

# ANNEX IV: RULES OF SELF-SERVICE LOCKERS OPERATION

1. Access to the area of the National Library of Technology (hereinafter referred to as "NTK") situated behind the entrance protected by a tourniquet (hereinafter referred to as the "Library") is permitted upon presentation of a Customer Card or a Visitor's single-entry ticket (see the Library Rules), either of which regulate any contact between the Customer and the Library.
2. Before entering the protected public area (behind the tourniquets) the Library suggests that Customers, Visitors and Guests remove their outer clothing (long coats, winter jackets, fur coats, etc.) and leave them together with any bulky luggage (e.g., backpacks, suitcases, sports bags, shopping bags) in self-service lockers located in the public locker room or in the attended cloakroom on the ground floor. Visitors of the 24/7 Reading Room may use the latter lockers.
3. NTK shall not be responsible for objects left in other places not reserved for this purpose.
4. Final assessment and decision about admission of luggage is rendered by the NTK employees or guards on duty.
5. Lockers are used for putting aside outer clothing and luggage by NTK Customers and Visitors only during their stay at the Library.
6. Lockers are not intended to be used as safe deposits for valuables (i.e., as a safe).
7. It is not recommended to Customers that they leave any valuables, cash, jewels, watches, credit and similar cards, personal documents, any keys (including car keys), mobile phones, laptops, cameras, etc., in the Lockers. The Library recommends bringing them into the Library.
8. Objects that may damage a Locker and perishable materials may not be deposited in the Locker. Other items which cannot be placed in lockers include: explosives or firearms held and registered under Act No. 119/2002 Coll., on Fire Arms and Ammunition (with the exception of Police Officers from the Municipal Police Corp during fulfilment of their job duties), and dangerous, addictive, and poisonous substances.
9. Lockers may be used free of charge.
10. Lockers are available all year round during NTK Building and 24/7 Reading Room opening hours.
11. The Customer or the Visitor are obliged to follow the operating manual for the locking system of the Locker and general instructions for use of the Lockers that are specified directly on each Locker.
12. If the attended cloakroom is closed and all Lockers have been occupied, it is not possible to have the outer clothing and luggage deposited in the NTK Building.
13. Forced opening of one's own or third party's Locker is considered burglary. In case of a forced opening of a Locker, the Police of the Czech Republic will be called to investigate the case.
14. If the Customer or the Visitor finds out that any of the Lockers have been forced open, he/she is obliged to report this fact without delay to the Library employee on duty; i.e., to the cloakroom attendant or, in his/her absence, to the guard.
15. In case of intentional forced opening or damaging of the Locker, the Customer or the Visitor is obliged to compensate damage according to applicable legal regulations.

16. The Customer or the Visitor is obliged to keep the Locker clean and tidy and to check its conditions before vacating it.
17. The Customer or the Visitor is obliged to vacate the Locker and leave it open no later than 10 minutes after the end of Library opening hours.
18. If all Lockers are not vacated within 10 minutes after the end of opening hours, NTK is entitled to open the Lockers for security reasons as well as due to capacity needs for the next visiting day. To this end, a two member committee is set up that shall open and inspect the Lockers, write down a report, clearly identify the found objects and deposit them in the reserved lockable area of the NTK Building. Copies of the inspection records are filed with the Building Administration Department. Perishable materials shall be subject to immediate destruction.
19. Deposited objects may be claimed from the guard at the NTK Building reception desk (ground floor, NTK3 Entrance), namely Mondays to Fridays between 8:00 a.m. and 10:00 p.m. and Saturdays between 10:00 a.m. and 5:00 p.m.
20. Upon collection of deposited objects, the Customer or the Visitor is obliged to submit his/her photo identification card issued by a governmental authority, to describe contents of the Locker, to sign a certificate of acceptance and to pay the set penalty of CZK 50.00 for release of the deposited objects within 24 hours and CZK 200.00 for release of the deposited objects collected after 24 hours (see Library Rules, Annex I Pricelist of NTL Fees and Services). Twice a month, objects found and uncollected are taken away and handed over on a recorded basis to the Prague City Council, Lost and Found Property, Karolíny Světlé 5, Prague 1, phone number: 224 235 085.
21. If the Customer or the Visitor is not able to open his/her Locker when leaving the NTK Building or if he/she forgets their selected code, he/she shall report this fact to the NTK employee on duty (cloakroom attendant, receptionist, guard or librarian) who shall arrange professional repair or assistance.
22. NTK is responsible for objects deposited in the Lockers only in the extent regulated by the Civil Code.
23. The Customer or the Visitor is liable for damage caused to NTK/ICT property in the extent laid down in the Library Rules and by provisions of the Civil Code.
24. The Customer or the Visitor may report claims and complaints connected with use of Lockers to NTK employees on duty or send to: [boxy@techlib.cz](mailto:boxy@techlib.cz).
25. The Customers and Visitors of the NTK Building are obliged to comply with all provisions hereof.
26. A final decision on exceptions from these Rules of Operation is rendered by the NTK Director.

Prague, August 8, 2013



Ing. Martin Svoboda, Director of NTK

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