

The Library for the Blind Loan Regulations The Study and Research Library of the Pilsener Region

1. The collection of audio books consists of sound recordings of literary and musical works from all genres recorded on audio media – cassettes, CDs. The audio books are exclusively for the blind, the severely visually impaired and for those whose handicap prevents them from reading standardly printed books. In order to borrow recordings, it is necessary to complete the membership application form which must be witnessed by an ophthalmologist or a general practitioner, or by an organisation for the visually impaired or by Tyfloservis; it is even possible to attach a copy of the person's valid ZTP/P card to the application. Blind or severely visually or physically impaired children up to the age of 15 must have their membership application form approved by their parents who, in doing so, accept responsibility for the borrowed audio books and are obliged to compensate their loss should it occur.
2. Audio books are lent to adults and children for free either via personal loans or postal service.
3. The loan period is 4 weeks. If required, the loan period can be extended via telephone or in writing. If the item is not returned by the end of the loan period, a reminder is sent. If the first reminder is ignored, a second reminder is sent and then a third. If the documents (audio books) are still not returned after this, the matter may be pursued legally. Reminders and operations associated with the requisition of documents may be subject to established fees as per the SVK PK Library Regulations.
4. The reader is personally responsible for borrowed audio books. If the reader is using the personal loans service and is unable to come to the library personally due to health reasons, the audio books may be borrowed by a 'collector', a person who is the reader's relative or carer. In this case, the collector is responsible for the borrowed audio books and for the compensation of any books that are lost. On returning audio books, the reader is obliged to call attention to any defect found during the handling of the books or caused by the reader himself with a precise description of the type of defect, the serial number of the document, and a list of damaged audio tracks. Readers are not permitted to repair audio books themselves.
5. The library does not claim compensation for accidentally damaged audio books. However, if negligence leads to the damage or loss of audio media, which are the property of the K. E. Macana Library and Printing Company, the reader is obliged to compensate the damage or loss by purchasing the equivalent number of blank audio media with the same recording time and quality.
6. It is necessary to store borrowed audio books in a clean, dustfree environment, in their protective cases and away from magnetic and electromagnetic fields. While handling, it is necessary to observe basic hygiene rules. Each reader is obliged to keep their CD/tape player in good working condition and to ensure regular cleaning and technical maintenance inspections.
7. The mutual swapping or borrowing of recordings among readers without the direct participation of the library is prohibited. Breach of this rule may lead to revocation of membership to the Library for the Blind.
8. The loan of documents purchased using SVK PK funds and grants on CDs which are the property of SVK PK:
 - these documents can only be borrowed in person, under no circumstances can they be borrowed via postal service;
 - the loan period of these documents is 1 month, after this period the reader is obliged to return the documents or to bring them in for checking and request their reload;

- the reader is allowed to borrow a maximum of 3 titles for 1 month, if the title includes more audio media (CD, CD-ROM) then only 1 title may be borrowed;
 - SVK PK does not require compensation for the accidental damage of documents. However, if the audio document is deliberately damaged or lost, the reader is obliged to replace the document with one of the same or with a document similar in genre on CD.
9. The loan of documents purchased using SVK PK funds and grants on cassettes which are the property of SVK PK:
 - these documents may be borrowed in person or via postal service and the number of titles which can be borrowed at one time is unlimited;
 - the loan period of these documents is 1 month, the loan period can be extended via telephone or in writing, the maximum extension period is two months;
 - SVK PK does not require compensation for the accidental damage of documents. However, if the audio document is deliberately damaged or lost, the reader is obliged to replace the document with one of the same or with a document similar in genre on CD.
 10. It is prohibited to make copies of audio books from the collection of the Library for the Blind. This would be against Law No. 121/2000 Compiled Laws on copyright, on laws associated with copyright, and about amendments to certain laws (Copyright Law).
 11. The regular opening times of the Library for the Blind are Mondays and Wednesdays 10am-12pm and 1pm-7pm, and Thursdays 1pm-5pm (during holiday months and on public holidays, the opening times may be different). These times are publicised in the library itself or in the Cultural Review of the City of Pilsen.
 12. Audio books can be sent via post at regular intervals to non-Pilsener readers upon request.
 13. Parcels are sent via registered post as blind literature and are, therefore, according to Post Office Regulations, free of any postal charges. Readers are obliged to return the items in the same manner, this is why partially completed postal receipts for registered post and postage labels with the address of the SVK PK Library for the Blind are always included in audio book cases. After use, it is necessary to repack the audio documents carefully, to include confirmation of the state of the returned audio documents and to fill in the sender's address on the postage label. It is necessary to return all borrowed audio books within the specified loan period, audio media which together constitute one borrowed item must be returned at the same time. Confirmed postal receipts should be kept at least until the time when the next parcel is received, though preferably for one year after sending the parcel.
 14. Each reader receives a list of available titles from the Library of the Blind. The reader may use this list to write orders for books he or she wishes to borrow.
 15. Requests from non-Pilsener readers are processed on the basis of long-term orders containing a minimum of 30 titles. It is necessary to state the call number, the author, and the title of the book. Orders must be written legibly in standard text or Braille with the applicant's signature and full address. New orders and all messages for the library should be placed into the protective cases along with the returned audio books.
 16. Those interested in audio books should visit the webpage of the specialised K. E. Macana Library and Printing Company in Prague (www.ktn.cz) where there are contact details of other specialised workstations for the blind and visually impaired as well as information about new audio books produced by the K. E. Macana Library and Printing Company in Prague.