

APPENDIX 8: PERIODICALS READING ROOM RULES

- 8.1 [Periodicals Reading Room services](#) are provided during assisted services Library [opening hours](#).
- 8.2 Orders for on-site loans can be ordered via the Library [Catalog](#). Items will be prepared and made available after this.
- 8.3 Items located in or delivered to the Periodicals Reading Room are only intended for on-site use and may not be taken from the Reading Room. Patrons and Users must protect these items from damage and are responsible for any damage to an item they've borrowed during their stay in the Reading Room. Patrons are obliged to return such items to the staff members.
- 8.4 After used of items in the Periodicals Reading Room, items must be placed on the returns book cart. Items mediated by DILS/IILS should be returned directly to staff.
- 8.5 Off-Site Borrowing of unbound journals is available to Patrons in groups A, AV, AC, AU and P; see [Appendix 2: Services Differentiation Principles](#) (Patron Privileges).
- 8.6 Patrons may procure reprographic copies, printouts, and scans from journals and books found in the [Periodicals Reading Room](#) using the Print/Copy/Scan machine for a fee; see [Appendix 1: Pricelist](#). Copying dissertations is governed by Act No. 121/2000 Coll. (Copyright Act).
- 8.7 Patrons and Users can only a single seat. If the seat used is primarily intended for a specific service (e.g., using ČSN online, On-Site Loans, DILS/IILS, Anopress, Kramerius) and the Patron/User is not using the specific service, the Patron/User must vacate the seat upon the request of a staff member. If there are no seats in the Reading Room, you cannot wait in the Reading Room for a seat to open up nor can you take chairs out of the Reading Room, move furnishings around, or disconnect ICT equipment from the network.
- 8.8 Consuming food in the Reading Room is prohibited as is removing, bringing in, or rearranging equipment, technology, chairs. Manipulation of equipment in the Reading Room is also prohibited.

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