

APPENDIX X: GENERAL RULES FOR THE USE OF RENTABLE STUDY ROOMS AND CLASSROOMS

- 1.1 Study Rooms and classrooms may be rented for short periods, namely for an hour or several hours for the Team Study Rooms and a day, week, or month for Individual Carrels. A Patron may thus reserve a Team Study Room or an Individual Carrel via the reservation system.
- 1.2 One condition for the use of the reservation service for the rental of an Individual Carrel and a Team Study Room is a sufficient balance on the Patron's Financial Account.
- 1.3 Patrons may use short- or long-term rental of selected types of study room (Balling Hall, computer Study Rooms, the Educational Center, the After Hours Study Room, and designated Team Study Rooms). Rental terms are set by the responsible NTK staff members (jitka.hermanova@techlib.cz, iveta.rihova@techlib.cz), telephone [+420] 776 832 826, 774 079 179) after a written order is made (relevant form for download at: www.techlib.cz/en/2717). Cash-free payments are made based on issued invoices. When using this service, the Patron is subject to the instructions indicated in the order form.
- 1.4 Patrons must check a Study Room before accepting it and report any identified damage, otherwise they will be responsible for, and will fully compensate, all damage caused.
- 1.5 The NTK building security and the cleaning service enters the protected rented Individual Carrels to check and clean them on a daily basis.
- 1.6 Operation of the Study Rooms may be interrupted or restricted for essential hardware or software maintenance.
- 1.7 For the duration of the rental period, the Patron may only study and keep in the Study Room documents properly borrowed using their Patron Account. The Patron must return documents from the Open Stacks intended for on-site study to the designated place at the end of the opening hours on the relevant day. The penalty for violation of this rule is the cancellation of the Study Room rental or the revocation of the right to use this IL service; see the Conditions of Use of the Integrated Library, part Team Study Rooms and Individual Carrels.
- 1.8 A Patron also has the right to take documents borrowed from the collections of Czech and foreign libraries (DILS/IILS) into the Study Room.
- 1.9 In a Study Room it is forbidden to keep any type of food, anything perishable or alive, dangerous objects and any chemicals. The penalty for violation of this rule is the cancellation of the Study Room reservation or the revocation of the right to use this IL service – see the Conditions of Use of the Integrated Library part Team study room and Individual Carrels.

1.10 A Patron/Study Room user may not permit the entry of unauthorized persons and takes responsibility for their guests.

1.11 Patrons may connect to the internet in a Study Room over Wi-Fi using their own portable devices (notebook, tablet etc.)

1.12 A Patron is only authorized to use homologated electric devices in Study Rooms.

1.13 In Study Rooms, it is forbidden to take out, bring in or move furnishings, equipment, chairs etc. and manipulate the furnishings of the Study Room in any other manner. The number of study places is limited by the capacity of the relevant Study Room. If a violation of rules is discovered, the rental will be cancelled with immediate effect and without any entitlement to the refund of the fee.

1.14 After the end of the rental, the Patron must return the Study Room in a clean and tidy condition without damage.

2. Individual Carrels

2.1 Individual Carrels are intended for short- or long-term rent for individual study and scientific work. Study rooms can be used during self-service hours for the entire library. Study Rooms are equipped with electricity and data sockets.

2.2 Individual Carrels (No. 1–27) are located in the protected public area on Floor 6. Individual carrels No. 1, 21, and 27 are intended for daily rentals (during self-service hours for the entire library); Individual Carrels No. 2–10, and 18–26 for monthly rentals (from the first day of month to the end of the month); and Individual Carrels no. 11-17, for weekly rents (from Monday to Sunday). Individual carrels No. 7 and No. 21 are barrier-free and have two study places, while the other individual carrels have a single study places each.

2.3 Only Patrons in specific groups and those who have no outstanding liabilities towards the library are authorized to use carrels (see the [Access & Privileges Tool](#)) pursuant to the [Service Differentiation Principles \(see also the table directly below\)](#).

| Description of the Patron Group | Patron Group | Rental period (during self-service hours for the entire library) | No. of Individuals Carrels available |
|---|---------------|---|--|
| University students (undergr., graduate) - partner institutions (UCT Prague, CTU, CZU)* | BC, BV, EC | Per day Per week (Mon-Sun)*** | 1 and 27 11-17 |
| Early career researchers, university teachers, researchers | A, AC, AU, AV | Monthly (from the first day of month)*** | 2-6 and 8-10 |
| Postgradual students, university teachers, researchers – partner's institution (UCT Prague, CTU, CZU, IOCB)* | AC, AU, AV | Monthly (from the first day of month)*** | 18-20 and 22- 26 |

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|-----------------------------|-----------------------------|--|----|
| Patrons with disabilities** | All the above groups + B, E | Per day | 21 |
| | | Monthly (from the first day of month)*** | 7 |

*Partner: : UCT Prague, CTU, CZU, IOCB (those who have official partner contracts with NTK)

**Patrons with disabilities: People with proof of disability (e.g., proof of disability from the Czech Social Security Office, other proof of disability, disability card, medical report)

*** Week - always Monday-Sunday, all weekly rentals end on Sundays. Monthly rentals always start on the 1st day of the month and end on the last day of the given month.

