK, UCT Prague, and IOCB Prague information resources, services, and technologies offered at the NTK premises. The Library operates as a single library for all Users. In matters concerning the Library, NTK acts on behalf of all three integrated libraries.

IOCB Prague Deposit Libraries: Part of the IOCB Prague Library collections intended for IOCB Prague staff use only. Not in NTK/permanently housed at another site. Includes IOCB Prague staff personal collections. Available for on-site use only (i.e., “Permanent Off-Site Borrowing”) in the IOCB Prague Study Room.

Library Collections (hereinafter “**Collections**”): All books, individual editions/volumes of journals, standards, dissertations, CDs, eBooks permanently purchased, and other types of items the Library makes available to Users.

Library Item: Any individual item from the Library Collections.

Library of Chemistry: UCT Prague and IOCB Prague information collections located/available in NTK’s Open or Closed Stacks.

Off-Site Borrowing: Patrons can check out materials for use outside NTK’s premises.

On-Site Borrowing: Library Item available for use only in designated NTK areas.

Open Stacks: Freely accessible Items from the Library collections (NTK Floors 3-6).

Out-of-Print Materials (hereinafter “**OOPM**”): Library patrons have access to the Czech National Library’s OOPM service . OOPM contains documents published in the Czech Republic protected by copyright law but not available for purchase (as further editions or in electronic form). More information at: [Appendix 13: Out-of-print materials](#) or [Out-of-Print Materials](#) (Czech only).

NTK Polytechnic Workshop (hereinafter “**NTK PW**”): offers registered patrons access to modern tools and machines. More information is available on the [NTK Polytechnic Workshop website](#). The use of NTK PW services is defined in [Appendix 15: Operating Rules for the Polytechnic Workshop](#).

Patron: Any natural person over 15 years of age, or a legal person with whom NTK concludes a Contract for Use of Library Services, and whose Patron Card is registered in the Library Patron Database. As a rule, the duration of the contractual relationship is one year. CTU Prague, UCT Prague, and CZU student registrations are automatically renewed as long as students are registered at these institutions. CTU Prague, UCT Prague, CZU, IOCB Prague, and NTK staff registration is also automatically renewed for the duration employment with these institutions.

Patron Card: A card having a Patron's name and photograph that is compatible with the NTK card system (e.g., ISIC, student, Lítačka, InKarta ČD card). If a patron does not have such a card, or has one but does not wish to use it, the Library will provide a card for a fee. This card is non-transferable (i.e., only the Patron can use it). Any misuse of the card is considered as violating the Conditions of Use and may result in temporary or permanent revocation of Patron privileges. Patrons should always use cards to enter the Protected Area so that the Library can track (depersonalized) statistical information.

Patron Privileges: Services for registered Patrons.

Protected Area: The area behind NTK's entrance turnstiles with e.g., publically-accessible collections and Team Study Rooms.

Rare Books & Special Collections (hereinafter "RBSC"): Library documents published on/before 1920, bound library items with at least one issue published on/before 1920 and some exceptional items published later. Details on the [RBSC website](#). Use of RBSC collections and the RBSC Research Room are detailed in [Appendix 9: Research rules](#).

Registration: By signing a contract, a Patron is given Patron Privileges and these are registered in the Library Patron Database regulated by [Appendix 2: Service differentiation principles](#).

Reprographic Services: Service for making copies from Library Collections.

Researcher: A Patron who uses NTK's Rare Books & Special Collections materials (hereinafter "NTK's RBSC") for specialized studies as consulting documents, making notes or transcripts, and potentially making copies.

Residence: A Patron who has permanent or temporary residence in the territory of the CR or another residential address in the CR. A residence document (e.g., identity card, print or electronic rental contract/invoice) provides proof of one's address when registering with the Library.

Self-Check Machine: Equipment for checking out Library Items for use beyond NTK's premises.

Self-Return Machine: Equipment enabling return of Items a Patron has checked out.

UCT Prague Departmental Library: Home to part of the UCT Prague Library collections permanently located in UCT Prague departments for on-site use only by staff of the relevant UCT Prague department. Includes a permanent collection available to staff from the relevant department.

User: Any person who uses library services. This may be a Visitor who is not registered but who can use free Library services or a registered Patron who has the right to access a significantly wider scope of services ("Patron Privileges").

Visitor: Person who enters the NTK Protected Area. They can use a limited range of services, including on-site borrowing, information, and (no charge) consultation services.

