

# Contract Regarding Terms of Use of Integrated Library Services

## Contractual Parties:

### **National Library of Technology, 160 80 Praha 6 Dejvice, Technická 6/2710,**

A subsidized organisation established by the Ministry of Education, Youth and Physical Training  
Organizational ID: 6138 7142

Tax Registration No.: CZ61387142

Bank Account No.: 8032031/0710 (Czech National Bank, Prague)

The organization is represented by Mr. Ing. Martin Svoboda, Director of the National Library of  
Technology

(Hereinafter "NTK")

and

Name and surname: \_\_\_\_\_

Birthdate and place of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Identity card type and number: \_\_\_\_\_

(Hereinafter the "Patron")

**Enter into this Contract for use of Integrated Library Services.**

## **1. Integrated Library Regulations**

The Contractual Parties undertake to respect provisions of the Integrated Library Regulations accessible on the NTK website. The Patron declares that he or she has read the Integrated Library Regulations and the Rules of the NTK building and that he or she will remain informed about any revisions thereto, respecting the obligations for use of Integrated Library services.

## **2. Patron group and services provided**

In accordance with the provisions 3.2.2 to 3.2.15 of the Integrated Library Regulations, the validity of the Contract stems from the Patron's valid ID \_\_\_\_\_ Patron group [E, F, G, K, L, M] and expiration date \_\_\_\_\_ .

**Provided services**, use [the online tool](#) to find out your privileges

Autoprolongation of registration (days before end)  
Borrowing Services  
Orders / maximum  
Loans / maximum  
Loan period for books (days)  
Loan period for NTK bound periodicals (days)  
Loan period for UCT bound periodicals (days)  
Loan period for IOCB bound periodicals (days)  
Loan period for books and bound periodicals three days / weekend  
Loan period for old and rare items  
Loan for Czech technical standards  
Loan period for eBook readers / tablets (days)  
Loan period for supplementary assortment (days)  
Deposit for borrowing non-Czech books from NTK collection  
Deposit for borrowing non-Czech books from UCT collection  
Deposit for borrowing non-Czech books from IOCB collection  
Penalties for late returns  
Access to NTK eResources on NTK terminals  
Remote access to NTK eResources  
Access to UCT eResources on NTK terminals  
Remote access to UCT eResources  
Access to IOCB eResources on NTK terminals  
Remote access to IOCB eResources  
Internet and PC access at NTK  
Print, copy, and scan services  
Printing from NTK Digital Library (Kramerius)  
Financial account  
Financial account / max. limit  
Individual study carrel rental  
Team study room rental (R=reduced fee)  
Access to 24\*7 Reading Room

### **3. Rules for using electronic resources licensed by NTK and UCT Prague and electronic services**

While using the electronic information resources licensed by NTK and UCT or the electronic services provided by the Integrated Library, the Patron agrees to observe unconditionally the following rules:

- To utilize the electronic information resources for non-commercial use only—i.e., educational, study, or research purposes as well as the Patron's personal needs;

- He/she will not migrate or print full texts of whole eJournals and full texts of eBooks;
- He/she will not cut, modify, translate, or to create any derived works;
- He/she will not remove, cover, or modify notes about copyright, or authorship included or displayed in these texts;

He/she will not transfer acquired full texts (directly or indirectly) for any further distribution;

- He/she takes into account that all rights, licenses, and interests to the electronic information resources belong to the license provider and its possible suppliers, and that unauthorized spreading of accessible documents or their parts could greatly damage the license provider and its supplier interests.

The Patron affirms that all materials will be used exclusively for non-commercial purposes. Not complying with the rules gives NTK the right to terminate the agreement with the Patron immediately.

#### **4. Rules for using self-service reprographic services**

When using self-service reprographic services, the Patron agrees to comply without exception to the following rules:

- To work only with documents from the Integrated Library collection or those that have been provided through interlibrary loan;
- To deal with copies of copyrighted works in accordance with the Copyright Act No. 121/2000 Coll.;
- Pursuant to Sections 30, 90, and 91 of the Copyright Act, to make only one print copy from the electronic copy for personal use; any other use of the electronic copy represents a violation of the Copyright Act;
- He/she will not copy, remove, obscure, or modify any copyright or authorship notices contained or displayed in documents;
- He/she will not transmit or disseminate in any way the copies obtained (directly or indirectly) with intent of subsequent distribution.

The Patron acknowledges that he or she bears sole responsibility for violation of the Copyright Act and is aware of all possible consequences of its infringement, including damages that might arise from any infringement.

#### **5. Personal data protection for Patrons**

In conformity with the Act No. 257/2001 Coll., on Libraries and Conditions of Provision of Public Library and Information Services (hereinafter the "Library Act"), as amended, with the Act No. 219/2000 Coll., on Property of the Czech Republic and its Representation in Legal Relations, as amended, and with reference to Section 5, Sub-Section 1, Paragraph b); and Section 5, Sub-Section 2, Paragraphs b) and e) of the Act No. 101/2000 Coll., on Personal Data Protection and Modification of Some Acts, as amended (hereinafter the "Personal Data Protection Act"), NTK is entitled to support the provision of its services by gathering necessary personal data of the Patron and his/her Representative. Acting as the data administrator and processor, it keeps personal data in its Database of Patrons under conditions specified by the Act on Personal Data Protection, until the Patron asks in written form to delete the data, or until five years after termination of the Patron's NTK card or by a settlement by the Customer of his/her last commitment to the Library, whichever condition is fulfilled last. According to Section 12, Sub-Section 2 of the Personal Data Protection Act, and upon a written request of the Patron, NTK is

bound to provide information about the Patron's personal data in the form of an extract of the Patron's record. NTK is entitled to request adequate fees for such a data providing.

The Patron further agrees that NTK keeps the data indicated below in its Patron Registration System. The data is used for conducting surveys regarding NTK's offerings and services and thus for continuous improvement of NTK's information resources over time. Data stored includes: Type of Patron (student; doctoral student; faculty; member of the public; citizen from outside the Czech Republic – permanent resident; or citizen from outside the Czech Republic – temporary resident) as well as address of affiliated institution/employer.

The Patron acknowledges that in accordance with Section 5, Sub-Section 2, Paragraph e) of the Personal Data Protection Act, NTK is also entitled to record any serious violations of Integrated Library Regulations. These notes are also part of the Patron's record in the Registration System

## 6. Contract date of expiry

This Contract is for a fixed period: from \_\_\_\_\_ to \_\_\_\_\_

**I hereby affirm that the information provided in this document is true and accurate. I am aware that if I have provided false information, I am subject to compliance with the laws of the Czech Republic.**

Date:

Date:

\_\_\_\_\_  
NTK Authorized Representative Patron Signature