

APPENDIX 6: DOCUMENT DELIVERY SERVICES

6.1 Domestic Interlibrary Loan Services (hereinafter only the "DILS")

6.1.1 General Information

6.1.1.1 The Library provides **Patrons** loans or copies of documents from other libraries in the Czech Republic via DILS.

Orders may be sent via an [online form](#) on the NTK website after registration in the **ZÍSKEJ** system, or may also be submitted in the [Periodicals Reading Room](#).

After receiving an email inviting them to collect a loan or copy, a Patron has 7 days to collect the item and may arrange for the place and time of collection via an email sent to mvs@techlib.cz.

Loans from other libraries are usually available for off-site use.

If the lending library insists on on-site loan, the Patron can use the item in the [Periodicals Reading Room](#) during the opening hours.

For all types of fees (e.g., flat-rate compensation of costs connected with the procurement of the loan or copy, late returns, damage to or loss of an item), see [Appendix 1: Pricelist](#).

DILS opening hours are Monday to Friday from 10:00 a.m. to 4:00 p.m.; email: mvs@techlib.cz, telephone +420 232 002 415 or +420 232 002 583.

6.1.1.2 DILS provides loans from the Library collections to **Czech libraries** registered with the Ministry of Culture of the CR based on the completion of an [online form](#), via login to VPL or UC CR, **ZÍSKEJ**, or after the sending a completed DILS request form by mail to: Národní technická knihovna, odd. MVS, Technická 6,160 80 Praha 6.

After receiving an email with a request to receive a loan or copy, a library based in Prague, or a library for which it is convenient, has 7 days to pick it up and the place of collection should be arranged via email at: mvs@techlib.cz.

The place and time of return of the item should be arranged via email at: mvs@techlib.cz.

Publications/copies ordered through interlibrary loan services are sent by mail to libraries outside of Prague if they do not request a personal pick-up.

For all types of fees (e.g., flat-rate compensation of costs connected with the procurement of the loan or copy, late returns, damage to or loss of an item), see [Appendix 1: Pricelist](#).

DILS opening hours are Monday to Friday from 10:00 a.m. to 4:00 p.m.; email: mvs@techlib.cz, telephone +420 232 002 415 or +420 232 002 583.

6.1.2 Rules for DILS from NTK Collections

6.1.2.1 As regards the use of DILS, the library or organization that requested the loan for its Patron is responsible for the fulfilment of the obligations to that Patron. It has an obligation to comply with generally binding legislation on interlibrary services (implementing decree of the Act on Libraries) and the relevant directives and instructions of the Library. The library or organization that requested a loan for a Patron has an obligation to compensate any damage caused by a Patron to the owner of the item (NTK, UCT Prague, or IOCB Prague).

6.1.2.3 Some items cannot be sent via Interlibrary Loan as indicated in [Appendix 5: Borrowing Rules](#), Paragraph 5.1.2; this applies to eBook readers, tablets, and the Library's supplementary assortment.

6.1.2.4 The DILS Loan Period for items from the Library collections is set at 35 days, and if an item has not been reserved by another Patron, the loan may be extended a maximum of four times upon agreement (using email: mvs@techlib.cz).

6.1.3 Rules for DILS from Other Library Collections

6.1.3.1 Upon the request of a Patron, the Library will mediate the loan of an item from a different library in the CR if the desired item is not in the Library collections or if it has been unavailable for a long time. The conditions for the loan of items from CR libraries in the CR are determined by the lending libraries.

6.1.3.2 The Loan Periods for loans from other library collections are determined by the lending libraries. A Patron may request a renewal of the Loan Period for an item via email or by telephone (mvs@techlib.cz, telephone +420 232 002 415 or +420 232 002 583) at least two days before the return due date while a decision is being made by the lending library.

6.1.3.3 If a Patron fails to comply with the Loan Period, they will be charged a late fee for each day and each volume; see [Appendix 1: Pricelist](#) and other fees that the lending library charges in connection with the late return. All Library services tied to the Patron's account will be halted, including access to eResources. The account will be unblocked after the item is returned and all liabilities settled.