Virtual Polytechnical Library (hereinafter "VPL"): The VPL is a system developed and managed by the Library for delivering documents. The system allows VPL users to use collections from all the cooperating libraries (i.e., ordering copies from cooperating

library collections and borrowing books from abroad [IILS]). VPL users can also use the Current Contents service; cooperating VPL libraries can also use DILS. VPL services are fee-based; see [Appendix 1: Fees and Services Pricelist](#) for more information and the [VPL Conditions of Use of Library](#) (Czech only).

ZÍSKEJ is a system developed and administered by NTK for the delivery of documents from cooperating institutions that share collections with one another. Additional information (Czech only) at: [Infoportal Ziskej](#).

2.3 Library Patron Eligibility

- Anyone over the age 15 with a valid ID or other proof of identity and proof of residence in the Czech Republic. A sample registration contract is available on the [Library's website](#).
- Legal representative of an organization with certificate of incorporation, business license, or other incorporation document and a tax identification number (TIN) certificate. The legal entity, in this case, is the Patron's rights/obligations holder. Registration contract is available on the [Library's website](#).

Patrons are divided into Patron Groups according to their academic and/or other characteristics.

2.3.1 Pre-registration

A potential Patron may significantly accelerate the registration process by filling out an [online form before they register](#). To complete the registration process, a potential Patron must visit the NTK registration desk in-person within 30 days to verify the information used in submitting the form. After pre-registering, potential Patrons can pay any applicable registration fees via the NTK online [payment gateway](#).

2.3.2 Registration

To register, potential Patrons must provide:

- Personal identification (ID card or other proof of identity)
- Proof of academic community membership (student or staff card) or other relevant documents (e.g., Disabled, Disabled/P, senior citizen card) required for certifying Patron Group membership; see [Appendix 2: Service differentiation principles](#) (Patron Privileges).

2.3.2.1 Registration Process for general public and Students/Employees of Educational Institutions

Registration includes the following steps:

- Verification of identity and entry of personal data and contacts into the Library Patron Database.
- Issuance of a patron card (for a fee; see [Appendix 1: Fees and Services Pricelist](#)) or acceptance of a smart card and its registration in the Patron Database (e.g., UCT Prague, IOCB Prague, CTU student or employee card; smart card)

compatible with Library systems that includes full name and a photo). If NTK issues a card, it is valid as long as the Patron maintains active Patron status.

- Payment possible after pre-registering. Registration payments details in [Appendix 1: Fees and Services Pricelist](#). Registration fees are non-refundable.
- Signing the Integrated Library Services contract.

2.3.2.2 Registration of Authorized Persons from UCT Prague, IOCB Prague, CTU, and CZU

The registration process is as outlined in 2.3.2.2, except:

- Authorized persons from UCT Prague, IOCB Prague, CTU, and CZU, who do not pay registration fees (fees are paid by the affiliated institutions).
- After signing a registration agreement, the authorized persons are assigned relevant Patron Privileges groups (UCT Prague, groups AV–BV; IOCB Prague, group AU; CTU and CZU, groups AC–GC; see [Appendix 2: Service differentiation principles](#)).
- These institutions verify, on a daily basis, the validity of the affiliation; upon graduation or other changes in affiliation, a Patron is automatically transferred to the appropriate standard patron group (A-G). If the Patron’s institutional affiliation is renewed, the relevant patron group applies.

2.3.3 Remote Registration

EU citizens with proof of residence in the Czech Republic can register remotely for remote access to EIR. Such Patrons are placed in customer group H; see [Appendix 2: Service differentiation principles](#). Further information and remote registration form available at: [Registration & Free Access - Remote Registration](#).

2.3.4 Personal Data Protection

Details regarding the processing of personal data are in [Appendix 3: Personal data protection–Information memorandum](#). Patrons are required to inform the Library about any change to the data provided to the Library (in the Library Patron Database).

CHAPTER 3

3.1 Services Provided

Access to Library services depends on whether a person is a User (i.e., a non-registered visitor) or a registered Patron. A distinction is made between services available to everyone and services provided to registered Patrons.

3.1.1 Overview of Services Provided

Services	Free	Fee-based
Entrance to Library and use of public spaces	√	×
On-site use of items from the Open and Closed Stacks	√	×
Information/advisory services	√	×
Consultations	√	×
Courses and Workshops ¹	√	×

Information Retrieval Services ² and an overview of publication activities	×	√
Bibliometric services	√	×
eBook on demand	√	×
Current Contents	×	√
Reprographic services ³	×	√
Guided tours ⁴	√	√
Commercial rentals ⁵	×	√

¹) Fees may apply depending on the type of event; see [Appendix 1: Fees and Services Pricelist](#).

²) Provided to everyone interested except students. For students, a consultation service is available; see [Appendix 4: Rules for use of consultation & information retrieval services](#).

