

## Conditions of Use of the TECH Integrated Library

# APPENDIX VI: DOCUMENT DELIVERY SERVICES

## 1.1 Domestic Interlibrary Loan Services (hereinafter only the "DILS")

### 1.1.1 General Information

1.1.1.1 The library provides **NTK Patrons** with valid Patron Cards with loans or copies of documents from other libraries in the Czech Republic via Domestic Interlibrary Loan and Reprographic Services (DILS).

Orders may be sent via an online form on the NTK website after registration in the **ZÍSKEJ** system, or may also be submitted in the Periodicals Reading Room.

After receiving an email inviting them to collect a loan or copy, the Patron has 7 days to collect it, and may arrange the place of collection via email sent to [mvs@techlib.cz](mailto:mvs@techlib.cz).

The Patron may arrange the place and time to return the document via email at [mvs@techlib.cz](mailto:mvs@techlib.cz),

Unless the source library determines otherwise, loans from other libraries are Off-Site Loans as a rule.

The Patron may study documents acquired via DILS that cannot be lent off-site during the opening hours of the Periodicals Reading Room.

For all types of fees (e.g. flat-rate compensation of costs connected with the procurement of the loan or copy, for late returns, damage to or loss of a unit) – see the NTK Fees and Services Pricelist.

The ILS opening hours are Monday to Friday from 10:00 a.m. to 4:00 p.m.; email [mvs@techlib.cz](mailto:mvs@techlib.cz), telephone 232 002 415 or 232 002 583.

1.1.1.2 The NTK DILS provide loans from the Integrated Library Collections to **Czech libraries** registered with the Ministry of Culture of the CR based on the completion of an online form, via the relevant forms in the VPL or UC CR, via **ZÍSKEJ**, or after the sending of a completed DILS request form by post to the address: Národní technická knihovna, odd. MVS, Technická 6, 160 80 Praha 6.

After receiving an email with a call to collect a loan or copy, a library based in Prague has 7 days to collect it – the place of collection may be arranged via email at [mvs@techlib.cz](mailto:mvs@techlib.cz).

The place and time of return of the document – after arrangement via email at [mvs@techlib.cz](mailto:mvs@techlib.cz)

Libraries outside Prague will send publications/copies ordered via the interlibrary services by post.

For all types of fees (e.g. flat-rate compensation of costs connected with the procurement of the loan or copy, for late returns, damage to or loss of a unit) – see the NTK Fees and Services Pricelist.

The DILS opening hours are Monday to Friday from 10:00 a.m. to 4:00 p.m.; email [mvs@techlib.cz](mailto:mvs@techlib.cz), telephone 232 002 415 or 232 002 583.

1.1.1.3 **UCT Prague staff** may request DILS via email at [mvs@vscht.cz](mailto:mvs@vscht.cz), via the [online form](#) on the website, or by calling 232 002 571. One prerequisite for the provision of the DILS Patron Privileges for the loan of a document from another library to a UCT Prague staff member, is their registration in the IL registration database, and that they are in patron category AV – see the [Services Differentiation Principles](#), and the recording of the loan in the library lending system. The Patron will arrange the place and time of collection and return of the document via email at the same address.

1.1.1.4 **IOCB Prague staff** may request DILS via email at [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz), via the [online form](#) on the website or by calling 232 002 434. One prerequisite for provision of the ILS Patron Privileges for the loan of a document from another library to an IOCB Prague staff member is their registration in the IL Patron Database, and that they are in patron category AU – see the [Services Differentiation Principles](#), and the recording of the loan in the library system. The Patron will arrange the place and time of collection and return of the document via email at the same address.

### 1.1.2 Rules for DILS from the NTK Collections

1.1.2.1 As regards the use of DILS, the library or organization that requested the loan for its Patron is responsible for the fulfilment of the obligations of that Patron. It has an obligation to comply with generally binding legislation on interlibrary services (implementing decree of the Act on Libraries) and the relevant directives and instructions of the Integrated Library. The library or organization that requested a loan for its Patron has an obligation to compensate any damage caused by its Patron to the document owner (NTK, UCT Prague or IOCB Prague).

