

GUIDELINES FOR VISITORS ON HOW TO USE OUR LIBRARY (shortened version)

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The rights of using our library are regulated in Act No. CXL of 1997 – the so-called „Law on Culture”.

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Our library is a public, specialised library. Any person under the age of 18 years is entitled to use our services. Entering the library is without any fee, however, registration is compulsory. Please bring a document containing a photo of yourself (ID card, driving license, passport or student card) for registering. Lost library cards must be reported. Personal data required for registering will only be used for compiling library registries and statistics. No personal data can be published without the written permission of the user. Registries will be handled in a way that no licensed person can have access to the personal data stored in them. Handling of the data according to the law is the responsibility of the colleagues of the library.

(3)

Services of the library: documents on the spot – borrowing documents – advance booking of documents – borrowing between libraries – information – use of technical library equipment – use of Internet – information on other libraries – use of the free services of other libraries

(4)

All of our documents are allowed to be read on spot, however, borrowing them is not possible in all cases. For more information please contact our colleagues. Based on the rarity our collection journals, handbook and e-documents cannot be borrowed. Published monographies can be only borrowed in limited numbers and time. External users can borrow 2 books (published after 1949) for one month. In exam periods the time frame is one week with one possible prolongation of the deadline. Users are obliged to bring the books back by the given deadline and preserve the overall good physical condition of the documents borrowed or used on spot.

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Having food and using mobile phones in our library spaces is not allowed.

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Our library is entitled to temporarily deny its services from those users who did not bring back the borrowed item by the given deadline or breached the regulations (house rules). Users interfering with other users' rights, endangering their physical conditions or disturbing them with their behaviours for a prolonged time may be banned from the library.

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Our library is entitled to act according to the Guidelines in case of breaching the regulations (house rules) laid in it.

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Users are entitled to make a complaint by adding a remark to the guest book that is located in the catalogue room in a visible place in case they do not agree with any measures of our librarian colleagues.

Users should add their names and addresses to their remarks and our library will contact them with its written reply within 30 days.