

NTK House Rules

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ARTICLE I. INTRODUCTORY PROVISIONS

House Rules of the National Library of Technology, with a registered office at: Technická 2710/6, Dejvice, 160 80 Prague 6, Business ID No.: 61387142 (hereinafter "NTK") establishes and regulates important principles, regulations, and rules ("House Rules") necessary for the smooth day-to-day operation of the NTK building. These policies, regulations, and rules are binding on all persons entering the NTK building (patrons, visitors, guests, NTK employees, tenants, and all service organization personnel, including building management personnel).

A copy of the House Rules is kept for inspection in the Secretariat of the NTK Director, at the NTK Reception Desk, and published on the NTK website.

1 NTK building

The NTK building is a detached building, No. p. 2719, which is part of the plot No. p. 591/9, cadastral area Dejvice, municipality of Prague, with four entrances, six above-ground and three underground floors.

2 Owner of the NTK building

The owner of the NTK building is the Czech Republic.

The sole and exclusive operator of the building is NTK, which is entitled to manage the NTK building, including its equipment.

3 Important phone numbers

FACILITY MANAGER	232 002 460
	232 002 461
	232 002 462
SECURITY/RECEPTION	232 002 981
FIRE AND RESCUE SERVICE	150, 112
EMERGENCY MEDICAL SERVICE	155, 112
POLICE OF THE CZECH REPUBLIC	158, 112
MUNICIPAL POLICE	156

4. Contact address for improving patron service

A visitor can communicate suggestions, complaints, and claims at any time using the email address: podatelna@techlib.cz. Suggestions for improving services in the NTK building can be sent at any time to the email address: info@techlib.cz.

5. Opening hours of the NTK building

The opening hours of the NTK building are available on the [NTK website](#).

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ARTICLE II. DEFINITION OF BASIC TERMS

1. Public section - Ground floor

There is space on the ground floor with four entrances, labelled NTK1, NTK2, NTK3, NTK4. The ground floor consists of an entrance hall. From the ground floor, through the tourniquet, visitors enter the service and study areas of the library, where the NTK Registration Desk is located.

2. Public area - service and study areas

These are the service and study areas of the library behind the tourniquet to the library, Ground floor to Floor 6 of NTK.

Access to these service and study areas is subject to the conditions set out in the Conditions of Use of the Integrated Library.

3. Non-public section

There are the administrative areas for NTK employees, tenants, and other areas serving NTK, and the public does not have access to these places.

4. NTK Registration/Information Desk

This is the NTK workplace, located behind the tourniquets, in the NTK public area, used for patron registration and issuing of access privileges to NTK patrons. NTK Registration Desk staff provide basic information about NTK.

5. Reception Desk NTK3/entrance for employees, announced visits and excursion registration

It is a workplace located in the entrance area of the NTK3 building. It is used for the entry of NTK employees, and employees of service organizations into the protected non-public areas of NTK (administrative part). The Reception Desk also serves as a fire alarm station, a building security office, and a Lost & Found counter.

6. After Hours Study Room

This is located opposite the reception desk by the entrance of NTK3 and it serves to NTK patrons studying there when the library is closed. The Conditions of Use and opening hours of the After Hours Study Room are regulated by the Conditions of Use of the Integrated Library.

7. Periodicals Reading Room

This is located on Floor 3/Sector D. The Conditions of Use of the Integrated Library govern studying in this area

8. Individual carrel

These are intended for individual study and scientific work. The carrels are located in protected public spaces on Floor 6.

The use of individual carrels is regulated by the Conditions of Use of the Integrated Library.

9. Team study rooms

These study rooms with a capacity of 8 - 10 workstations, are designed for team/group work, joint processing of assignments, and so on. They are located in the public space, Floors 4-6.

The use of team study rooms is governed by the Conditions of Use of the Integrated Library.

10. Computer classrooms

These are study and teaching rooms marked 1 to 4 in the public space, Floors 3-4. They are designed for educational activities requiring computer support and use for a maximum of 30 or 50 persons.

The use of the computer study rooms is regulated by the Conditions of Use of the Integrated Library.

