



THE RESEARCH LIBRARY IN HRADEC KRÁLOVÉ

LIBRARY RULES

EXTRACT

25. 5. 2018

Registration of users

The library is open to everyone. However, some services are accessible only to registered users.

Who can become a registered library member?

1. Citizens over 15 having capacity to enter into legal acts.
2. Public institutions having their seat in the Czech Republic.
3. The European Union countries citizens including those from Norway, Iceland, Liechtenstein and Switzerland after presentation of their valid identity card.
4. Citizens from other countries after presentation of their valid passport and valid residence permit.

A 50 % discount of registration fee is given to:

- senior citizens over 60 after presentation of their identity card;
- the disabled;
- students up to the age of 26 after presentation of a valid document confirming that they attend school, university etc.

Your library card is your personal property and responsibility. It is not allowed to borrow library card to other people. You are responsible for all items borrowed with your card even if they were borrowed by another user.

The library card is valid for 12 months after paying the registration fee. Then the validity has to be prolonged. It is the user's responsibility to notify the library of any change of address, name etc. If your card is lost or stolen you should inform the library immediately.

Chip library card enables users to copy, print or scan documents on multifunctional devices. It is necessary, however, to have your card registered into the SafeQ system (at the desk on the 4th floor) and add credit to your account.

Basic duties and rights, access to the library

Smoking anywhere in the library building is prohibited as well as using mobile phones and entering animals. It is not allowed to bring food and drink, with the exception of bottled water into the building. A quiet working environment must be maintained in the library and users must avoid any behaviour disturbing the others.

Only registered users can use separate study boxes on the 5th floor or borrow books outside the library.

Don't return documents you have studied on the shelves. Leave them on your study place or put them into movable containers.

Borrowing

Documents are placed either in open access collection or in depositories. Documents from depositories can be ordered only via on-line catalogue. Documents from open access can be ordered via on-line catalogue or users can find the required books in open access and borrow them at the desk or at the self-check machine. Documents cannot be ordered over the phone, by letter or e-mail. It can be ordered no more than 25 documents.

Users who do not prove their permanent or temporary address are allowed to borrow books outside the library after paying a deposit of 150 CZK per 1 book.

Users may have up to 25 items on loan.

It is advisable to check the documents before their receiving. Users should inform the librarian about all defects, otherwise they are responsible for them.

Users are obliged to sign confirmation of loan. If they use the self-check machine, they do not sign confirmation. Nevertheless, they are fully responsible for the loans.

The period of loan is usually 1 month. Documents are issued to users on condition that their registration is valid. The period of loan cannot be longer than expiration date of registration. The period of loan is connected with individual items.

The period of loan for reading-room lending is usually two weeks.

The period of loan can be renewed:

- a) Items on loan for reading-room lending that are not reserved for another user can be renewed repeatedly by e-mail, by telephone or in person.
- b) Items on loan outside the library can be renewed three times by 1 month. The period of loan may be renewed only before the due date and on condition that the item is not reserved by another user. Items can be renewed via on-line catalogue or in person. Telephone renewals aren't accepted. The period of loan cannot be longer than the validity of the library card.

Return of library materials

Library materials must be returned in the same condition as they were borrowed. All users must take good care of library materials and must not mark, deface or damage them. Users are responsible for caused damage and are obliged to pay for repairs or for lost materials.

When the library is closed, users can return materials via a special box that is placed by the library entrance. Items that were put into the box are recorded the next working day. Until then they are judged as unreturned.

Overdue fines will be charged for the late return of all items on loan outside the library. Overdue fines are laid down in the "Fees and charges" per one item.

Readers are advised to check their library account through the online catalogue.

The library is not obliged to send overdue notices. The 1st notice is sent only by e-mail. The 2nd notice is sent by e-mail or by post, the 3rd notice is sent only by post and 4th notice by recorded delivery. Notices are sent as follows:

1st notice 3rd day after the due date
2nd notice 13th day after the due date
3rd notice 33rd day after the due date
4th notice 53rd day after the due date

If the reader does not return the overdue item despite notices received, the library will take a legal action against the reader.

If the reader has any unsettled debts or if the library card is not valid, he/she cannot use some services (borrowing items outside the library, renewing library materials on loan etc.)

Basic duties and rights for visitors of reading room

In the reading room on the 4th floor there are placed current issues of periodicals in open access collection. Older issues have to be ordered via on-line catalogue from depositories.

Please, leave the documents from open access collection on your study place. Do not return them on the shelves.

Only registered members of the library can use separate study boxes on the 5th floor.

