

## APPENDIX 5: BORROWING RULES

### 5.1 Borrowing Items from NTK collections

5.1.1 The following cannot be checked out for use beyond the library premises:

- Books published on or before 1920 and journals published before on or before 1950; Rare Books & Special Collections items
- Archival publications of Czech origin and Library Items labelled with a lower-case "z" after the publication call number
- Documents intended only for on-site study (e.g., encyclopedias, monolingual dictionaries, dissertations)
- Study and reference materials from the Library of Chemistry
- Archival copies of textbooks and anthologies published by UCT Prague
- Bound volumes of UCT Prague and IOCB Prague periodicals
- UCT Prague Rare Books & Special Collections labelled with the call number H as well as dissertations and classified materials UCT Prague
- Items received via DILS and IILS for use in NTK only
- Print standards and newspapers

5.1.2 Borrowing of Rare Books & Special Collections items for on-site study only is discussed in **Appendix 9: Research rules**; borrowing of other items for on-site study (in accordance with Paragraph 9.1.2) is discussed in **Appendix 8: Periodicals Reading Room Rules**.

### 5.2 Borrowing from UCT Prague Departmental Library Collections and IOCB Prague Deposit Libraries

5.2.1 UCT Prague's Departmental Library collections and the IOCB Prague Deposit Library collections contain specialized, scientific literature related to their research and educational needs. Access mechanisms for these collections are described in the Conditions of Use and UCT Prague's Centre for Information (CIS) staff and IOCB library staff also stand ready to assist with questions.

5.2.1.1 The UCT Prague Departmental Library collections include:

- On-site collections used for on-site study in a Departmental Library that supports a relevant UCT Prague Department.
- Staff of from other UCT Prague departments and UCT Prague students may only access these items from these collections on site, and after agreement consulting with a Librarian of from the relevant Departmental Library.
- Collections for permanent off-site borrowing to the staff of the relevant UCT Prague department.

5.2.1.2 The IOCB Prague Deposit Library collections include:

- On-site collection for on-site study in the IOCB Prague building reading room, intended for IOCB Prague staff

- Collections for permanent off-site borrowing to IOCB Prague staff

5.2.1.3 Other Library patrons cannot reserve items from the UCT Prague Departmental Libraries collections or the IOCB Prague Deposit Library collections; CIS UCT Prague staff or IOCB library must decide if other Library patrons can use items from these collections.

## 5.3 Methods for Borrowing Library Items

5.3.1 Searches for information on items in the Library collections and their availability take place in the **Library Electronic Catalog**. An electronic request for items may be made via the Library Electronic Catalog in-person in NTK, by phone (+420) 232 002 535, or by email at: **info@techlib.cz**.

5.3.2 The Library provides items from its collections to use on-site or to check out for home use (off-site borrowing). Information about the availability of an item and its exact location is available in the **Library Electronic Catalog**.

5.3.3 If a Patron requests an item from the NTK Closed Stacks for off-site use, they can choose between sending the item to themselves via Zásilka, NTK's courier service, or to pick up the item at the Reservation shelf in Sector A, Floor 3. Reserved items are available for 7 calendar days, after which, they are returned to the Closed Stacks.

5.3.4 If a Patron requests an item from the NTK Closed Stacks that can only be used on the NTK premises (on-site loan), it will be made available at the **Rare Books & Special Collections Reading Room** or the Periodicals Reading Room on Floor 3. Details in **Appendix 9: Research Rules** and **Appendix 8: Periodicals Reading Room Rules**.

5.3.5 For items in the Open Stacks in NTK's Protected Public Areas (Floors 3-6) that can be checked out, Self-Check Machines are available for self-service check out on Floors 1, 2, and 3).

5.3.6 For items in the Open Stacks in NTK's Protected Public Areas (Floors 3-6) that must be used in the Library, Patrons can take them from the shelves and use them anywhere in the Protected Public Areas.

5.3.7 A Patron can check out up to 15 items at a time off-site or in-library use in the **Periodicals Reading Room** or in the **Rare Books & Special Collections Reading Room**. Patrons in Groups A, AV, AC, AU, and P (see **Appendix 2: Services Differentiation Principles**) may check out up to 30 library items at a time. Patrons can only check out one copy of each title. The limitation of the number of items does not apply to items available in the UCT Prague Departmental Library or IOCB Prague permanent off-site borrowing collections.

5.3.8 Before borrowing, we recommend that a Patron examine the relevant items and immediately report any defects to a Services staff member; otherwise, the Patron will be liable for any and all defects discovered when the item is returned and shall pay the costs associated with returning the item to its original state.

5.3.9 When a Patron checks out an item for off-site use or uses it in the **Periodicals Reading Room** or in the **Rare Books & Special Collections Reading Room**, the Library enters into a contract with the Patron by making a record of the borrowed item in the automated Library system in the Patron's account. If a Patron would prefer staff assistance for checking out an item, the Patron must present their Patron card and an ID card or other proof of identity to the staff member. When a Patron checks out an item for off-site use using Self-check machine, a Patron inserts their card into the machine, and further graphic instructions are found on the screens of the machines.

5. 3.10 A Patron can request a Patron account statement from the Library with a list of items checked out. At the Self-Check machines, Patrons can print out a confirmation of checked out items and a summary of their account. UCT Prague staff members can request a statement of items on permanent loan from the UCT Prague Departmental Library collections from the relevant departmental librarian. IOCB Prague staff members can request a statement of items on permanent loan from IOCB Prague Library staff members.