1.1.2.3 Some documents cannot be lent in this way and are indicated in the [Lending Rules](#), paragraph 1.1.2 – this also applies for eBook readers, tablets, and the supplementary range.

1.1.2.4 The Integrated Library Collections DILS Loan Period is set at 35 days, and if the document has not been reserved, the loan may be extended a maximum of four times upon agreement (using the address [mvs@techlib.cz](mailto:mvs@techlib.cz)).

### 1.1.3 Rules for DILS from Other Library Collections

1.1.3.1 Upon the request of an IL Patron, the library will mediate the loan of a Library Item from a different library in the CR if the desired unit is not in the Integrated Library Collections or if it is unavailable for a long time. The conditions for the loan of Library Items from the collections of libraries in the CR are determined by the source libraries.

1.1.3.2 The Loan Periods for loans from the collections of other libraries are determined by the source libraries. A Patron may request a renewal to the Loan Period for a Library Item via email or by telephone ([mvs@techlib.cz](mailto:mvs@techlib.cz), telephone 232 002 415 or 232 002 583) at least two days before its expiration, while the decision is made by the source library.

1.1.3.3 If the Patron fails to comply with the Loan Period, they will be charged a late fee for each day and each volume – see the [NTK Fees and Services Pricelist](#) – and other fees that the source library charges in connection with the late return. At the same time, all IL services tied to their Patron Account will be halted, including access to eResources. The patron account will be unblocked after the document is returned and all liabilities settled.

1.1.3.4 In the event of loss or damage of a Library Item, the source library will decide on the method of compensation. The Patron shall pay both the costs that the source library incurs in connection with the loss or damage of the Library Item, and also a contractual late fee in case of notification of the loss of a Library Item after the expiration of the Loan Period.

1.1.3.5 Until the compensation of the loss and the settlement of all the liabilities of the Patron, the library retains the right to halt the provision of all services to the Patron, including access to eResources.

1.1.3.6 Failure to collect loans or copies ordered via DILS without justification is considered to be misuse of the service and may be a sufficient reason for refusal to provide additional DILS services.

1.1.3.7 Repeated failure to comply with the terms and conditions of the ILS by the Patron may lead to restrictions on this type of service.

## **1.2 International Interlibrary Loan Services (hereinafter only the "IILS")**

### **1.2.1 General Information**

1.2.1.1 The NTK will only procure from foreign libraries and institutions loans or copies of documents not available in the Czech Republic.

1.2.1.2 The conditions for the loan of Library Items from the collections of foreign libraries are determined by the source libraries.

1.2.1.3 One prerequisite for the provision of the IILS service, the result of which is the loan/delivery of a document from a foreign library, is the registration of the applicant in the IL Patron Database. Higher education students are recommended to request their faculty library for mediation of the IILS.

1.2.1.4 The IILS is fee-based – see the [NTK Fees and Services Pricelist](#).

### **1.2.2 IILS Rules**

Orders can be sent via the [online form](#) on the NTK website, or via a prepaid VPL user account.

The IILS service is provided on business days from 10:00 a.m. to 4:00 p.m.

Place and time for collecting and returning a document: upon agreement via email at [mms@techlib.cz](mailto:mms@techlib.cz).

Consultation in person takes place at the information desk on Floor 4.

IILS services are not provided by post to Patrons who are resident in Prague, or Patrons with extended rights located in Prague – see the [Services Differentiation Principles](#). Patrons may request information via email at [mms@techlib.cz](mailto:mms@techlib.cz) or by calling 232 002 494 or 232 002 524.

### **UCT Prague**

**UCT Prague staff** may request the IILS service via email at [mvs@vscht.cz](mailto:mvs@vscht.cz) or via the [online form on the website](#). You can get additional information by calling 232 002 571 or via email at [mvs@vscht.cz](mailto:mvs@vscht.cz).