Carrel tenants may invite a guest into their rented carrel and also borrow a chair from the Open Stacks for this purpose. The borrowed chair must be returned after the visit. The carrel tenant is fully responsible for the guest and for any damage they cause.

2.4 Rentals are made through the Reservation system. The patron (the person who has reserved the study room) has access to the Study room using their patron card for the duration of the rental, after paying the set fee, see the NTK Services and Fees. The cancellation period got receiving a refund of the fee is 24 hours before the start of the rental. Weekly and monthly rentals cannot be cancelled after the beginning of the rental period.

2.5 Individual carrel no. 7 is available for disabled patrons to rent for a month, Individual carrel no. 21 is for disabled patrons to use on a daily basis. Rental reservations can be made during staffed patron services hours at the Information Desk on Floor 1 (Library) or can be made through the Reservation system. Upon request, users of individual carrels for disabled patrons (no. 7 and no. 21) need to show proof of disability (e.g., Czech social security disability document, proof of disability, a disability Insurance card, or a medical report) to the staff while using the carrel. Upon payment of a set fee, see the NTK Services and Fees Pricelist, the patron is granted access to the assigned room. Cancellations with a refund of the fee can be made 24 hours before the rental begins.

3. Team Study Rooms

When using these rooms, patron must follow the Team Study Room Reservation Policy.

3.1 Team Study Rooms (No. 1–18 with capacities of 8 to 10 study places, and small Team Study Rooms No. 28–29 with a capacity of 4 study places) are primarily intended for team/group work, group work on assignments, and so on. They are located in the public areas on Floors 4 to 6. The Study Rooms are equipped with electricity and data sockets and magnetic whiteboards. Misuse of the discounted rent fees for Team Study Rooms for commercial purposes may lead to the temporary or permanent revocation of Library services and financial compensation will be demanded. Additional information on the commercial use of Study Rooms is at: <https://www.techlib.cz/en/2717-conference-services-rentals>

3.2 Study Rooms are intended to be rented for one hour/several hours. After payment of the set fee (see NTK Services and Fees), the Patron (and their guests) are permitted to enter the allocated Study Room starting at the chosen time. A reservation may be cancelled with the refund of the fee no later than 24 hours before the start of the service.

3.3 Only certain patron groups (see Skupinator), according to the Service Differentiation, who have settled their obligations to the library are entitled to use the Team Study Rooms at a discounted fee using the online reservation system. Other patron categories can use the IL commercial rental services, see section 1.3.

4. Quiet Study Room

4.1 The Quiet Study Room is located in the protected public area on Floor 3 in sector A. It is intended for Library Patrons. The Study Room is furnished with 20 study places, and the

tables have electricity and data sockets. The use of this Study Room is governed by the rules on display inside the Study Room. In the Quiet Study Room, Patrons have the right to use only a single study places. If all the study places in the Study Room are occupied, you may not wait for a vacancy in the Study Room.

5. Computer Classrooms

5.1 The computer classrooms (No. 1, 3, and 4) are located in the protected public areas on Floors 3 and 4. They are intended for educational activities for 30 to 50 people, during which support and use of computer equipment is required. The classrooms are equipped with magnetic whiteboards and audio-visual equipment intended for the education process.

5.2 The classrooms are intended for Patrons to rent by hour(s). Reservations are made by the responsible NTK employee (jitka.hermanova@techlib.cz, iveta.rihova@techlib.cz, telephone 776 832 826, 774 079 179) after a written request is made. Cashless payment is made after the NTK employee issues an invoice. To make a request, the patron must follow the instructions on the order form.

5.3 Classroom No. 4 is currently under a long-term contractual lease to the CTU and classroom no. 2 is used for Business Services.

6. After Hours Study Room

6.1 This Study Room is available for short-term leases on business days between 09:00 a.m. and 7:00 p.m. It may be leased for seminars, workshops, and other events accompanying conferences and other events organized in the adjacent conference hall.

6.2 Reservations are made by the responsible NTK employee (jitka.hermanova@techlib.cz, iveta.rihova@techlib.cz, telephone 776 832 826, 774 079 179) after a written request is made. Cashless payment is made after the NTK employee issues an invoice. To make a request, the patron must follow the instructions on the order form.

In Prague, dated May 31, 2023
NTK director
Ing. **Martin Svoboda** m. p.