

## Conditions of Use of the TECH Integrated Library

### **APPENDIX V: LENDING RULES**

#### **1.1 Working with Rare Books & Special Collections Materials**

1.1.1 The IL decides on Off-Site Loans (outside the NTK building) or On-Site Loans (study in the building) of documents from the IL collections in accordance with its mission and taking account of the need to protect the library collections.

1.1.2 The following are strictly not loaned outside the NTK building:

- books printed before 1920, inclusive, and journals issued before 1950, inclusive;
- the NTK Rare Books & Special Collections;
- archive 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);
- basic study and reference literature from the Library of Chemistry collection;
- archival copies of textbooks and anthologies published by UCT Prague, and bound volumes of UCT Prague and IOCB Prague periodicals;
- the Rare Books & Special Collections of the Library of Chemistry labelled with the call number H, and dissertation and conferring papers from UCT Prague (papers with classified clauses);
- documents lent via DILS and IILS intended only for study in reserved areas in the NTK building through a decision of the lending library;
- print standards and newspapers.

1.1.3 Lending of the Rare Books & Special Collections only for on-site study is governed by the Archival Research Rules; lending of other documents only for on-site study (in accordance with paragraph 1.1.2) is regulated by the Periodicals Reading Room Rules.

#### **1.2 Lending from Collections of UCT Prague Departmental Libraries and IOCB Prague Deposit Libraries**

1.2.1 The UCT Prague departmental libraries collection contains specialized and scientific literature for research and educational purposes of the relevant department or UCT Prague workplace. Access to the departmental libraries collection is governed by the IL Conditions of Use and methodological instructions of the ISC UCT Prague staff. The authorized staff member (librarian) of the relevant departmental library is responsible for protecting the collection and making it accessible.

1.2.1.1 The UCT Prague departmental libraries collection includes:

- on-site collection used for on-site study inside the departmental library intended for the staff of the relevant UCT Prague department; staff of other UCT Prague departments and UCT Prague students may only access this collection on site, and after agreement with the librarian of the relevant departmental library;
- collection for permanent off-site lending to the staff of the relevant department.

1.2.1.2 Documents from the departmental library collection cannot be reserved by other IL Patrons; any lending is conditional on the decision of an ISC UCT Prague staff member.

1.2.1.3 Lending of a document from the on-site collection of a departmental library for DILS and IILS purposes is conditional on the decision of the librarian of the relevant department. DILS and IILS services are not provided from the collection for permanent off-site lending.

1.2.2 The IOCB Prague deposited libraries collection contains specialized and scientific literature for research and educational purposes of the relevant IOCB Prague workplace. Access to the deposited libraries collection is governed by the IL Conditions of Use and methodological instructions of the IOCB Prague staff.

1.2.2.1 The IOCB Prague deposited libraries collection includes:

- on-site collection for on-site study inside the reading room in the IOCB Prague building intended for IOCB Prague staff;
- personal deposited libraries collection (permanent off-site loans) of IOCB Prague staff.

1.2.2.2 Documents from the deposited libraries collection cannot be reserved by other IL Patrons; any lending is conditional on a decision of the IOCB Prague library staff.

1.2.2.3 Lending of a document from the deposited libraries collection for DILS and IILS purposes is conditional on a decision of the IOCB Prague library staff.

### **1.3 Searching and Checking Out Materials**

1.3.1 Searches for information on documents in the Integrated Library collections and their availability take place in the joint IL Electronic Catalog. An electronic order for documents may be made via the IL Electronic Catalog in person inside the library, by calling 232 002 535, or via email at [info@techlib.cz](mailto:info@techlib.cz).

1.3.2 Documents in the IL Collections located in the closed storage of the NTK building or in the Open Stacks areas on Floors 2 to 6 are intended for off-site or on-site lending. Information about how to borrow each Library Item is available in the joint IL Electronic Catalog.

1.3.3 Requested documents from the closed stacks in the NTK building intended for off-site lending are either sent to the Patron via Zásilka, NTK's courier service, or placed on the Reservations Shelf on Floor 3 in Sector A for pick up. The documents will remain on the Shelf, available for the Patron to collect, for 7 days. After that, they will be returned to storage.

1.3.4 Requested documents from closed storage in the NTK building intended only for on-site study in the NTK building are sent to the Rare Books & Special Collections Reading Room or the Periodicals Reading Room on Floor 3. The conditions for their lending are specified in the Archival Research Rules and the Periodicals Reading Room Rules.

1.3.5 A Patron may borrow documents stored in the protected public areas of the NTK building with Open Stacks on Floors 2 to 6 intended for off-site lending using the Self-Check Points located on Floors 1, 2, and 3.

