

Department of Manuscripts and Early Printed Books

Reading Room Regulations

Article 1

In order to implement the rights and obligations of the users of the National Library of the Czech Republic (hereinafter referred to as the "**National Library**") set out in the Library Rules of the National Library (hereinafter referred to as the "**Library Rules**") when using the services of the Reading Room of the Department of Manuscripts and Early Printed Books (hereinafter referred to as the "**Reading Room**"), these Regulations of the Reading Room of the Department of Manuscripts and Early Printed Books (hereinafter referred to as the "**Regulations**") are issued. In cases not covered by these Visiting Rules, the Library Rules shall apply.

Article 2

The user is obliged to follow the Library Rules and to respect the instructions set out in the Regulations or communicated by the National Library staff regarding the situation in question.

Article 3

The Department of Manuscripts and Early Printed Books (hereinafter referred to as "**the Department**") is a special department that manages the historical collections of the National Library of the Czech Republic and is governed by special provisions.

Article 4

1. The Reading Room is intended for the study of historical collections managed by the Department and for study of the reference library.
2. Access to the Reading Room is available to all users with a valid library card of the National Library.
3. All documents managed by the Department, including the reference library, are made available exclusively by appointment in the Reading Room.

Article 5

The order form is available in the Reading Room (all three parts must be filled in); it is also possible to order electronically (the link to the electronic order form is on the department's website); e-mail or telephone orders are excluded. Library items in poor physical condition are not available for loan. For full-time study, documents are preferably made available on alternative media, i.e. digital copies made as part of the digitisation of historical collections, optical discs, microfilms, microfiche, photocopies and facsimiles.

Article 6

1. Documents cannot be dispatched on demand, but are brought in during expedition hours (9:00, 14:00) or on an agreed date. A maximum of 5 library items can be ordered, only after they have been returned can additional items be ordered. Only 1 volume can be studied in the Reading Room. The maximum booking period is set at 3 working days from the date of the expedition. The maximum possible time of making them available in the Reading Room is 6 working days (unless the user agrees otherwise). Exceptions are allowed by the Head of the Department.
2. Selected documents from historical collections may be reserved for one operating day only. The maximum possible time of their availability in the Reading Room may be limited due to their nature. No further reservations are possible. The user will be informed of this in advance.

Article 7

1. There are 6 places reserved for the study of historical collections (tables 1, 2 for the study of manuscripts; tables 3, 4, 5, 6 for the study of early printed books and old maps). The user working with historical collections is obliged to study at these places. The Supervisor may designate a place

- to study, taking into account the occupancy of the Reading Room and the nature of the library items borrowed.
2. The Supervisor does not provide users with assistance in reading and translating texts.

Article 8

Each user is obliged to present his/her valid library card to the Supervisor upon entering the Reading Room.

Article 9

Library items from historical collections must be surrendered to the Supervisor each time you leave the Reading Room.

Article 10

The user is obliged to:

- a) use only medium hardness pencils (2H, HB) when studying;
- b) study the original documents laid out on foam pads;
- c) use only the non-acidic paper tabs available from the Supervisor to file and track text;
- d) keep the peace, do not disturb other users in any way;
- e) obey the instructions of the Supervisor.

Article 11

It is strictly forbidden to interfere in any way with the borrowed library units, e.g. to tick, enter, add folios numbers, copy, or use them as writing pads, etc. The user is obliged to return the borrowed library units in the same condition in which they were borrowed. Otherwise, he/she is liable for all damages and is obliged to reimburse the National Library for the cost of repairing the documents, or to compensate for the damage as in the case of its loss.

Article 12

Bringing food and drinks into the Reading Room is not allowed, their consumption in the Reading Room is prohibited. Voice communication via mobile phones and the use of loudspeakers and sound signals is not allowed. Before entering the Reading Room, the user is obliged to put away outer clothing, bags, briefcases, etc. In the cloakroom.

Article 13

Photography in the Reading Room:

- a) Photographing library items from the reference library: your own device (camera, mobile phone, tablet) may be used without the express permission of the Supervisor when taking photographs „handheld“, without flash/intense light, for personal use.
- b) Photographing library items from historical collections: your own device (camera, mobile phone, tablet) may be used without the express permission of the Supervisor when taking photographs „handheld“, without flash/intense light, for personal use.

Article 14

1. Making copies on self-service copying machines:
 - a) Copying of library items from the collection of the Department's reference library may be done by the user after consultation with the Supervisor.
 - b) Copying of library items from historical collections is not allowed, 2 tis possible to contact the Supervisor and place an order.
2. The price of copies made by self-service or on request is governed by the valid Price List of Paid Library and Information Services and Fees.

Article 15

For the use of reproductions of historical collections for other than personal purposes, a Declaration on the use of reproductions must be approved.

Use is subject to the following conditions:

- a) reproduction may only be used for the purposes stated;
- b) to hand over 1 documentary copy to the Department;
- c) in the text, in any list of illustrations and in reproductions, provide a citation;
- d) reproductions not to be forwarded for further publication or use by others.

Article 16

A reference library is available to all users in the Reading Room. Its collection is contained in the online catalogue, in the NKC database. From computers located in the Reading Room, users can access the STT database, the Knihopis, the Manuscriptorium digital library, the National Digital Library and selected online licensed databases and other resources of the National Library.

Article 17

Internet access is available in the Reading Room on the devices of the National Library and wireless internet access. 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 currently applicable relevant Guidelines of the National Library.

Article 18

If the user violates any of the obligations imposed by these Regulations, the borrowed documents may be withdrawn. In the case of a particularly serious violation (e.g. damage to documents, use of reproductions/copies in contradiction of these Regulations, etc.) he/she may be restricted from entering to the Reading Room.

Article 19

Any exceptions to the Regulations are authorised by the Head of Department.