One prerequisite for the provision of the ILS service, the result of which is the loan of a document from a foreign library to an **UCT Prague staff member**, is the registration of the applicant in the IL Patron Database in the patron category AV – see the [Services Differentiation Principles](#), and the recording of the loan in the library system.

**UCT Prague students** can request the ILS service via email at [mvs@vscht.cz](mailto:mvs@vscht.cz) or via the online [form on the website](#). Additional information is available by calling 232 002 571 or via email at [mvs@vscht.cz](mailto:mvs@vscht.cz).

One prerequisite for the provision of the ILS authorized service, the result of which is the loan of a document from a foreign library to an **UCT Prague student**, is the registration of the applicant in the IL Patron Database in the patron categories BV to GV – see the [Services Differentiation Principles](#), the recording of the loan in the library system, the use of the material for study purposes only, and the consent of their tutor. The Patron can arrange the collection and return place and time via email at [mvs@vscht.cz](mailto:mvs@vscht.cz), or by calling 232 002 571.

### **IOCB Prague**

**IOCB Prague staff** may request the ILS service via email at [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz) or via the online [form on the website](#). Additional information is available by calling 232 002 434 or via email at [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz).

One prerequisite for the provision of the ILS authorized service, the result of which is the loan of a document from a foreign library to a **IOCB Prague staff member**, is their registration in the IL Patron Database in the patron category AU – see the [Services Differentiation Principles](#), and the recording of the loan in the library system. The Patron can arrange the collection and return place and time via email at [mvs@uochb.cas.cz](mailto:mvs@uochb.cas.cz), or by calling 232 002 434.

**1.2.2.1 Extending a Loan** – A Patron may request renewal of a Loan Period no later than 5 days before it expires, while the foreign library will decide on such renewal. Loans are as a rule off-site unless the foreign library determines otherwise. The Patron may study documents acquired via the ILS that cannot be borrowed off-site during the [Periodicals Reading Room](#) opening hours.

### **1.2.3 ILS Rules**

Patrons using ILS service shall comply with generally binding legislation on interlibrary services (implementing decree to the Act on Libraries) and the relevant NTK directives and instructions. In the event of loss or damage of a Library Item, the source library will decide on the method of compensation. The Patron shall pay both all the costs that the source library incurs in connection with the loss of or damage to the Library Item, and also a contractual late fee in the case of notification of the loss of a Library Item after the expiration of the Loan Period. Until the compensation of the loss and the settlement of all the liabilities of the Patron, NTK retains the right to halt the provision of all services to the Patron, including access to eResources. Repeated failure to comply with the terms and conditions of the ILS by a registered Patron may lead to restrictions on this type of service.

## **1.3 Virtual Polytechnical library (hereinafter only the “VPL”)**

### **1.3.1 General Information**

1.3.1.1 The VPL is a system for the delivery of documents developed and managed by NTK together with contractually bound libraries for the purpose of providing joint services from their collections. NTK is the VPL Service Center (hereinafter only the "VPL SC") and is authorized to conclude contracts with users of VPL services. In this part of the Conditions of Use of the TECH Integrated Library, NTK means the VPL Service Center, and a subject using the VPL is a user of the Document Delivery Service (hereinafter the "DDS").

### 1.3.2 User and User Account

1.3.2.1 An Integrated Library Patron is authorized to use the services provided via the VPL. They gain the right to use these services through the conclusion of a Directory Use Contract. This contract is posted on the website of the VPL service (see the contract for natural persons and the contract for legal persons - Czech only). The text may be delivered via email or by post upon request; the printed form of the contract is also available from the NTK Registration Desk.

1.3.2.2 Two completed and signed copies of the Directory Use Contract are required for the conclusion of a contract. After their account is set up in the VPL SC, one copy of the contract signed by the authorized representative of NTK is returned to the DDS user; a DDS system user receives an account identification number, access name, password and the VPL Conditions of Use (Czech only). If a DDS user sets up their VPL User Account by post, these materials are sent to them as 'delivery to the addressee only'.

