

**Appendix II**  
**to the Director's Guidelines No. 1/2008 Library Regulations**  
**valid from 1. 10. 2009**

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The original Article 9 has been annulled and replaced by this Appendix.

**Article 9. Conditions related to the use of SVK PK services and workstations**

1. A SVK PK visitor is every person who enters the SVK PK building with the purpose of using its cultural or educational services, for official or private dealings with SVK PK employees or simply in the company of a reader.
2. For the safety and protection of library visitors and the protection of library property, selected public areas are monitored by cameras. Library areas which are monitored by cameras are clearly marked. By entering these areas, you agree to being monitored for the duration of your stay. Recordings are not archived.
3. Readers and SVK PK visitors are obliged to:
  - a) present to library employees (visibly wearing a name tag) upon request proof of identity in the form of a library membership card, ID card or another form of identification and convey the reason for their visit;
  - b) maintain dignity, repose, order and cleanliness in all parts of the library and follow instructions and warnings of library employees;
  - c) handle library property with care, abide by Czech law and by the Library Regulations, and prevent damages. Incurred damages and associated compensation must be settled according to appropriate civil or business laws, associated rulings and the Library Regulations;
  - d) leave outer clothing in the attended cloakroom and belongings (bags, backpacks, suitcases, handbags of all sizes etc) in the self service lockers, if using services in the building (magazine reading room, internet room, general and study room and music room). The lockers are not intended for storing valuables. SVK PK is responsible for items stored in such a way only to the degree stated in the given Civil Code. When leaving the library, the reader is obliged to vacate his/her locker. If a visitor does not collect his possessions from his locker by a certain time, the locker will be opened once a week by an appointed committee, items found within will be recorded and stored in the Economics Department. For safety reasons, if a locker key is lost, it is necessary to change the whole lock and the reader covers the total cost of the change. All incurred costs will be invoiced to the reader from the supplying company. SVK PK is not responsible for items stored outside of these specified areas.
4. Smoking is not permitted in SVK PK. Special areas are reserved for smokers.
5. It is not permitted to conduct private commercial activity within SVK PK. Commercial activity may be conducted in rooms intended for rental only after agreement with SVK PK (see Appendix II, the SVK PK Pricelist).
6. It is not permitted to use mobile phones in areas designated for the provision of services.
7. The drink and snack machines are for readers, visitors and employees only. It is not permitted to consume food or drink in areas where services are provided.