

**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](http://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** for a maximum loan period of **93 days**.
- 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**.
- If the user's registration period is coming to an end, an item on loan can only be renewed until the end of the registration period, unless the user renews the registration for another 365 days.

### 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 20 for the first 10 days**, regardless of the number of late items,
- **CZK 3 per item, per day starting on the 11th 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 30
Registration for ages 15–69	CZK 100
Registration for ages 15–69 (non-automated branch)	CZK 30
Registration for ages 0–6, disability card holders (ZTP, ZTP/P), or ages 70+	Free
Registration for legal entities	CZK 100
Lost or damaged library item (other than the formats listed below)	price of purchase <sup>1</sup> + 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)

<b>Lost or damaged e-reader</b>	current market price, a new piece of the same item, or the cost of repairs
<b>Holds/Requests</b>	Free
<b>Price of postage in relation to inter-library loan</b>	CZK 50 (CZK 20 upon making the request, CZK 30 upon pick-up) per item <sup>2</sup>
<b>Costs associated with international inter-library loan</b>	calculated on a case-by-case basis
<b>Penalty for late return, 1–10 days</b>	CZK 20
<b>Penalty for late return, each day starting on day 11</b>	CZK 3 per item, per day (incl.)
<b>Penalty for late return of an item on inter-library loan</b>	CZK 30 per item, per day (incl.)
<b>Print, A4 size, single-sided</b>	CZK 2
<b>Print, A4 size, double-sided</b>	CZK 3
<b>Print, A3 size, single-sided</b>	CZK 3
<b>Print, A3 size, double-sided</b>	CZK 4

**Current information from the Tabor City Library is available at [www.knihovnatabor.cz](http://www.knihovnatabor.cz)**

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390 01 Tábor  
[www.knihovnatabor.cz](http://www.knihovnatabor.cz)  
[knihovna@mkta.cz](mailto:knihovna@mkta.cz)

**Tel.: +420 381 200 580**

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.

