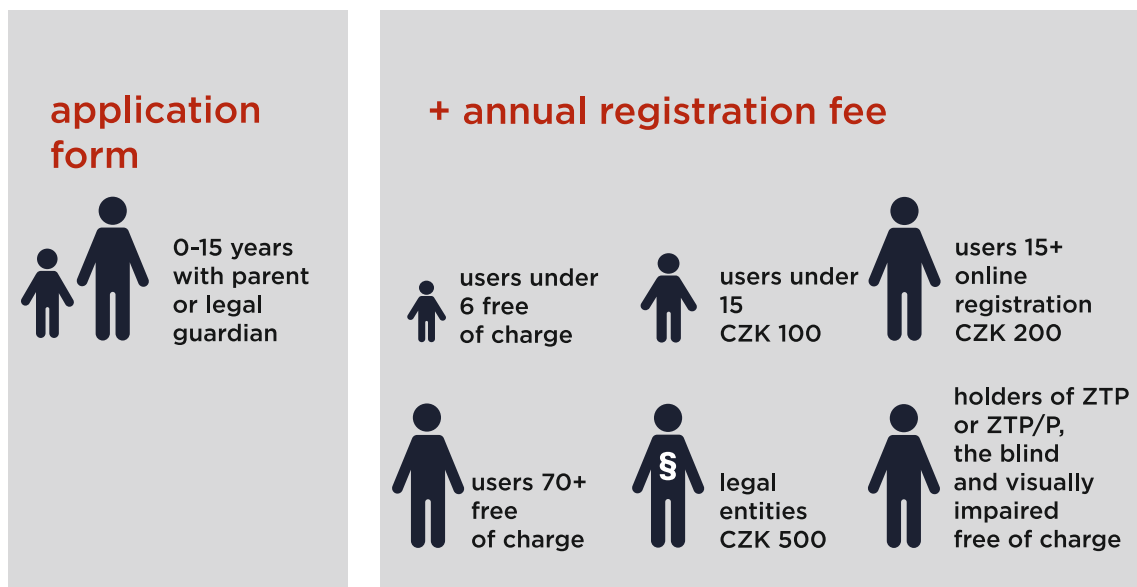


## LIBRARY RULES IN SHORT

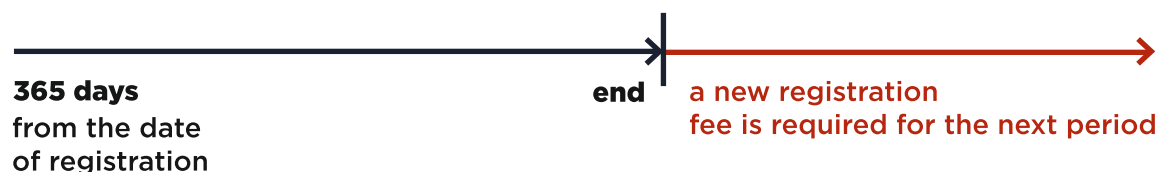
### HOW TO BECOME A READER



### LIBRARY CARD

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

### REGISTRATION PERIOD



### READER'S 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



- ✓ you will receive your login information after registering at the library
- 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**

### REGULAR LOAN PERIOD



books, magazines, audio documents,  
e-books/e-audiobooks



**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)
- ✓ your registration is valid

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

- ✓ **RESERVATIONS AND ITEM HOLDS**
- ✓ **EXTENSION OF LOANS**

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

reservations  
item holds



at KMO in person,  
online through reader's account

for pickup

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