³) Staff prepare orders.

⁴) Guided tours for groups from non-profit educational institutions are provided by the Library free of charge; commercial organizations are charged a fee; see [Appendix 1: Fees and Services Pricelist](#). Tour requests may be denied due to capacity reasons. For more information, including booking information, please visit the [Guided Tours webpage](#).

⁵) Interested members of the general public can rent spaces for their educational activities. Information on the [Conference Services and Rentals webpage](#).

Other services	Free	Fee-based
Use of public computers and Wi-Fi access	√	×
Checking out materials for use beyond NTK premises	√	×
Domestic Interlibrary Loan Services ¹	√	×
International Interlibrary Loan Services	×	√
Self-service copying and scanning	×	√
Discounted Team Study Room or Individual Carrel rental ²	×	√
Access to After Hours Study Room for staff and students with academic affiliations	√	×
Access to Quiet Study Room on Floor 3	√	×
Business Services ³	√	×
Out-of-Print materials	√	×
Virtual Polytechnical Library services	×	√
ZÍSKEJ	×	√
Licensed electronic resources ⁴	√	×
NTK Polytechnic Workshop ⁵	×	√

¹) The service is also available for Czech libraries registered by the Czech Ministry of Culture, Virtual Polytechnic Library users, and ZÍSKEJ account users. For a flat-rate refund of the costs associated with receiving material, see [Appendix 1: Fees and Services Pricelist](#). DILS is provided free of charge for staff and students with academic affiliations. UCT Prague's Interlibrary Loan Service is available to UCT Prague employees and students: mvs@vscht.cz, tel.+420 232 002 571. IOCB Prague's Interlibrary Loan Service is available to IOCB employees: mvs@uochb.cas.cz, tel. +420 232 002 434.

²) Discounted fees apply to certain Patron groups; see [Appendix 2: Service differentiation principles](#).

³) Patron status is a condition for receiving these services. The Business Services team offers, among other things, thematic consultations and literature research services. More information on the [Business Services](#) website and in [Appendix 14: Business Services](#).

⁴) Remote access to Library EIR and UCT Prague EIR is limited to certain patron groups; [Appendix 2: Service differentiation principles](#).

⁵) The NTK PW patrons pays only for materials, more information about the service and conditions of use can be found on the [NTK Polytechnic Workshop page](#).

Further information about services is on the [NTK](#) website. NTK may provide new services on a pilot basis and/or add additional services on an individual, contractual basis.

Some NTK services are not available during all Library opening hours, so we recommend checking service availability on the [NTK Opening Hours](#) website. NTK may also limit its services in the event of emergencies.

3.1.2 Selected Services

Consultation Services

Provided free of charge to all users. See: [Services & Support>Consultations](#).

Business Services

Professional information support to corporate clients, companies, and start-ups in the areas of corporate monitoring and industrial rights protection. Intended for legal entities and individuals. For more information, see [Appendix 14: Business Services](#), and the [Business Services website](#).

Bibliometric Services

Specialized consultations for R&D evaluation methodologies as well as evaluations and summaries of publication activity, free of charge to all Users. More information at: [Bibliometric Services](#). Creating publication reports is subject to Information Retrieval services terms and conditions; see [Appendix 4: Rules for use of consultation & information retrieval services](#).

Information Retrieval Services

Performed for a fee and provided only on topics corresponding to the Library's science and technology profile. The Library reserves the right not to perform a search due capacity reasons. Details at: [Services & Support>Education and Research Support>Information Retrieval Services](#).

Educational Activities

The Library offers courses and workshops for high school students and teachers; university students, researchers and instructors; institutions working in R&D; and companies whose employees work with academic information and create professional texts. Details and up-to-date information at: [Services & Support>Academic Support>Courses, Workshops and Webinars](#) and [Business Services](#).

Borrowing Services

Checking out and returning Library Items is regulated by [Appendix 5: Borrowing rules](#). Rare Books & Special Collections are intended for on-site study only according to: [Appendix 9: Research rules](#). Borrowing other items for on-site study only is governed by Appendix 8: Periodical Reading Room rules. Details at: [Services & Support>Borrow, Return, Renew](#).

Items from the UCT Prague Departmental Libraries and the IOCB Prague Deposited Libraries cannot be checked out by Patrons who are not part of the UCT Prague or IOCB Prague communities, but in exceptional cases, DILS and ILS of items for other Patrons is possible.

Domestic Interlibrary Loan Services and International Interlibrary Loan Services

The Library can deliver materials (or copies of them) if they are not in the Library's collections. Details at: [Services and Support>Interlibrary Loan and Document Delivery Services](#) and [Appendix 6: Document Delivery Services](#).