1.3.2.3 A patron account refers to a password-protected space (directory) on the NTK WWW server, set up based on a contract between NTK and the user (*inter alia* for the copyright protection of Library Items and to protect the user when accessing the results). This directory is only available after entering the user's access password. The patron account homepage contains an overview of the provided services, information about the current balance on the Financial Account, and a link to an overview of the billing for already provided services.

1.3.2.4 A VPL user account may only be used by the DDS user who requested it. One DDS user may only have one user VPL user account.

1.3.2.5 After setting up the patron account, the user will deposit on their Financial Account an amount in CZK from which the fee for setting up the VPL user account will be deducted – see the VPL Service Fees (Czech Only). They will then be able to use the services provided via their account in the document delivery system.

1.3.2.6 Money can be credited to the account as follows:

- by bank transfer to the NTK current account at the Czech National Bank in Prague, account number 10006-8032031/0710, variable symbol 67 + the number of the user account; for payments from abroad it is also necessary to indicate the IBAN: CZ26 0710 0100 0600 0803 2031;
- in person at the NTK Cash Office, ground floor of the NTK building (library) – cash only;
- by a transfer order based on an invoice;

1.3.2.7 The services provided via the VPL user accounts are as a rule ordered from the VPL user account via an online form and paid for from the balance on the VPL user account.

1.3.2.8 The DDS user may use all the data acquired in this way only for their own needs and in accordance with Act No. 121/2000 Coll., on Copyright, on Rights Associated with Copyright and on amendment to other laws (Copyright Act) and in the relevant licensing agreement.

1.3.2.9 After the provision of the requested service, the set fee is automatically deducted from the financial account – see the [VPL Service Fees \(Czech Only\)](#); the user will receive information about payments on their VPL user account homepage. If there are insufficient funds on the Financial Account, the provision of fee-based services will be automatically halted.

### **1.3.3 Offer of VPL Document Delivery System Services**

#### **1.3.3.1 Copies Delivered Electronically**

Via the online form accessible from their VPL user account, a DDS user may order copies of documents in a standard PDF format from the VPL Aggregated Catalog (hereinafter the “VPL AC”) or from the collections of the cooperating libraries. Information and instructions for use of these services are provided in the contract and in the [VPL Conditions of Use \(Czech only\)](#).

#### **1.3.3.2 “Current Contents” Copies**

Via the online form accessible from their user account, a DDS user may order copies of the content of each newly received issue of a selected periodical from the NTK collections or other cooperating library that provides this service. Copies delivered electronically are offered in a standard PDF format.

#### **1.3.3.3 Reprographic Copies**

Via the online form accessible from their VPL user account, a DDS user may order copies of documents located in the Integrated Library collections or in the collections of any cooperating library. The copies are sent to the user by the source library by post.

#### **1.3.3.4 Loans and Copies from Abroad (IILS)**

Via the online form accessible from their user account, a DDS user may submit a request for a loan or copy of a document located in the collections of libraries in the Czech Republic. The NTK will mediate the desired service from the collections of any foreign library or institution.

#### **1.3.3.5 Domestic Interlibrary Loan Services (DILS)**

Libraries that have an account with the VPL may submit DILS orders from the Integrated Library Collections (or from the collections of other participating libraries) via the online form in the VPL.

### **1.3.4 VPL and Integrated Library Services User**

A VPL user does not have to be a NTK Patron as long as they do not order services tied to registration. Access to eResources and to other Integrated Library authorized services is however tied to the registration of the user in the NTK Patrons Registration Database.

#### **1.3.4.1 NTK Rights and Obligations**

1.3.4.1.1 The NTK will make reasonable efforts to provide a service within the set deadline. If a VPL participating library is unable to provide a service within the set deadline, it will inform the DDS user of this without delay by displaying this information on a page of their VPL user account in the "Overview of Entered Requests" section, including the serious reasons that prevent it from providing the ordered service. At the same time, it will ask the DDS user whether the order remains valid and for how long they will remain interested in the service. Detailed information about the settlement method and the usual delivery time is included in the VPL Conditions of Use (Czech only).

