

Hostivař Reading Room Regulations

- 1) These Hostivař Reading Room Regulations (hereinafter referred to as the "Visitor Regulations") are issued in order to implement the rights and obligations of the users of the National Library of the Czech Republic (hereinafter referred to as the "NL CR") stipulated in the Library Rules of the NL CR (hereinafter referred to as the "Library Rules") when using the services of the Hostivař Reading Room (hereinafter referred to as the "Reading Room"). In cases not governed by these Visitor Regulations, the Library Rules shall apply.
- 2) The user is obliged to follow the Library Rules and respect the instructions set out in the Visitor Regulations or communicated by staff of the NL CR in connection with the current situation.
- 3) The user is obliged to be considerate towards other users and staff of the NL CR, in particular, he/she must not threaten, harass or prevent them from using the services of the NL CR. In the event of violation of these Visitor Regulations, staff of the NL CR is authorised to expel the user from the premises of the Reading Room.
- 4) Voice communication via mobile phones and other brought-in devices is prohibited in the Reading Room. It is not permitted to use loudspeakers and sound signals.
- 5) The user is obliged to leave his/her outerwear and luggage in the cloakroom or in a locker.
- 6) It is not allowed to take food and drink in the Reading Room. Their consumption in the Reading Room is prohibited. The user may leave them in a locker during his/her stay in the NL.
- 7) The user may enter the Reading Room only with his/her writing material, papers or notebook, laptop, camera, mobile phone.
- 8) The user may take his/her own study material (e.g. printed documents) in the Reading Room only after prior permission from staff at the circulation desk, provided it is necessary for his/her study of library items from the Archival Collections of the NL CR.
- 9) The Hostivař Reading Room is intended for study of library items from the Modern Archival Collections of the NL CR, i. e. the National Archival Collection, the Archival Collection of the 19th Century, Hostivař Archival Collections. The users can borrow library items on-site (according to Part Six of the Library Rules), but always after they order them through the Counselling and Information Service in the Klementinum's Main Hall. Borrowing from the Modern Archival Collections is governed by the rules for the access to archival documents of the NL CR.
- 10) The delivered library items will be issued to the user by staff in the Reading Room together with a research sheet upon presenting his/her reader card. The user will carefully complete and sign the research sheet.
- 11) The user is allowed to use only one vacant seat at the desk for his/her work. In certain cases, the seat may be assigned to him/her obligatorily by staff. The user who works with library items from the collections of the NL CR has a priority right to a study seat in the Reading Room.
- 12) Library units from the NL CR collections will be issued to the user only for study at a regular user seat. If all user seats in the Reading Room are occupied, no other users will be allowed into the Reading Room and no library item will be issued to him/her.
- 13) The user may request up to five library items for on-site loan or reservation. For periodicals, the number of volumes shall be discussed with and agreed by staff. The reservation period is one month from the date of the delivery or the date of the last visit in the Reading Room. In specific cases, staff may grant an exception.
- 14) The user is obliged to handle the borrowed library items with utmost care. A trolley is available to handle them. Staff may order its use obligatorily. When writing, it is not allowed to use library items as writing pads, to place the open items flat with spines facing up, and to place any things on them or on other units. Any tampering with the library items - underlining, highlighting, writing notes, sticking post-it notes, etc. - is also impermissible. No ink, scissors, glue, or sharp objects may be taken into the Reading Room. If necessary, they can be requested from staff. It is not allowed to put any luggage on the desks.
- 15) When working with library items from Modern Archival Collections, the user is obliged to use only a soft pencil. It is forbidden to put writing things, especially a notebook, paper, etc., on the library items. Any intervention in the library item is strictly prohibited.

- 16) When working with library items, it is recommended to use special book supports to restrict the opening angle of a volume. Staff in the Reading Room may order their use.
- 17) A small reference library is available to users in the Reading Room. Users can also access electronic information resources and the Internet and wireless Internet access on the devices of the NL CR. The use of (i) computers and computer connections, (ii) the Internet and electronic information resources, and (iii) the provision of wireless Internet access (Wi-Fi) services is governed by the NL CR instructions currently in force.
- 18) The user can use his/her own laptop in the Reading Room. The NL CR provides access to the electricity network within the available capacity. Under no circumstances are the users allowed to connect to the communication network of the NL CR.
- 19) It is prohibited to take library items from the NL CR collections outside the Reading Room.
- 20) It is not possible to make self-service copies of library items from the Archival Collections. The user may request staff to make copies on demand (detailed rules for reprographic services are defined in Annex No. 11 to the Library Rules). A smaller number of copies are provided while you wait in the Reading Room. The fee is charged according to the valid Fees and Services Price List of the NL CR (Annex No. 7 to the Library Rules). If the order exceeds the technical or time capacity of the Reading Room, it will be handed over to a specialised department of the NL CR.
- 21) The user may use his/her own equipment to make a copy for personal use after prior permission from staff of the Reading Room and completion of the relevant declaration, but he/she must always handle library items from the Modern Archival Collections with care. The user is not allowed to use flash or other light source. Acceptable devices are camera, tablet and mobile phone. It is prohibited to use a scanner or any other device with an intense light source.
- 22) Library items from the Modern Archival Collections of the NL CR subject to a special protection regime will be issued to the user by staff of the Reading Room at a pre-assigned seat, always only one volume at a time and together with a research sheet provided for library items under a special protection regime. The user shall duly complete and sign the research sheet.
- 23) Before leaving the Reading Room, the user is obliged to return the library items subject to a special protection regime to staff in the Reading Room.
- 24) If the contents of a library unit is subject to a special protection regime, in accordance with Section 191 or Section 192 of the Criminal Code, it is not possible to make copies of such a library unit, even when using one's own equipment. The information on whether a library item is subject to these sections is to be found on the research sheet for library items subject to the special protection regime.
- 25) When the user finishes studying, he/she is obliged to return all borrowed library items to staff of the Reading Room.
- 26) The library assumes no responsibility for items brought in by users. During the opening hours, users may leave their belongings in the cloakroom or in a locker in the lobby to the Reading Room. The lockers must be used in accordance with the Locker-Use Regulations of the NL CR and the locker must be properly sealed before the user leaves. The space in the Reading Room lobby, outside of the lockers is not a place intended for storing things or a place where brought-in things are usually stored, according to the relevant provisions of the Civil Code.