11. Quiet areas

Floors 3 and 6 are designated as quiet zones in the protected space. At the same time, there is the Quiet Study Room (3rd floor between the PC01 and PC02 study rooms), the Periodicals Reading Room, and the Rare Books & Special Collections Reading Room (3rd floor). These spaces are intended for quiet studying, and the rules for their use are governed by the Conditions of Use of the Integrated Library.

12. NTK Education Centre

This is situated on Floor 2 and is used to organize and host educational events, training courses, and seminars, especially for the library community. The education centre is accessed via a separate staircase from the NTK3 reception desk (ground floor). Access to this area is subject to the same regime as the administrative part of the NTK building.

13. Balling Hall

This is a conference hall, equipped with audiovisual technology, booths for interpreters, and spaces for sound engineering. The hall is designed for conferences, lectures, educational events, seminars, and so. The Balling Hall is entered from the ground floor through the adjacent hall used for accompanying activities.

14. Cloakroom and lockers

The public cloakroom is usually open from October to April, depending on the weather. Lockers are located in the area near the public cloakroom. The lockers are self-service and lockers use a code-lock system. Additional lockers are located in the public sections of the Library.

15. Rental unit

This is the space used by the tenant, defined by the rental agreement.

16. Facility manager

This is an organisation that manages the building and ensures the smooth operation of the building on the basis of a service contract.

17. Service organisations

These are legal or natural persons who are contractually bound to carry out services and other work for the benefit of the NTK building.

18. Security

Security guards perform reception services, guarding, and patrolling activities within the building.

19. Underground parking

These are the premises on underground levels 1-3, used for car parking, which is governed by the tenant's operating rules. The entrance to and exit from the underground parking area (via stairs and lift) is provided outside the building, with this access point located to the right of the NTK2 entrance.

ARTICLE III. REGULATIONS AND PROCEDURES

1. Visitor entrance to the NTK building

1.1. Visitor entrance to the NTK building

All persons entering the building and circulating through the NTK building are obliged to comply with the NTK House Rules and their annexes, the Conditions of Use of the Integrated Library, and their annexes. In addition, they are obliged to follow the instructions of the library staff, reception desk personnel, and security staff and to follow the written instructions placed in visible places throughout the NTK building.

Persons in the NTK building who do not comply with the above will be identified by staff or security and may be temporarily or permanently banned from the NTK building.

The NTK building, security guards, and NTK employees are entitled to refuse to admit or to remove persons from the NTK building whose appearance indicates general neglect and whose presence is a nuisance (e.g. they may, by their presence or presence of noise or smell, disturb other visitors or pollute the equipment and premises) or if they otherwise violate the NTK House Rules, the Conditions of Use of the Integrated Library, or the instructions of the library staff, reception, and security staff and the written instructions posted in visible places throughout the NTK building. These persons can be kept from entering or removed from the NTK building with regard to the safety of visitors to the NTK building and the protection of their health and to ensuring orderly and peaceful operations.

Furthermore, the security guards are entitled to expel persons who use the premises for purposes other than those for which they are intended in accordance with the NTK House Rules and Conditions of Use of the Integrated Library. For visually impaired (blind) and handicapped persons, the NTK2 and NTK4 entrances are equipped with guide grooves, and the NTK1 and NTK3 entrances with an acoustic device with the logo of a person in a wheelchair, which opens the door automatically when used. A receptionist provides access at the NTK3 entrance.

1.2. Entrance to a protected public space

The public area of the library is open to persons who have an NTK patron library card, a card issued by the Czech Technical University in Prague, the University of Chemistry and Technology, Prague, the Czech University of Life Sciences Prague, the Institute of Organic Chemistry and Biochemistry of the CAS, v.v.i., or who hold a Free Day Pass with limited validity.

Patrons, visitors, and guests are required to put their mobile phones on silent mode before entering the library's public area.

Live animals, dangerous objects, chemicals, explosives, weapons - even those held and registered under the Firearms and Ammunition Act, except for on-duty members of the Municipal Police and the Police of the Czech Republic) – cannot be brought into the protected public space. Violation of this rule may be sanctioned by revoking the right to use NTK services.

1.3. Guest entry to the non-public section

Guests entering the non-public section of the building are required to identify themselves and register at the NTK3 reception desk.

Guests may only be in the non-public section of the NTK building when accompanied by an authorised person.