1.3.4.1.2 If NTK has a reasonable suspicion of the misuse of an account or if a DDS user notifies a misuse themselves, NTK will take the appropriate steps to prevent further use of the VPL user account without delay.

1.3.4.1.3 If a DDS user fails to comply with the terms of the Directory Use Contract, NTK will not be liable for any financial loss to the DDS user and may revoke the DDS user's permission to use the services without any entitlement to compensation until compliance with the terms. NTK is in such cases entitled to seek compensation for the costs thus incurred (e.g. handling fee for account cancellation) and in serious cases may reject an application to reopen the account.

1.3.4.1.4 NTK shall, upon request and for a set fee, prepare an overview of the movements on the DDS user account for a specific period. Such overview will cover a one-year period; NTK shall provide older data upon request and for a set fee from its archives – see the VPL Service Fees (Czech Only).

1.3.4.1.5 NTK shall cancel the account of a user within the agreed deadline, however no later than 10 days from the delivery of a written request from such DDS user. The VPL SC shall also return any balance on the account no later than 10 days by sending it to the address of the user indicated in the contract or, at their request, will send it to an account the user specifies. A handling fee for the cancellation of the VPL user account and the return of the balance will be charged according to the valid VPL Service Fees (Czech Only). Bank fees will also be added to the handling fee. These fees will be deducted from the balance on the account.

#### **1.3.4.2 DDS User Rights and Obligations**

1.3.4.2.1 A DDS user is authorized to use their VPL user account under the terms arranged in the Directory Use Contract. The DDS user undertakes not to provide their VPL user account access password to any other person. If they violate this ban, they will be liable for all consequent damage.

1.3.4.2.2 A DDS user undertakes to dispose of any data acquired via the NTK services in accordance with the Copyright Act. The DDS user bears the sole liability for any violation of copyright, and is aware of all the possible consequences of such unlawful behavior.

All use of copies delivered via the VPL system is permissible only for non-commercial purposes, meaning exclusively for teaching, studying, or scientific purposes, and for the personal needs of the DDS user. The user may not shorten, modify, translate, or create works derived from the acquired data, delete, modify, or obscure copyright notices or other notes and reservations they contain; they also may not significantly or systematically copy, store, reproduce, distribute, or otherwise reproduce the data.

The acquired data may not be transferred (directly or indirectly) for use by any fee-based service or for any further distribution (irrespective of whether this is for-profit or non-profit, for a fee or free of charge).

1.3.4.2.3 A DDS user shall immediately report a suspicion of or any attempt to misuse their account.

1.3.4.2.4 Patrons shall address any complaints relating to the quality of a provided service, price, or time to process the order to the VPL SC ([digi@techlib.cz](mailto:digi@techlib.cz)). If the remedy is insufficient in terms of quality, scope, or time, NTK is obliged to refund the amount deducted for the claimed service from their financial account.

## **1.4 ZÍSKEJ**

### **1.4.1 General Provisions**

ZÍSKEJ is a system for delivery of documents developed and managed by the National Library of Technology. It is based on cooperation among the Cooperating Institutions, which share their collections.

ZÍSKEJ mediates the Document Delivery Service from the collections of the libraries participating in ZÍSKEJ (Partners) to the end user of a Cooperating Institution (User).

The end user ("User"), for whom the service is provided, is always a natural person who is authorized to use the results of the service exclusively for their personal needs or for the needs of science, research, and development.

### **1.4.2 ZÍSKEJ Service Center**

The NTK, or more precisely the ZÍSKEJ Service Center ("ZÍSKEJ SC"), is the administrator and operator of the ZÍSKEJ service, primarily providing the Document Delivery Service.

Other ZÍSKEJ SC functions include administration of the service, maintenance and administration of user accounts, supervision over service operation, generation of access data for administrators of Cooperating Institutions, securing and operation of other related technologies and work, and provision of other services relating to ZÍSKEJ.

### **1.4.3 Connected Library**

A Connected Library is a legal person that has concluded with NTK a Contract for the Provision and Use of ZÍSKEJ Services, a Contract for the Personal Data Protection and their Processing and Storage in ZÍSKEJ, and has an allocated SIGLE. For the User, this library is the parent library, which requests the other library to provide the document.

