

### APPENDIX XII: OPERATING RULES FOR THE SELF-SERVICE STORAGE LOCKERS

1.1 Access to the premises of the National Library of Technology (hereinafter only "NTK") building after the entrance protected with the turnstiles is permitted only after the presentation of a Patron Card or a single-entry ticket which serves as the document demonstrating the Patron's relationship with the library – see the Conditions of Use of the Integrated Library.

1.2 We recommend that before entering the protected public area (after the turnstiles), NTK patrons and guests store in particular bulky outerwear (long coats, winter jackets, fur coats etc.) and bulky luggage (e.g. backpacks, suitcases, shopping bags, sports bags and equipment) in the self-service storage lockers in the public cloakroom on the ground floor. Visitors to the After Hours Study Room may use the lockers located there.

1.3 The final assessment and decision as to whether to allow entry with luggage will be taken by the NTK staff on duty or the security staff.

1.4 A Patron or visitor is obliged to store things only in designated areas; storing things in other places is prohibited. NTK is liable for the items left behind only to the extent provided by the Czech Civil Code.

1.5 The lockers may only be used for storing the outerwear and luggage of Patrons, visitors and guests of NTK for the duration of their stay in NTK building.

1.6 The lockers should not be considered secure storage for valuable items (meaning a safe).

1.7 We do not recommend leaving valuable items, cash, jewelry, watches, payment and similar cards, personal documents, any keys – including car keys, mobile phones, laptops, cameras, etc. in the lockers.

1.8 Objects that could damage the locker and perishable items cannot be stored in a locker. It is also forbidden to store explosives or firearms held and registered pursuant to Act No 119/2002, on firearms and ammunition (except for those of police officers in the performance of their duties), or dangerous, addictive, and toxic substances.

1.9 Use of the lockers is free of charge.

1.10 The lockers are operated year-round during the NTK opening hours.

1.11 Patrons and visitors must follow the technical instructions for the locker mechanism, and the general instructions for using the lockers – these are directly displayed on each locker.

- 1.12 If the cloakroom is not in operation and all the lockers are being used, outerwear and luggage may not be stored in the NTK building.
- 1.13 Forcibly opening your or another person's locker will be considered burglary. The police will be called to investigate if any locker has been forcibly opened.
- 1.14 If a patron or visitor finds that any locker has been forcibly opened, they must report this without delay to an appropriate library staff member, meaning the cloakroom attendant or, or in the event of their absence, a security guard.
- 1.15 If a patron or visitor forcibly opens or intentionally damages a locker, s/he must compensate the damage within the meaning of valid legislation.
- 1.16 Patrons and visitors must keep the lockers they use clean and tidy, and must check their condition before emptying them.
- 1.17 Patrons and visitors must empty and vacate their locker, leaving it available, no later than 10 minutes after the end of the opening hours of the library or the relevant floor of the library.
- 1.18 If all the lockers have not been vacated 10 minutes after the end of the opening hours of the library or the relevant floor of the library, NTK has the right to open lockers for safety reasons and capacity requirements for the next day. For this purpose, a two-member commission has been established to open and check the locker(s), draw up the relevant report, clearly label any found items, and store them in a dedicated, lockable area in the NTK building. Copies of these reports are stored in the building management department. Any perishable goods will be disposed of immediately.
- 1.19 Such stored items may be returned by the security service at the NTK Reception Desk in the NTK building (at entrance NTK 3) from Monday to Friday between 8:00 a.m. and 8:00 p.m., and on Saturdays between 10:00 a.m. and 5:00 p.m.
- 1.20 When collecting such stored items, the patron or visitor must present an identity document issued by a state authority and featuring a photograph of the holder, must describe the content of the locker, and must sign a confirmation of collection.
- 1.21 If, when leaving the NTK building, a patron or visitor is unable to open their locker or has forgotten the code they chose, they must report this to the appropriate NTK staff member (cloakroom assistant, NTK Reception Desk staff, the security service or the librarian), who will ensure expert repair or assistance.
- 1.22 NTK is only liable for items stored in the lockers within the scope pursuant to the Civil Code.
- 1.23 A patron or visitor is liable for damage caused to the property of NTK, UCT Prague and IOCB Prague within the scope determined in the Conditions of Use of the Integrated Library and in accordance with the Civil Code.
- 1.24 A patron or visitor may make a claim or complaint in relation to the use of the lockers to NTK staff members or via email at [boxy@techlib.cz](mailto:boxy@techlib.cz) at any time.

1.25 The Library patrons and visitors must comply with all the provisions in these rules.

1.26 NTK decides on any exemptions to these rules with final validity.

In Prague, dated May 31, 2023

NTK director

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