

Tábor City Library
Library Rules
& Regulations –
excerpt for library users

- The Tábor City Library (TCL) Rules & Regulations describe the relationship between TCL and its users. Any disputes or unusual situations will be resolved according to the Rules & Regulations. This document is excerpted from, but in no way replaces, the Rules & Regulations. The full text of the TCL Rules & Regulations is available for download at www.knihovnatabor.cz or in hard copy upon request at all TCL locations.
- TCL provides services in the central library at the address Jiráskova 1775, branch locations, and on the library website. A library user is defined as anyone who uses any TCL services in any way and anyone who enters any TCL location (see TCL Rules & Regulations, Section II).
- A registered library user is defined as a person who has entered into a special contractual relationship with TCL and has received a library card after filling out an application form. Other than services intended for all users (see TCL Rules & Regulations, Section IV), a registered library user is entitled to make use of services intended for registered users only (see TCL Rules & Regulations, Section V).
- Both registered and unregistered users have certain rights and obligations (see TCL Rules & Regulations, Section III, Section VII).

→ User Registration

- **Registration is valid for all sections at the central library on Jiráskova street and the branch locations at Pražské sídliště and Sídliště.**
 - A child's **legal guardian may limit** the child's access to **sections other than the children's section.**
 - By **registering** with the library, the user enters into a **contract** with the library, accepts the **terms and conditions set by the rules & regulations**, and grants the library **consent to handle the user's personal data**. For this reason it is not possible to register (or pre-register) on someone else's behalf, except in the case of power of attorney.
- Registration is valid for **365 days**.

→ Library Card

- Users identify themselves to TCL by showing the **library card** they received at registration.
- The library card is **NON-TRANSFERABLE**.

- Users are **responsible for loss** of their library card and must **report** the loss to
- TCL as soon as possible.

→ Services for Registered Users

Library Account

- Available to users either
 - by signing in to the **online library catalog**, or
 - by receiving a printed loan history when **visiting the library**.
- Users must **make sure** that **no one misuses their library account**
 - most importantly, **users must never give anyone else their library card**
 - or **share** their **log-in** details for the online catalog.

Borrowing

- The standard **loan period** is **31 days** and applies to individual items borrowed;
 - for some items the loan period **may be shorter**, but it cannot be cut short after a user has borrowed the item;
 - if fewer than 31 days remain until the end of the user's registration period, the loan period will end no later than the last day of the registration; if the user renews the registration for another 365 days, the full loan period will apply.
- Users can borrow max. 50 items, including max. one game, one themed box, and one e-reader;
 - **users can request an increase** in the number of items permitted in justified cases;
 - **legal guardians** can **request** an **increase or decrease** in the number of items permitted for their child.
- Users receive a **printout of items borrowed** every time they **check out** and at any other time upon request.

Renewing Items Borrowed

- Items can be **renewed** 2 times as maximum. Items can be renewed 10 days before the end of the loan period.
- Items can be renewed through the **online catalog, by telephone, by email or in person**;

- renewals through the online catalog are only possible before the loan period is over.
- An item **cannot be renewed** if another user has **put it on hold**.

Returning Items

- Users must return items **before the end of the loan period** at the library from which they were borrowed.
- When returning items to the central library on Jiráskova street, users may make use of the **"bibliobox"** located in front of the building; items put into the bibliobox will be marked as returned no later than the next day the library is open.

Late Fees

- If items are not returned by the due date, TCL will charge the user a **late fee**:
 - **CZK 2 per item, per day**
- The user's **account rights are blocked** until all late fees are **paid**.
- **Late fees** may be paid in **cash** at the library or by **cashless transfer** (please contact the library for account details).
- Anyone can pay late fees for a particular user, as long as it is clear to whose account the payment applies.
- If late fees remain unpaid **after one year**, TCL will take steps to recover the debt **in court**.

Holds

- If an item is currently on **loan**, other users can **put it on hold**.
- When putting an item on hold, users state **how long they are willing to wait for the item**; after this date the hold on the item is released.
- TLC **alerts** the user (by email, text message, etc.) as soon as the item on hold is **returned**.
- If more than one user has put an item on hold, the item will be available for check-out in the order the holds were made.
- Once returned, items placed on hold will be available for collection for **seven operating days**.
- Placing items on hold is **free of charge**.

Requests

→ Users can make an advance request for an item in the **children's section, music section, or in storage**; after confirmation from TCL, the item will be available for pick-up at the **adult section**.

→ Requests are usually made **electronically** using the online library catalog (please log in first) or over the **telephone**.

→ Once returned, items requested will be available for collection for **two operating days**.

→ This service is available **free of charge**.

Users **not satisfied** with the services provided have the right to make a **complaint** within 15 days. For more details on making a complaint, please see the Rules & Regulations, Section XII.

→ PRICE LIST

Registration for ages 7–14	CZK 50
Registration for ages 15–69	CZK 150
Registration for ages 15–69 (non-automated branch)	Free
Registration for ages 0–6, disability card holders (ZTP, ZTP/P), or ages 70+ and war refugees	Free
Registration for legal entities	CZK 150
Lost or damaged library item (other than the formats listed below)	price of purchase ¹ + penalty of CZK 150 (or a replacement copy of the same title)
Lost or damaged periodicals	three times the purchase price (or a replacement copy of the same issue)
Lost or damaged CD cover	CZK 20
Lost or damaged themed box, board game	current market price (or a new piece of the same items)
Lost or damaged e-reader	current market price, a new piece of the same item, or the cost of repairs
Holds/Requests	Free

Price of postage in relation to inter-library loan	CZK 70 (CZK 30 upon making the request, CZK 40 upon pick-up) per item ²
Costs associated with international inter-library loan	calculated on a case-by-case basis
Penalty for late return	CZK 2 per item, per day
Print, A4 size, single-sided	CZK 2
Print, A4 size, double-sided	CZK 3
Print, A3 size, single-sided	CZK 3
Print, A3 size, double-sided	CZK 4

Current information from the Tabor City Library is available at www.knihovnatabor.cz

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1 For items acquired before January 1, 1993, the price will be adjusted to reflect the current market value of similar titles, or the usual price for another copy of the same title available in used bookstores in the Czech Republic.

2 Postage costs per item may be lower if ordering more than one item at a time from the same library, or if ordering photocopies through inter-library loan.