A Connected Library shall:

- comply with the deadlines and prices determined through the ZÍSKEJ Operating Rules and the ZÍSKEJ Pricelist;
- secure the document a User has ordered from the collections of the libraries participating in ZÍSKEJ;
- in the event of problems, provide the User with necessary cooperation;



- take responsibility for a loaned document for the duration of its loan (with the exception of the period when the document is held by Czech Post or another official carrier for the purpose of delivery);
- guarantee return of a loaned document in the appropriate condition and within the deadline required by the source library;
- be liable for damage to (or loss of) the document for which either it or its user are responsible;
- agree to provide financial compensation if the document is damaged, destroyed or lost. This liability does not apply to the transport of the document by Czech Post or another official carrier, unless personal collection and return of the document was agreed.

#### 1.4.4 User in ZÍSKEJ

A User is a user of a Connected Library.

A natural person who is concurrently an NTK Patron may become a User on condition that they:

- undertake to comply with the Contract for the Provision and Use of ZÍSKEJ Services (Czech only), the Conditions of Use of the TECH Integrated Library, Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on amendment to other laws (Copyright Act), the conditions of the Collective Agreement between NTK and DILIA in force and effective from 19 December 2019, and also the licensing arrangements with the publisher of the eResources;
- use the results exclusively for their personal needs or the needs of science, research, and development;
- will not shorten, modify, translate, or create works derived from the acquired data, delete, modify, or obscure copyright notices or other notes and reservations they contain; they also may not significantly or systematically copy, store, reproduce, distribute, or otherwise reproduce the data;
- will not transfer the acquired data for use by any fee-based service or for any further distribution.

If a User fails to comply with the contractual conditions, NTK will not bear any liability for potential financial losses of the Patron, and may prevent them from using the services. The NTK is in such cases authorized to seek compensation for the costs it incurs and, in serious cases, may reject a request for the restoration of an account.

In the event of repeated violations of contractual conditions, NTK is authorized to terminate a Contract for the Provision and Use of ZÍSKEJ Services.

A User may cancel a service ordered through ZÍSKEJ. They may also submit a complaint relating to a service implemented in violation of the conditions within 7 business days of provision.

A late fee will be charged for the late return of a borrowed document in accordance with the ZÍSKEJ Pricelist (Czech only).

#### 1.4.5 Operation of the ZÍSKEJ Service

The resource of data for the provision of the ZÍSKEJ service is the collections of the Connected Libraries, which provide information about the individual titles through the Central Libraries Portal at [knihovny.cz](http://knihovny.cz).

#### **1.4.5.1 Offer of Services via ZÍSKEJ Document Delivery Service**

The Document Delivery Services are mediated via the user profiles in the ZÍSKEJ service. The services are ordered via a form for a specific selected title or a form without a link to a specific document.

The interlibrary services defined through Act No. 257/2001 Coll., on Libraries and Conditions for Operating Public Library and Information Services (“Act on Libraries”) and the related implementing regulations form a special part of the services. The services ordered on behalf of a User by a Cooperating Institution are paid from the advances paid by this Cooperation Institution to the Financial Account at NTK.

The Document Delivery Services are provided pursuant to the ZÍSKEJ Pricelist (Czech only).

#### **1.4.5.2 Domestic Interlibrary Loan Services (DILS)**

##### **a) Ordering a document found in ZÍSKEJ**

Via the ZÍSKEJ service, the Requesting Library may order for its User a document that it finds in the Data Sources (see point 5 of the ZÍSKEJ Operating Rules (Czech only) and which is either not present in its collections or is not available for a long time. The online form is pre-filled directly by the ZÍSKEJ service.

##### **b) Ordering a document not found in ZÍSKEJ**

If a staff member of the Requesting Library does not find the requested document in the Data Sources, they may use a so-called empty form into which they will enter the required bibliographic data to order it through DILS.