2. Regulation

2.1. Consumption of food and alcohol and smoking in the NTK building

Alcoholic beverages are prohibited throughout the entire NTK building, except for the rented café area.

Consumption of food and non-alcoholic beverages is permitted only in the public sections and in the open stacks areas in compliance with the Conditions of Use of the Integrated Library

Food and non-alcoholic beverages may be consumed in other designated areas (Gallery, After Hours Study Room, Balling Hall, Education Centre, and Computer Classrooms) as part of an announced and approved NTK event or legitimate rental.

In exceptional cases, an exemption from the consumption of alcoholic beverages is granted for NTK's own events or legitimate rentals of the NTK building premises.

The obligation to request an exemption always lies with the employee responsible for organising the event. The Administration and Operations Department will notify the employee making a request of this in writing (by email). At the same time, NTK's Director will be notified, and if neither party responds within 24 hours, the exemption is automatically approved.

Smoking and the use of narcotic and psychotropic substances are not allowed in the building, including the public space.

2.2. Waste sorting

Containers for sorted waste (paper, plastic, glass, metal) are located in the kitchens, in the corridors in the administrative area, in the refreshment areas in the public area, and by the lifts on each floor. Employees and visitors are obliged to sort waste according to the individual categories and place waste in the designated containers.

2.3. Photography and filming

Photographing and filming in the NTK building premises is, unless a special agreement is concluded, allowed only in accordance with the Czech Copyright Act. In particular, with the conditions and limits of free use for the personal use of a natural person, according to Section 30 et seq. of the Copyright Act, or with other exceptions and limitations of copyright provided for by law. Interested parties should contact the [Conference Services & Rentals Office](#) to learn about special agreement possibilities and conditions.

2.4. Behaviour in the NTK building

Persons moving inside in the NTK building are obliged to behave in a polite and respectful manner and not to damage the property of NTK or its tenants.

Dogs are allowed in the public area —on ground floor only when on a leash and with a muzzle fitted. The owner of the dog (whoever accompanies the dog) is responsible for ensuring that the dog makes no mess. The dog must be supervised at all times and must not disturb other visitors.

2.5. Individual carrels- operation

Removal of equipment or technology or otherwise tamper with study carrels is not permitted.

The storage of food is prohibited in the study rooms (when the patron is not present).

NTK security guards and cleaning service personnel enter the rented individual carrels daily to inspect and clean them.

3. Protection of the building

Protection of the building is provided by both technical means and actual security guards.

Security staff move around the public part of the library in uniform clothing marked with a tag bearing a security logo. Security guards carry out inspection and patrol activities in the common areas of the NTK and are also trained and prepared to provide assistance in an emergency.

The security guards are entitled to intervene and attempt to apprehend the offender and subsequently hand him/her over to the Police of the Czech Republic or the Municipal Police in the event of a criminal offence being committed in the NTK building (i.e. theft, damage to the tenant's property, a threat to the life or health of the tenant or visitors).

In the event of a fire or other serious security incident, security personnel manage the evacuation, cooperate with the Fire and Rescue Service during the emergency response action, and ensure the protection of the health and property of all persons in the NTK building.

The NTK premises are monitored by a CCTV system that has been installed in accordance with GDPR requirements.

The CCTV system is operated for the purpose of protecting legitimate interests under GDPR Article 6, paragraph 1f), in order to ensure the highest possible security of persons and property of premises of the NTK while respecting a minimum impact on personal privacy. With regard to the adoption of technical and organisational measures, the monitoring of the premises does not pose any risks, e.g. accidental access to records or their unauthorised disclosure.

CCTV footage is processed in accordance with GDPR and this processing has been duly registered with the Office for Personal Data Protection. The recording from the CCTV system may be handed over to the police or other relevant authorities in the event of suspicion of the unlawful conduct of the person in the recording or to the state administration authorities in the cases provided for by law; similarly, it may be used in civil court proceedings or in the event of proving the controller's compliance with legal obligations.

A controller processes personal data contained in CCTV footage only for the time necessary for the above purpose, which equates to a few days. The processing time for the data obtained in this way may be further extended if it is necessary to analyse the recording in order to investigate a security incident that has taken place, or if it is to be used as evidence, in particular in proceedings before a court or administrative or law enforcement authorities.