5. 3.11 If a required item has already been checked out to another Patron, a Patron may reserve the item. If there are multiple reservations for the item, the order of reservations is determined according to the date each reservation request was made. Patrons will get an email letting them know when the item is available for check out.

5. 3.12 If a Patron does not find the requested item in the [Library Electronic Catalog](#) or if the document is on a long-term loan, damaged, or lost, a Patron can request the item through [Interlibrary Loan Services](#).

5. 3.13 If a desired item is demonstrably not found in any library in the Czech Republic, a Patron may request that the Library mediate the loan of the item or procure a copy from libraries abroad ([the ILS service](#)).

For more information on DILS and ILS, please refer to [Appendix 6: Document delivery services](#).

5. 3.14 A Patron may not lend checked out items to any other persons, and the Patron is liable for them as long as they are checked out.

5. 3.15 A Patron shall report the loss of checked out items without delay in writing to the Library, and shall provide compensation of any damage within the deadline determined, with the process described in the [Conditions of Use of the Integrated Library](#), Part 5.1.5.

5.3.16 A Patron shall use tablets and eBook readers in accordance with the enclosed manual.

5.3.17 A Patron shall use supplementary items (headphones, laptop cooling pads, 8 GB flash drives, optical mice, power banks, umbrellas, and games), pursuant to their manual and purpose.

## 5.4 Loan Periods

5.4.1 The duration of the Loan Period for each item is listed in the Library [Electronic Catalog](#) in the record for each checked out item.

5.4.2 A detailed overview of loan periods by Patron group is available in [Appendix 2: Services differentiation principles](#). For quick verification, customers can use the [Access & Privileges Tool](#) on the Library's website.

5.4.3 If a Library Item is not reserved and a Patron has settled all their obligations towards the Library, they may renew the loan period before the expiration date, at most four times. After the maximum of four renewals has been reached, the Patron must return the item. After it is returned, and if an item is not reserved by someone else, the Patron can borrow it again.

5.4.4 The relevant provisions of Paragraph 5.2 of the Borrowing Rules above apply to the borrowing items from the UCT Prague Departmental Library collections and the IOCB Prague Deposit Library collections (on-site collections and permanent loans).

5.4.5 Loan periods for items ordered via DILS and ILS are described in [Appendix 6: Document Delivery Services](#).

## 5.5 Returning Borrowed Materials

5.5.1 Patron may return items from Library collections they checked out for off-site use with the Self-Return machine located on the ground floor and accessible from both the public area or the Library's Protected Area. When returning items with a Self-Return machine, a Patron must wait for the machine to confirm the return. Failure to do so will result in the risk that the item will not be returned properly/updated in the Patron's account list in a timely manner. If a destroyed, incomplete, or damaged item is returned with the Self-Return machine, the return is not considered proper and will be addressed in accordance to Article 5.7, even if the machine acknowledges the return. Patrons may print returns receipt with the Self-Return machine themselves; eBook readers, tablets and supplementary items cannot be returned via the Self-Return machine.

5.5.2 Patrons shall return eBook readers and tablets charged to at least 60%. They may only be returned at the Main Services Desk on Floor 2 to a library staff member during assisted services opening hours. A record of the loan is deleted from the Patron Account only after a library staff member physically checks the eBook reader or tablet.

5.5.3 When the library is closed, Patrons may return borrowed items using the return box (Bibliobox) located at the NTK3 entrance. A loan returned in this way will be removed from the Patron Account on the following business day. This provision does not apply for eBook readers, tablets, and the supplementary range; point 5.5.2 above.

5.5.4 Items borrowed via DILS/IILS may be returned in the Periodicals Reading Room. In exceptional cases, returning these items can be individually arranged via email (mvs@techlib.cz or mms@techlib.cz), or by calling +420 232 002 415 or +420 232 002 494. UCT Prague and IOCB staff members will arrange for borrowing and return of items procured via DILS by telephone or email with a staff member at their institution. For more information, see: Appendix 6: Document delivery services .

5.6 Penalties for failure to comply with Loan Periods as well as damage to or loss of Library Items, are found in the Appendix 1: Price List and Appendix 6: Document delivery services.

## 5.7 Lost, Damaged, or Destroyed Items

Patrons are obliged to report the loss or damage of a library item to the Library without delay. For more information, please visit the Borrow, Return, Renew webpage. The Library decides how to replace a lost or damaged item and prefers to obtain a replacement copy that is the same edition and has the same binding. If this is not possible or practical, the Library may accept a replacement copy for another edition or financial compensation. The amount of the refund to the Library shall be based on the current market price of the item or the cost of any copy made, including the cost of any binding. In the event of damage to or loss of a Library Item, a handling fee will be charged in accordance with Appendix 1: Price List, and the Library will also determine the method of replacement for the lost item.

Payment of the costs for replacing a lost or damaged item does not relieve the Patron of the obligation to pay a late fee, if the loss or damage is reported after the loan period for the item has expired.

In the event of loss, damage, or destruction of borrowed ICT equipment (e.g., eBook reader, tablet, powerbank), the Library will require payment as determined by the Library's ICT

department. A Patron must also pay a handling fee according to **Appendix 1: Price List** (designed to estimate the cost of a damaged ICT device).

NTK reserves the right to suspend the provision of services to a Patron until compensation arrangements for lost, damaged, or destroyed items have been made and all liabilities have been settled.

In Prague, dated October 22, 2024  
NTK Director  
Ing. **Martin Svoboda** m. p.