Library Rules

1. Students, teachers who want to use publications or other documents in the library have to register, i.e. fill in the reader's card.
2. Please remember that you are responsible for all the publications registered in your reader's card.
3. Readers are obliged to inform about the change of surname, living location, work or telephone number, or termination of studies.
4. In case of loss or irreparable damage of a publication it can be exchanged by the same publication or remunerated for the loss at market price.
5. A red sticker on a book cover warns that the book may be used only in the reading room or might be borrowed for a day or several hours upon permission of the librarian. How long one can use borrowed publications of high demand is decided by the librarian. The last copy of a publication is not to be taken out of the library.
6. The deadline of using a publication can be extended twice. You may inform about that upon coming to the library or by telephone, email.
7. If a required book is borrowed, you can order it. As soon as the book is returned, the library will keep the required book for you for up to two weeks.
8. Publications can be taken home only by students or employees of the College.
9. The publication is to be viewed upon receiving it; any noticed faults must be reported to the librarian. Upon failing to inform, the reader is responsible for the damaged publication.
10. Students can use students' theses only in the reading room.
11. The library provides copying services. 1 page price – 0,15 ct.
12. Readers can use computers in the library. There is internet connection. Before printing students must inform the librarian.
13. It is forbidden to install software in library computers without the permission by an IT administrator or the librarian.
14. Readers of the library must return publications or other documents borrowed in due time, or extend the deadline of reading.
15. Upon finishing or termination of studies students have to return all the books to the library.