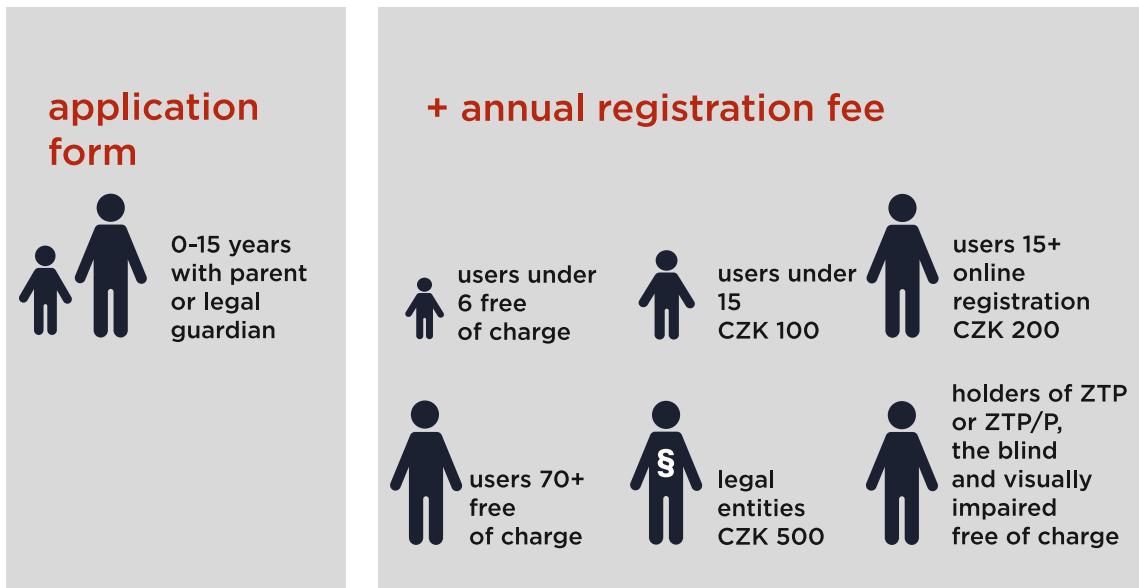


LIBRARY RULES IN SHORT

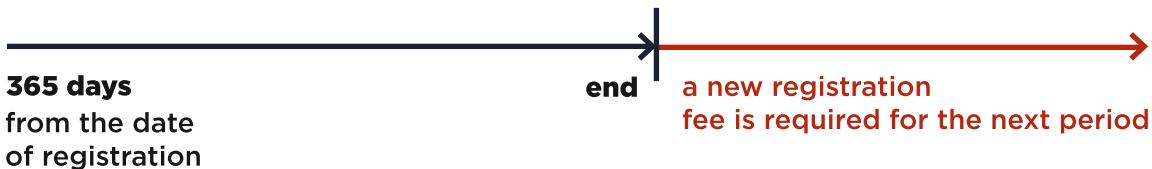
HOW TO BECOME A READER



LIBRARY CARD

- ✓ present when borrowing
- ✗ 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
- ✗ 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



**Free
INTERNET**
for registered users
Non-registered
user one-time
20 CZK fee

- 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

→ service limitations

→ you can return documents at any branch
or any KMO book box

→ 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