1.3.6 A Patron may borrow documents stored in the protected public areas of the NTK building with Open Stacks on Floors 2 to 6 intended for on-site study exclusively for study in those areas.

1.3.7 A Patron may borrow off-site or on-site (in the Periodicals Reading Room, or the Rare Books & Special Collections Reading Room) a maximum of 15 Library Items at the same time. Patrons in groups A, AV, AC, AU and P – see the Services Differentiation Principles – may borrow off-site or on-site (in the Study Room, respectively the Rare Books & Special Collections Reading Room) a maximum of 30 Library Items at the same time. A Patron may only borrow 1 copy of each title. The limit on the number of Library Items does not apply to loans from the UCT Prague departmental libraries collection and permanent loans from the IOCB Prague personal deposit libraries collection.

1.3.8 Before borrowing, we recommend the Patron to examine the relevant documents and immediately report any defects to the services staff member, otherwise they will be liable for any and all defects discovered when the document is returned and shall pay the costs connected with returning the document to its original state.

1.3.9 The NTK will conclude with the Patron an off-site or on-site loan contract (for the Periodicals Reading Room, or the Rare Books & Special Collections Reading Room) by making a record of the off-site or on-site loan on their Patron Account in the automated library system. In case of assisted lending, for such record to be made the Patron shall present their Patron Card to the services staff member. Upon request by the services staff member, the Patron shall also present their identity card or other identity document. To make a record of a self-service off-site loan, the Patron will insert their card into the reader on the Self-Check Device. They will then proceed pursuant to the instructions displayed on the screen of the device.

1.3.10 The Integrated Library will provide, upon request from the Patron, a statement from their Patron Account regarding their obligations towards the Integrated Library. On Self-Check Devices, the Patron may also print out a confirmation of a loan or return, and a summary of their account. A statement of permanent loans from the departmental library collection will be provided upon request of an UCT Prague staff member by the librarian of the relevant departmental library. A statement of permanent loans from the IOCB Prague personal deposit libraries collection will be provided upon request of an IOCB Prague staff member by a staff member of the IOCB Prague library.

1.3.11 If the required Library Item has already been lent to another Patron, the Patron may reserve the Library Item. The order of reservations is determined according to the date of the reservation request and in accordance with the Services Differentiation Principles. Sending a notification of a Library Item reservation by post is subject to a fee pursuant to the NTK Fees and Services Pricelist.

1.3.12 If the desired document is not in the IL Library Collections or is on a long-term loan, damaged or lost, the Patron may request the loan through the Interlibrary Loan Services.

1.3.13 If the desired document is demonstrably not held by any library in the Czech Republic, the Patron may request the IL to mediate the loan of the document or to procure a copy from foreign libraries (the IILS service). Patrons can place such requests through this online form (Czech only). Patrons with an account at the VPL may request this service through the form in the VPL. For more information send an email at [mms@techlib.cz](mailto:mms@techlib.cz), or call 232 002 494.

Ordering documents from foreign libraries and institutions is governed by the valid IILS regulations. Through the IILS, NTK will procure publications primarily in the fields of technology and applied natural and social sciences related to technology. These services are provided subject to a fee pursuant to the valid NTK Fees and Services Pricelist.

1.3.14 A Patron may collect books requested through DILS and intended for off-site lending after email notification within 7 business days in the Periodicals Reading Room. A Patron may collect books requested through the IILS and intended for off-site lending after a prior arrangement via email at [mms@techlib.cz](mailto:mms@techlib.cz) or by calling 232 002 494 in the Periodicals Reading Room. A Patrons may study books acquired through DILS/IILS loaned by the source library for on-site use only in the Periodicals Reading Room.

For additional information on the conditions for the provision of DILS and IILS services see the Document Delivery Services Appendix.

1.3.15 A Patron may not lend borrowed documents to any other persons. They are liable for them for the whole duration of the loan.

1.3.16 A Patron shall report the loss of loaned documents without delay in writing to the IL, and shall provide compensation of damage within the determined deadline within the meaning of the Conditions of Use of the TECH Integrated Library, Part 8.5.

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

1.3.18 A Patron shall use the supplementary items pursuant to their manual and purpose.

## 1.4 Loan Periods

1.4.1 The duration of the Loan Period for each document is indicated in the joint electronic catalog of the Integrated Library in the record for each Library Item.