Document Delivery Services

Patrons and others can also use document delivery services: VPL, ZÍSKEJ, EOD, and CC (see Section 2.2).

Access to Electronic Information Resources (hereinafter “EIR”)

Library patrons have different levels of access to EIR according to Patron Groups, see: [Appendix 2: Service Differentiation Principles](#). Rules for using EIR and penalties for misuse are specified in the Contract Regarding Conditions of Use of Integrated Library Services signed by Patrons. An overview of Library EIR at: [What we have>Electronic Resources](#).

Computers and Wi-Fi

Patrons may use computer terminals (hereinafter “**terminals**”) on Floors 3-6. Terminals at the Information Desks on Floors 2-6 are for Library staff only.

Patrons login to the NTK network using the user name and password they choose when registering. The use of another Patron’s information is strictly forbidden. Instructions for the use of the terminals in this [manual](#).

Patrons are responsible for any damage to terminals (including hardware and software) caused by improper handling or use and must report any errors or malfunctions to Library staff.

The use of terminals is monitored. The Library may restrict or suspend network operation for essential /planned technical or software maintenance or for other necessary reasons.

Patrons may use terminals and/or their own devices—phones, tablets, and notebooks—to access the internet. Wi-Fi settings are described in this [manual](#).

The NTK premises is connected to the internet via the CESNET academic and research network. Internet usage is thus restricted to activities connected with the Library’s mission (see Chapter 2, 2.1). Usage details and Patron obligations are outlined at: [Internet, Wi-Fi, Eduroam](#) and [Public Computers](#).

Reprographic Services

Patrons may print/copy/scan documents from the Library collections themselves (self-service devices are located throughout the NTK premises (instructions at: [Print, Copy, Scan](#)) or use Reprographic Services for a fee according to [Appendix 1: Fees and Services Pricelist](#). Detailed information about Reprographic Services, including the order form, is available at: [Services & Support>Interlibrary Loan Services>Reprographic Service Center](#) web page and [Appendix 7: Rules for ordering reprographic services](#).

Details about reporting complaints about printing/ copying/scanning are in [Appendix 11: Complaints](#).

CHAPTER 4

4.1 NTK Premises

All persons entering and moving about the NTK premises are obliged to comply with the [NTK House Rules](#) as well as the Conditions of Use of the Integrated Library and its Appendixes as well as follow verbal instructions from Library, reception, and security staff and written instructions visible throughout the premises. Outerwear and luggage larger than cabin baggage (standard International Air Transport Association size, 55 cmx35 cmx20 cm) should to be placed in [self-service storage lockers](#).

A complete overview of library spaces and options for use in the [NTK House Rules](#).

4.2 Library Opening Hours

Current opening hours are at: [Who we are>Opening Hours](#). Whenever the Library is closed, the [After Hours Study Room](#) is available for members of the academic community.

4.3 User/Guest Obligations

There are often hundreds of people inside the Library, often over a thousand. Mutual consideration is essential for ensuring that everyone has a good Library visit. We thus request that all Users and Guests who enter the Library:

- Follow the Conditions of Use of the Integrated Library and the [NTK House Rules](#)
- Follow instructions from Library and security staff and written instructions/rules found in the Library
- Behave considerately towards others, meaning refraining from restricting or disturbing the rights of others. Specifically:
 - Put your mobile phone or other communication device on silent mode
 - Consume food and drink in such a way that does not disturb those around you or endanger the Library's/other's property
 - Do not smoke or use narcotic/psychotropic substances in the building (including electronic cigarettes, inhalers, vaporizers, and similar devices)
- Not bringing live animals, dangerous objects, chemicals, food, inline skates, skateboards, bicycles, scooters, other sports equipment, explosives, or weapons onto the Library premises, even if you have a weapon that you carry and have registered according to the Czech Act on Firearms and Ammunition
- Not enter the premises under the influence of alcohol or psychotropic substance or wearing soiled clothing
- Respect the "Quiet Zones" on Floors 3 and 6, where you must refrain from using mobile phones or making loud conversation/other disturbing sounds

- Only use electronic devices designed and approved in the Czech Republic for the transfer, storage, and processing of data

The right to use Library services may be temporarily or permanently revoked upon repeated violation of these rules.

4.4 Camera System, Photography, and Filming

Information about the Library camera system and rules for photography and filming in the Library premises is at: [NTK House Rules](#).

4.5 Periodicals Reading Room

The Periodicals Reading Room is in Sector D, Floor 3. For more information about offerings, please visit the [Periodicals Reading Room](#) website. Use is governed by [Appendix 8: Periodical reading room rules](#).