#### **1.4.5.3 Rights and Obligations of NTK as the ZÍSKEJ SC**

The NTK is, as the ZÍSKEJ SC, responsible in particular for administration and operation of the ZÍSKEJ service.

Other ZÍSKEJ SC functions are management and administration of user accounts, generation of access data, provision of services to Cooperating Institutions and Users, supervision over the operation of the service (checks of compliance with deadlines, service quality), resolution of complaints, securing and operation of other related technologies and work (distribution of Orders, running of Financial Accounts, accounting documents, supplementation of user accounts, supervision over the drawing of amounts from accounts, statistical overviews, technical provision and support, etc.)

#### **1.4.5.4 Rights and Obligations of a Cooperating Institution (Connected Library)**

A Cooperating Institution undertakes to respect the terms and conditions of the provision of services determined in the ZÍSKEJ Services Provision and Use Contract (Czech only) and the ZÍSKEJ Operating Rules (Czech only).

You can obtain additional information about the ZÍSKEJ system at: <https://ziskej-info.techlib.cz/> (Czech only).

## 1.5. eBooks on Demand (hereinafter “EOD”)

1.5.1.1 The focus of the EOD service is the digitization **to order of old and rare documents** no longer protected by copyright. Anybody can order this service without the need to register with the IL, and from anywhere in the world. One prerequisite for making an order is the sending of a completed online form which is, under the link **“EOD – Order a Digital Copy”** available for all historical books in the NTK electronic catalog, or via the [EOD search](#) portal, through which it is possible to search in the European Network of Libraries catalogs and order digitization from the collections of all the preservation institutions participating in the project.

1.5.1.2 NTK mediates the digitization of documents from its Rare Books & Special Collections (part of the [catalog](#) of the Integrated Library), which comprises around 2 000 volumes issued before 1801 and another 100 000 volumes issued between 1801 and 1917), from the UCT Prague collection, and from the library collections of the Cooperating Libraries (National Medical Library, the Library of the Theatre Institute, the Library of the Military History Institute Prague, the Regional Research Library in Liberec, and the Research Library in Hradec Králové).

1.5.1.3 The focus of EOD is publications to which the Copyright Act no longer applies. The EOD service focuses purely on the digitization of books, **and it is not intended for serial and other documents. One condition for the use of the service is the digitization of the whole books**, not only their parts.

1.5.1.4 EOD is an electronic service. Book digitization may be ordered online without the need to visit the library. The goal is to ensure that historical books become available for archival researchers all over the world.

### 1.5.1.5 Ordering and Deliveries

1.5.1.5.1 Orders for the digitization of books from the NTK Collections may be made in the catalog via the user interface, and also in the online catalog of the Integrated Library. The button **“EOD – Order a Digital Copy”** may be used to make an order from the catalog record of the book. Another option is to order the digitization directly in the EOD catalog ([EOD Search](#)), which offers the Library Collections of all the libraries participating in the EOD project. One condition for a minor (under 18 years of age) to make an order is the consent of their legal guardian, as without this consent no contractual relationship can be established.

1.5.1.5.2 Electronic books (hereinafter only “eBooks”) can be delivered either by sending a hypertext link to the email address of the Patron or by delivering a CD/DVD to the address indicated by the Patron when ordering the EOD service. This link is active for 60 days from receipt of the payment for digitization.

1.5.1.5.3 Digitalized eBooks are delivered to the Patron in PDF format with optical character recognition, while use of the product is subject to compliance with the **EOD Service Terms and Conditions**.

1.5.1.6 eBooks are also stored in the [NTK Digital Library](#), from where they are made accessible to everybody - free of charge - two months after their digitization.

1.5.1.7 The EOD service is fee-based – see the [NTK Fees and Services Pricelist](#). For additional information about payment terms and options see the [EOD Conditions of Use](#) (Czech only).

1.5.1.8 The rights and obligations of NTK, as well as of an EOD Patron, are an integral part of the EOD Service Terms and Conditions. The contact email address [eod@techlib.cz](mailto:eod@techlib.cz) is available for any queries relating to the EOD service.

In Prague, dated March 17, 2022

NTK director

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