In connection with the processing of personal data, a natural person – a data subject, moving in the monitored premises of NTK – has the following rights: **(i)** to access personal data, **(ii)** to correct inaccurate or incomplete personal data, **(iii)** to request the erasure of personal data if the personal data is no longer necessary for the purposes for which it was collected or otherwise processed or if it becomes aware that it has been processed unlawfully, **(iv)** to restrict the processing of personal data in specific cases, and **(v)** to object to processing, after which the processing of personal data will be terminated unless it is demonstrated that there are compelling legitimate grounds for the processing which override the interests or rights and freedoms of the data subject, in particular, if the reason is the possible enforcement of legal claims, and lastly, **(vi)** the right to apply to the Data Protection Authority, www.uoou.cz.

3.1. Fire safety rules in the NTK building

All NTK employees, employees of service organizations, and tenants, including visitors, are required to familiarize themselves with fire regulations and to comply with applicable

legislation and safety regulations related to the operation of the NTK building. All of the aforementioned are obliged to use the premises in such a way as to prevent the occurrence of a fire or other emergency. All of the above are required to familiarise themselves with escape routes and must know the locations of hand-held fire extinguishers and how to use them.

In the event of a fire, visitors, employees, service organization personnel, and tenants are required to follow the fire department's instructions or to follow the instructions of security and fire patrols prior to the arrival of the fire department.

3.4. Evacuation

When an evacuation is announced, all persons present in the NTK building are obliged to behave according to the building's Evacuation Plan, to obey the orders of the emergency (or fire and security) services, the NTK facility manager, security personnel, and fire patrols.

The fire escape stairs and fire corridors in the building must not be blocked, and no objects may be stored in them. The doors leading to such corridors must not be locked in the direction of escape. Every employee or tenant is responsible for observing these provisions within their premises. Fire doors shall be kept permanently closed.

4. Parking regime in the underground garage

Operation in the underground garages is governed by separate operating rules (issued by the tenant), which are displayed by the entrance and exit to the garage.

5. Lost & Found desk

Lost/found property in the NTK building should be reported to the security staff at the NTK3 reception on the ground floor. Security staff provide related information to the finders and losers of items. Any lost items found on the premises of the NTK building will be stored in the areas designated for storage of items by NTK staff.

The security guard shall write a report about the discovery of found items, clearly marking them and moving the items to the designated areas after working hours. A request for the return of found items which are stored can be made at the NTK3 reception desk on the ground floor. When retrieving the stored found items, the person who lost the item(s) is obliged to present a valid identity document issued by a state authority and bearing a photograph (e.g. an identity card, passport, firearms licence, drivers licence), describe the lost item, and sign a receipt.

Found and unclaimed items will be stored at NTK for 7 days. After this period, the found item will be handed over to the Prague City Lost Property Office, which will dispose of the item according to the applicable provisions of the Civil Code on the lost property or other relevant regulations.

6. Form of advertising messages

Placement of non-commercial information materials, posters, and so on is only possible in designated places (yellow bulletin board in the lobby near the entrance tourniquet, information stands in the lobby, and in the library itself). In the NTK building, the sale of all goods is prohibited (except in the rented premises intended for this purpose), as well as advertising and all political and commercial activity and presentation.

ARTICLE IV. CONCLUDING PROVISIONS

If any provision of these NTK House Rules is in violation of generally binding legal regulations, they shall be considered invalid and their wording shall be replaced by the appropriate provisions of generally binding legal standards.

If any provision of these NTK House Rules is inconsistent with a provision of a valid lease agreement between the tenant and the property owner (NTK), it shall be deemed invalid and the relevant provisions of the tenancy agreement shall supersede its wording.

These NTK House Rules come into effect on April 24, 2023.

Links

NTK website: <http://www.techlib.cz/>

Conditions of Use of the Integrated Library:

<https://www.techlib.cz/files/download/id/85435/knihovni-rad.pdf>

NTK House Rules: <https://www.techlib.cz/files/download/id/86802/domovni-rad.pdf>

In Prague, dated April 17, 2023

Ing. Martin Svoboda m.p.

NTK Director