1.4.2 The Loan Periods are set as follows in accordance with the Services Differentiation Principles and depending on the document type:

Document type	Group A, AV, AC, AU, P	Group B, BV, BC, E, EV, EC, H, K	Group C, CV, CC, F, FV, FC, I, L	Group DV, DC, GV, GC	Group D, G	Group J, M
<b>Books</b>						
From the NTK Collections	56 days	28 days	28 days	on-site	on-site	on-site
From the Library of Chemistry collection	56 days	28 days	28 days	28 days	28 days	on-site
<b>Bound volumes of periodicals</b>						
From the NTK Collection	56 days	28 days	28 days	on-site	on-site	on-site
From the UCT Prague Collection	on-site	on-site	on-site	on-site	on-site	on-site
From the IOCB Prague collection	on-site	on-site	on-site	on-site	on-site	on-site
Individual issues of unbound volumes of periodicals	3 days – weekend	on-site	on-site	on-site	on-site	on-site
Individual issues of supplements to unbound journals on CD-ROM and DVD	on-site	on-site	on-site	on-site	on-site	on-site
<b>Electronic versions of journals on CD-ROM</b>						
From the NTK Collections	7 days	7 days	7 days	on-site	on-site	on-site
From the Library of Chemistry collection	7 days	7 days	7 days	7 days	7 days	on-site
<b>Corporate documents</b>	28 days	28 days	28 days	on-site	on-site	on-site

<b>NTK and UCT Prague Rare Books &amp; Special Collections</b>	on-site	on-site	on-site	on-site	on-site	on-site
<b>ČSN standards</b>	on-site	on-site	on-site	on-site	on-site	on-site
<b>UCT Prague archive copies of textbooks and anthologies</b>	on-site	on-site	on-site	on-site	on-site	on-site
<b>UCT Prague dissertation and conferring papers<sup>1</sup></b>	on-site	on-site	on-site	on-site	on-site	on-site
<b>eBook reader / tablet</b>	28 days	14 days	14 days	14 days	not lent	not lent
<b>Supplementary items<sup>2</sup></b>	28 days	14 days	14 days	14 days	not lent	not lent

1.4.3 If a Library Item is requested by multiple Patrons at the same time, the Integrated Library may set a shorter Loan Period of 14 days, or of 28 days for Patrons in groups A, AC, AV, AU and P – [see the Services Differentiation Principles](#); if needed, NTK may request the immediate return of a loaned Library Item before the end of the Loan Period. This provision does not apply for eBook readers and tablets.

1.4.4 If a lent Library Item is not reserved and the Patron has settled all their obligations towards the IL, they may repeatedly extend the Loan Period before it expires, but at most by four times the basic Loan Period. After the maximum Loan Period has been reached, the Patron shall return the Library Item. If the Library Item is not reserved, they may borrow it again.

1.4.5 The relevant provisions of paragraph 1.2 of the Lending Rules above apply to the lending of documents from the UCT Prague departmental libraries collection (on-site collection and permanent loans).

1.4.6 The relevant provisions of paragraph 1.2 of the Lending Rules above apply to the lending of documents from the IOCB Prague deposit library's collection (on-site collection and permanent loans).

1.4.6 The Loan Periods for loans from the IL Collections via DILS are set pursuant to the table above (paragraph 1.4). These Loan Periods do not apply to loans from the UCT Prague departmental libraries collection and permanent loans from the IOCB Prague personal deposit libraries collection.

1.4.7 Individual Loan Periods are set for loans from foreign libraries via the IILS; the Patron is responsible for complying with them.

## 1.5 Returning Borrowed Materials

1.5.1 A Patron may return documents from the IL Collections lent outside the library via the Self-Service Device located on the ground floor or on the Floor 2 during the opening hours of the library.

<sup>1</sup> except papers with classified clauses

<sup>2</sup> flash drives, chargers, board games, cards, umbrellas etc.

The Patron may print out their own return confirmation. This provision does not apply to eBook readers, tablets, and the supplementary items.

1.5.2 A Patron shall return an eBook reader and tablet with a charge of at least 60%. They may only be returned at the Main Services Desk on Floor 2 to a library staff member during the opening hours of assisted services. The record of the loan is deleted from the Patron Account only after a physical check of the eBook reader or tablet by a responsible library staff member.

1.5.3 Outside the opening hours of the library, a Patron may return a borrowed document using the returns box located at the entrance to building NTK3. 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 – see point 1.5.2 above.

1.5.4 Documents borrowed via DILS/IILS may be returned in the Periodicals Reading Room. The return of documents may in exceptional cases be arranged individually via email at [mvs@techlib.cz](mailto:mvs@techlib.cz) or [mms@techlib.cz](mailto:mms@techlib.cz), or by calling 232 002 415 or 232 002 494. UCT Prague and UOCHB staff members will arrange the loan and return of documents procured via DILS by telephone or via email with a staff member at that institution. For more information, see the Document Delivery Services Appendix.

1.6 Penalties for failure to comply with Loan Periods, and damage to or loss of Library Items, are governed by the NTK Fees and Services Pricelist or the Document Delivery Services Appendix.

In Prague, dated May 24, 2021

NTK director

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