

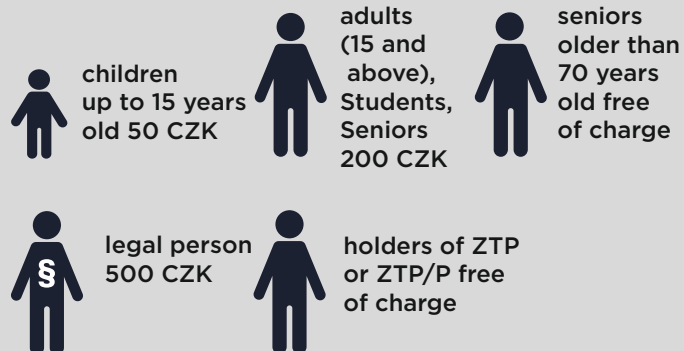
LIBRARY RULES IN SHORT

HOW TO BECOME A READER

application form



+ annual registration fee



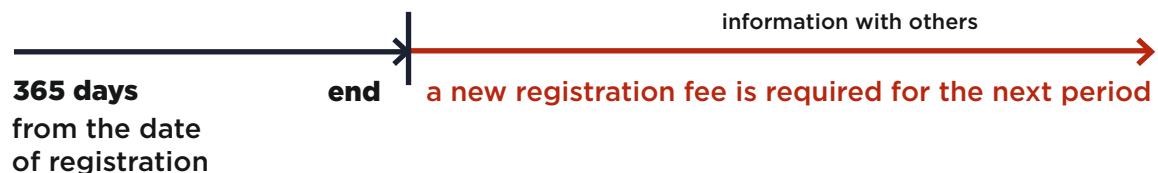
LIBRARY CARD

- ✓ present when borrowing
- x you should not lend it to others
- ! you are required to report the loss of the card to the library



- ✓ you will receive your login information after registering at the library
- x you should not share your login information with others

REGISTRATION PERIOD



READER ACCOUNT

- ✓ overview of loans, reservations and orders, including history
- ✓ management of reservations and orders
- ✓ extension of loan period
- ✓ payment of registration and other fees
- ✓ personal data settings
- ✓ remote access to databases
- ✓ email notification settings

LIBRARY RULES IN SHORT

SERVICES FOR REGISTERED READERS



HOME BORROWING

BRNO →
PRAGUE →
VIENNA →



You can also get
**BOOKS FROM
OTHER
LIBRARIES**

REGULAR LOAN PERIOD



books, magazines, audio documents, e-books



EXTENSION OF THE LOAN PERIOD:
can extend the regular loan period if:

- ✓ no other reader has a reservation for the item
- ✓ if you have not exceeded the maximum loan period (100 days)

copying
(only from the KMO
collection)
scanning



print
from PC

RETURN OF BORROWED ITEMS



- return the items before the end of the loan period
- you can return documents at any branch or any KMO book box

late fee

- service limitations
- late fees

RESERVATION OF AN ITEM THAT IS ALREADY BORROWED, OR RESERVATION OF AN AVAILABLE ITEM

EXTENSION OF LOANS

- by phone
- by email
- through a reader account
- in person at the library

reserve an item



→ at KMO in person,
online via readers account

→ **10 CZK**
for one item

→ **7 days**
for pickup

For holders of ZTP, ZTP/P all reservations are free of charge