4.6 Rare Books & Special Collections Reading Room

The [Rare Books & Special Collections Reading Room](#) is located near the Periodicals Reading Room in sector D , Floor 3. Use is governed by [Appendix 9: Research rules](#).

4.7 After Hours Study Room

The [After Hours Study Room](#) is on the ground floor opposite the reception desk near the NTK 3 entrance. It may only be used by academic professionals and students; see [Appendix 2: Service differentiation principles](#).

4.8 Team Study Rooms and Individual Carrels

[Team Study Rooms](#) are located in sectors D, Floors 4- 6. [Individual Carrels](#) are located on Floor 6. The rules for the use in [Appendix 10: General rules for the use of rentable study rooms & classrooms](#).

Instructions and information about complaints is in [Appendix 11: Complaints](#).

4.9 Classrooms 1-4

Classrooms 1-4 in sector A, Floors 3 and 4, are intended for educational activities with groups of 30 to 50 people and the optional use of computer equipment. CTU FIT permanently leases Classroom 4 and Classroom 2 is used by Library [Business Services](#). For additional information, see [Appendix 10: General rules for the use of rentable study rooms & classrooms](#).

4.10 NTK Polytechnic Workshop

The [NTK Polytechnic Workshop](#) is located on the ground floor of the building behind the cloakroom and is intended for registered patrons. The aim of the workshop is to provide a space for access to machines and tools that patrons would not normally have access to. Use of NTK PW services is conditional on the previous completion of required courses. Further information is given in Appendix 15: Operating Rules for the Polytechnic Workshop and on the [NTK wiki](#).

CHAPTER 5

5.1 Consequences for not Complying with the Conditions of Use of the Integrated Library

5.1.1 Liability for Damage

A Patron is liable for any damage (including non-property damage) that they cause according to liabilities outlined in the Czech Civil Code.

5.1.2 Late Fee

If a Patron does not return a checked out Library Item by the set deadline, the Library is entitled to a late fee at the rate listed in [Appendix 1: Fees and Services Pricelist](#). An Item is considered late on the business day that follows the end of the Borrowing Period with fees issued per Library Item per day. Only the Patron is responsible for paying late fees.

If a Patron does not pay a late fee, they will lose their right to use Patron services (e.g., borrow materials, Document Delivery Services, reserve study rooms, copy, scan, print).

5.1.3 Enforcement

If a Patron does not return a checked out Library Item by the due date, a reminder will be sent to the Patron. Three email reminders are followed by the so-called "Director's reminder" sent by mail to the most recent address on file for a Patron. The Patron shall pay for any costs incurred by the reminders. If a Patron does not return a checked out Library Item within one month after the Director's reminder was sent, the matter will be taken up by a court of law. In the event of enforcement by a court of law, the Patron shall pay both Library costs incurred in accordance with [Appendix 1: Fees and Services Pricelist](#) as well as the costs for the legal representation connected with court enforcement.

For Items from the UCT Prague and IOCB Prague collections, these institutions will decide on matters involving court of law enforcement.

5.1.4 Proprietary Right

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

5.1.5 Lost, Damaged, or Destroyed Items

Patrons shall immediately report the loss or damage of Library Items they have checked out ; see [Borrow, Return, Renew](#), with details in [Appendix 5: Borrowing rules](#).

Until the method for compensation/settlement of or liability for a loss have been resolved, the Library retains the right to stop providing services to the Patron involved temporarily.

CHAPTER 6

6.1 Final Provisions

6.1.1 Revocation of the Right to Use Library Services

A registered Patron who repeatedly or seriously violates the Conditions of Use of the Integrated Library Services to which they agreed when they registered, may have their right to use Library services temporarily or permanently revoked.

6.1.2 Exemptions from the Conditions of Use of the Integrated Library

Exemptions from the Conditions of Use of the Integrated Library are granted based on a written request approved by NTK's Director. All exemptions, changes, and supplements in relation to the Library of Chemistry and the UCT Prague Departmental Libraries are subject to approval from UCT Prague's Rector. All exemptions, changes, and supplements in relation to the Library of Chemistry and the IOCB Prague Deposit Libraries are subject to approval by the IOCB Prague Director.

6.1.3 Use Validity of Conditions of Use of the Integrated Library

These Conditions of Use of the Library come into force and effect on December 1, 2024.

The Conditions of Use of the Library of June 2, 2023, are repealed on the same date.

In Prague, dated October 22, 2024

NTK Director

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

UCT Prague Rector

Prof. Ing. **Milan Pospíšil**, CSc. m. p.

IOCB Prague Director

Prof. RNDr. **Jan Konvalinka**, CSc. m. p.