

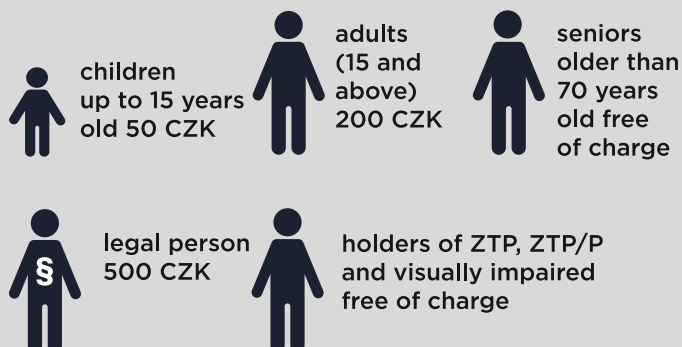
LIBRARY RULES IN SHORT

HOW TO BECOME A READER

application form



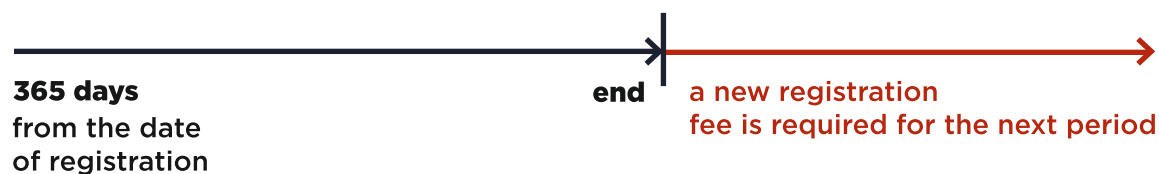
+ annual registration fee



LIBRARY CARD

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

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 or text notification settings



- ✓ you will receive your login information upon registration
- x you should not share your login information with others

LIBRARY RULES IN SHORT

SERVICES FOR REGISTERED READERS



HOME BORROWING

BRNO →
PRAGUE →
VIENNA →



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

STANDARD LOAN PERIOD



books, magazines, audiobooks,
e-books, and e-audiobooks



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

- ✓ no other reader has a reservation for the item
- ✓ if you have not exceeded the maximum loan period (3x the standard loan period)

copying
(only from the KMO
collection)
scanning



print
from PC

RETURN OF BORROWED ITEMS

loan period

end

late fee

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

- service limitations
- late fees

- ✓ **UNAVAILABLE ITEM RESERVATION**
- ✓ **AVAILABLE ITEM HOLD**
- ✓ **RENEWAL**

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

reserve an item



at KMO in person,
online via reader's account

10 CZK
for one item



7 days
for pickup

For holders of ZTP, ZTP/P and visually impaired all reservations and item holds are free of charge