Librarians are ready to answer any bibliographic or factual enquiries. You can ask in person, or by e-mail or telephone.

The library will make a literature search on the basis of your written search request. You can order the service in person, by e-mail or fill in the form on the website of the library. For prices see "Fees and charges".

Czech and foreign full-text databases are available on the 5th floor. Registered library members can use remote access to some of them.

Internet services

All visitors can connect to the Internet for free in the entire library except for computers in the study room on the 5th floor. To log in to the Internet in the study room use the number of your library card and the same password as when entering the catalogue.

Don't forget to logout of Internet after finishing your session. It is necessary to close the Internet explorer.

Saving files or printing from computers on the 1st floor is not possible.

Wireless network svkhk-free is accessible in the entire library for all visitors.

We don't offer any technical support. Please send your enquiries or comments to email: wifi@svkhk.cz.

Users are not allowed to view erotic or pornographic pages.

All Internet usage is monitored and data are stored for strictly necessary time.

The library is not responsible for files downloaded from the Internet, especially if they contain a virus.

Users are allowed to save the information and files found on the Internet on floppy disks, USB flash drives or CD-R/RW.

Users can print the information and files found on the Internet (see reprographic services).

No staff assistance is provided.

Reprographic services

Self-service reprographic facilities (intended for copying, printing, scanning) can be used only by holders of a valid reader card (chip card). It is necessary to have this card registered into the SafeQ system and add credit to your account. You can add credit to your account at the desk on the 4th floor or use the self service device on the 3rd floor.

Borrowing from other sources

If our library does not own a requested book, inter-library loan services are available to registered members. For charges see "Fees and charges". Items borrowed from other libraries may be subject to special conditions imposed by the library which owns them.

Care of books and other library materials

You are responsible for all library materials on loan. Annotation and marking of library materials is prohibited.

You should report the loss or damage to material at once. You may be asked to pay for the replacement or repair of the item. The library staff decide about the way of replacement, repair or compensation. The library is entitled to suspend all services for you until debts are paid.

Fees and Charges

1. Registration fee per 1 year	
adults	200 CZK
students under 26	100 CZK
people over 60	100 CZK
handicapped people	free
legal entities, corporations	200 CZK
one-time registration (per 1 month)	30 CZK
one-time payment for a chip card	30 CZK
parking fee per one year	120 CZK
2. Fees for overdue books (per one overdue book)	
1st reminder (sent only by e-mail, if given)	10 CZK
2nd reminder (sent by post)	30 CZK
3rd reminder (sent by registered letter)	80 CZK
reminder before bringing an action	180 CZK
legal proceedings	200 CZK
Reader's card duplicate	30 CZK
3. Fees for lost books	
copying according to item 9	
binding - up to size A5	210 CZK
binding - size A4	280 CZK
binding - size A3	290 CZK
4. Inter-library loans, international inter-library loans	
inter-library loan within Czech libraries - per one book	40 CZK
international inter-library loan - per one book published in Europe (except UK)	250 CZK
international inter-library loan - per one book published in UK and outside Europe	450 CZK
copying every 5 pages of an original (for international inter-library loans only)	40 CZK
5. Paid information services	
administration fee when placing an order for a literary search	35 CZK

1 written bibliographical record	5 CZK
copying an earlier literature search - per 1 page A4	2 CZK
factual searches - per an hour of searcher's work	140 CZK
using CD-ROMs and electronic databases	free
printed outputs from CD ROMs, electronic databases etc. - per 1 page A4	2 CZK
6. Copying	
black and white photocopies / paper 80g - one page A4	2 CZK
black and white photocopies / paper 80g - double-sided A4	4 CZK
black and white photocopies / paper 80g - one page A3	3 CZK
black and white photocopies / paper 80g - double-sided A3	6 CZK
colour photocopies / paper 100g - one page A4	4 CZK
colour photocopies / paper 100g - double-sided A4	8 CZK
colour photocopies / paper 100g - one page A3	8 CZK
colour photocopies / paper 100g - double-sided A3	16 CZK

Opening hours

Last orders are accepted 30 minutes before the closing time. During summer and Christmas holidays opening hours are usually changed.

Day	Opening hours
Monday	9.00 - 19.00
Tuesday	9.00 - 19.00
Wednesday	11.00 - 21.00
Thursday	9.00 - 19.00
Friday	9.00 - 19.00
Saturday	9.00 - 12.00
Sunday	closed



Contacts

www.svkhk.cz

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Lending room

Registration desk

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e-mail: pujcovna@svkhk.cz

Reading rooms

tel: +420 494 946 243

e-mail: inform@svkhk.cz