

APPENDIX VIII: PERIODICALS READING ROOM RULES

1.1 The Periodicals Reading Room is located on Floor 3 in sector D.

1.2 The services are provided during the opening hours of the NTK assisted services. Patrons will be informed in advance of any changes to the opening hours on the NTK website and in visible places in the NTK building.

1.3 The following are located in the Periodicals Reading Room:

- current and previous years of journals subscribed to by NTK, UCT Prague, IOCB Prague and selected CTU Central Library journals;
- resources on CD-ROM and DVD that form separate supplements to the journals, and a selection of bilingual and monolingual dictionaries;
- documents on loan via DILS/IILS intended for on-site study.

1.3.1 After the completion of on-site study, these documents are to be placed on the prepared book trolley; documents mediated via DILS/IILS are to be handed over directly to the library staff member present.

1.4 The following are also available in the Periodicals Reading Room for on-site borrowing:

- documents marked with a lower-case "z" after the call number and publications ordered from storage;
- archival copies of textbooks and anthologies published by UCT Prague, and dissertation and conferring papers from UCT Prague, excluding papers with classified clauses;
- publications that would be in danger of irreparable loss of damage in normal operation.

1.5 On-Site Loans of publications indicated in point 1.4 may be ordered via the IL electronic catalog. The required publications will then be shipped and made available. If they leave the study room after or during their study, the Patron must hand over the borrowed publications to the staff member present.

1.6 The documents listed in points 1.3 and 1.4 are only intended for on-site study in the Study Room and may not be removed from that room. Patrons and Users must protect these documents from damage and are responsible for any damage to a loaned document during their stay in the Study Room.

1.7 Off-Site Borrowing of unbound journals and CD-ROMs and DVDs that are not resources of secondary information and do not contain manual or reference data, are available for Patrons in groups A, AV, AC, AU and P – see the Service Differentiation Principles (Patron Privileges).

1.8 Patrons may procure reprographic copies, printouts, and scans from journals and books made available in the **Periodicals Reading Room** using the relevant MFD (copy/scan/print machine) for a fee – see the **NTK Services and Fees Pricelist**. Copying dissertations is governed by Act No. 121/2000 Coll. (Copyright Act).

1.9 Patrons and Users have the right to use only a single workplace. If this workplace is primarily intended for a specific service (ČSN online, On-Site Loans study, DILS/IILS, Anopress, Kramerius, the use of an internet-connected terminal), the Patron/User must vacate this workplace upon the request of a staff member if they are not using it for such service. If all the workplaces in the Study Room are being used, you may not wait for a vacancy. It is not permitted to take chairs out of the Study Room, move furnishings around, or disconnect ICT equipment from the network.

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