

APPENDIX 9: RESEARCH RULES

9.1 Introduction

9.1.1 The Library's Rare Books & Special Collections include documents published on/before 1920, bound library items with at least one publication issued on/before 1920, (incl.) and some exceptional items published later.

9.1.2 Rare Books & Special Collections items are available for on-site study only.

9.1.3 The originals of items from these collections that are also available in digital form may only be accessed in exceptional cases. For this, the researcher must submit a written request subject to approval by the department head of the Rare Books & Special Collections department as well as the head of the User Support Department.

9.1.4 Items that are not in good condition are available for researchers to use. Orders for such items will be cancelled and the researcher who made the request will be informed.

9.1.5 Rare Books & Special Collections items are available to researchers exclusively in the [Rare Books & Special Collections Reading Room](#) in Sector D, Floor 3, at a time arranged in advance with staff.

Patrons will be informed in advance of any changes to the [opening hours](#) on the Library's website and on visible notices on the NTK premises.

9.2 Access to Rare Books & Special Collections Items

9.2.1 On-site loans from Rare Books & Special Collections may be ordered via [the Library Electronic Catalog](#). Researchers are notified by email that the item they ordered is ready and they can use it either during Rare Books & Special Collections Reading Room opening hours or an alternative visit date can be arranged by emailing: historickyfond@techlib.cz.

9.2.2 The maximum duration of an on-site loan from Rare Books & Special Collections is 10 days from the fulfilment of the request/order.

9.2.3 During their first visit to the Rare Books & Special Collections Reading Room in a given year, researchers must fill out a so-called "researcher sheet" and present proof of identity to staff in charge of checking the sheet.

9.2.4 Items ordered from Rare Books & Special Collections are given to researchers by Reading Room staff after signing the researcher sheet. One researcher may only use a single physical item at a time.

9.2.5 When using items, researchers shall take utmost care of Rare Books & Special Collections items. Old prints and any other items chosen by staff in charge must be placed on a special mat and may not be touched without white cotton gloves. Researchers may not damage or make any changes to the items they use nor make copies directly from them, underline or cross out any text, open pages or binding with force,

and so on. Researchers are obliged to return items in the same condition they were issued.

The method of compensation for any eventual damage is governed by generally binding legislation (the Civil Code).

9.2.6 Researchers are obliged to announce any problems regarding the items or any damage to them, even they did not cause them, when given the items.

9.2.7. Researchers cannot take any items out of the Rare Books & Special Collections Reading Room. Should they wish to leave the Rare Books & Special Collections Reading Room during their research session, they are obliged to hand over the item they are using to the staff member in charge.

9.2.8 Should a researcher want to make written copies and extracts, they can only use a graphite pencil or a portable computer.

9.2.9 Consumption of food and beverages during a research session in the Rare Books & Special Collections is forbidden.

9.2.10 The Rare Books & Special Collections Reading Room is considered to be a quiet area. Therefore, all actions that are in no direct relation to research in the Rare Books & Special Collections Room are to be refrained from as much as possible and personal devices must be turned to silent mode. Phone calls are not allowed.

9.3 Making Digital and Print Copies

9.3.1 Researchers are allowed to make digital copies (photographs) from the Rare Books & Special Collections items with their own, contactless equipment (camera, cell phone), provided they fill out the appropriate request form. However, researchers cannot take photographs of more than half of the content of any library item published on/before 1860. The use of one's own additional light source, a camera stand, or a personal scanner is not permitted. Photographs may only be taken by a researcher for research purposes.

9.3.2 Self-service copying and scanning is not allowed.

9.3.3 Library Reprographic Services can make print and digital copies of parts of items from NTK's Rare Books & Special Collections. The delivery date of such materials once they are ordered is set by NTK's Reprographic Services staff and depends on the digital technologies used and the availability of the NTK Reprographic Services staff. Payment methods are outlined in **Appendix 1: Pricelist**.

9.3.4 Researchers can order digital and print copies using: the *Request for Consent to Make a Digital Copy* form through the Reprographic Services Department; the print *Request for Consent to Make a Digital Copy* form, available in the Rare Books & Special Collections Reading Room; or the web [form for Reprographic Services can be used](#). In this way, it is possible to order a number of copies not exceeding half of the content of the copied item.

9.3.5 Ordering copies of entire books is possible via the [EOD](#) service.

9.3.6 Making copies is dependent on the condition and preservation of the relevant old document, the evaluation of which is solely within the competence of Rare Books & Special Collections. Should the physical condition of an item not make it possible to make copies, a researcher's order will be refused without exception.

9.3.7 Making copies from Rare Books & Special Collections items via other institutions

or third parties is forbidden.

9.4 Use of NTK's Rare Books & Special Collections for Publication Purposes

9.4.1 Permission to publish any digital copy from Rare Books & Special Collections items may be granted by NTK's Director following a written request from the author-researcher, editor, or publisher. Both self-made copies and copies made by the Library's Reprographic Services team may be published.

9.4.2 Inviting a photographer to make professional photographs of items from Rare Books & Special Collections for publication or exhibition purposes may be allowed under conditions set by Head of the Rare Books & Special Collections department, pending a written request approved by NTK's director.

9.4.3 Any published copy of a Rare Books & Special Collections item must be accurately quoted, including the call number and a note that the given document is a part of the Library Collections. The author or publisher is obliged to provide the Library one copy of the final publication for free, without being asked.

9.4.4 Rare Books & Special Collections items may be used as a basis for creating editions, reprints, facsimiles, and so on in their full or shortened scope only upon written agreement and based on approval by NTK's director. The author of such a project is obliged to provide the Library with one copy of the final publication for free, without being asked.

9.5 Final Provisions

9.5.1 If researchers violate any of the obligations imposed through these Rules, they might not be permitted to continue their use of Library Rare Books & Special Collections.

9.5.2 Use of Rare Books & Special Collections items for purposes other than research may be allowed. However, conclusion of a contract covering the intended purpose with the Library is a necessary pre-condition.

9.5.3 Exemptions from the Rare Books & Special Collections Reading Room Rules may only be permitted by NTK's Director following a written request.

In Prague, dated October 22, 2024

NTK Director

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