6.1.3.4 In the event of loss or damage to a Library Item, the lending library will decide on the method of compensation. The Patron shall pay both the costs that the lending library incurs in connection with the loss or damage of the item and also a contractual late fee, if the loss of an item was reported after the Loan Period expired.

6.1.3.5 Until compensation of the loss and the settlement of all Patron liabilities, the Library retains the right to halt the provision of all services to the Patron, including access to eResources.

6.1.3.6 Failure to collect loans or copies ordered via DILS without justification is considered to be misuse of the service and may be a sufficient reason for refusal to provide additional DILS services.

6.1.3.7 Repeated failure to comply with ILS terms and conditions by a Patron may lead to restrictions on this service and possibly other services.

6.2 International Interlibrary Loan Services (hereinafter "ILS")

6.2.1 General Information

6.2.1.1 NTK will only procure loans or copies of items from libraries and institutions abroad that are not available in the Czech Republic.

6.2.1.2 The conditions for the loan of items from foreign libraries collections are determined by the lending libraries.

6.2.1.3 NTK provides ILS services only to its patrons. University students who are not Library patrons should request ILS from their home institutions.

6.2.1.4 ILS is fee-based see [Appendix 1: Pricelist](#).

6.2.2.1 ILS Rules

Orders can be sent via an [online form](#) on the NTK website or via a prepaid VPL user account.

ILS services are provided on business days from 10:00 a.m. to 4:00 p.m.

Place and time for collecting and returning a document: Upon agreement via email to: mms@techlib.cz.

In-person consultations take place at the Information Desk on Floor 3.

Delivery of requested ILS items by mail are not provided to Patrons who are residents of Prague or Patrons with extended rights located in Prague; see [Appendix 2: the Services Differentiation Principles](#). Patrons may request information via email (mms@techlib.cz) or by calling +420 232 002 494 or +420 232 002 524.

Patrons using ILS services shall comply with generally binding legislation on interlibrary services (implementing decree to the Act on Libraries) and the relevant Library directives and instructions. In the event of loss or damage of an item, the lending library will decide on the method of compensation.

6.2.2.2 Extending a Loan

A Patron may request renewal of a Loan Period no later than 5 days before it expires and the lending library abroad will make a decision about the renewal. Items can be used off-site unless the lending library determines otherwise. Patrons may study items that are not for off-site use acquired via ILS in the [Periodicals Reading Room](#) during opening hours.

6.3 DILS Rules and ILS Rules for UCT Prague Staff and Students and IOCB Prague staff

6.3.1 UCT Prague

UCT Prague staff may request ILS via email at: mvs@vscht.cz, by using the online form at: [ChemTK](#), or by calling +420 232 002 571.

One prerequisite for the provision of the DILS or ILS service, the result of which is the loan of an item from a lending library to a UCT Prague staff member, is the registration of the applicant in the Library Patron Database in Patron group AV; see [Appendix 2: Services Differentiation Principles](#). The loan must also be recorded in the library system.

UCT Prague students can request the ILS or DILS via email at: mvs@vscht.cz, by using the online form at: [ChemTK](#), or by calling +420 232 002 571.

One prerequisite for the provision of the DILS or ILS service, the result of which is the loan of an item from a lending library to a UCT Prague student, is the registration of the applicant in the Library Patron Database in Patron groups BV to GV; see [Appendix 2: Services Differentiation Principles](#). The loan must also be recorded in the library system, the item can be used for study purposes only with the consent of a student's mentor. The Patron can arrange the pick up and return place and time via email at: mvs@vscht.cz or by calling +420 232 002 571.

6.3.2 IOCB Prague

IOCB Prague staff may request DILS or ILS service via email at: mvs@uochb.cas.cz or via the online form at: [ChemTK](#), or by calling +420 232 002 434.

One prerequisite for the provision of the DILS or ILS service, the result of which is the loan of an item from a lending library to a **IOCB Prague staff** member, is registration in the Library Patron Database in Patron group AU; see the see [Appendix 2: Services Differentiation Principles](#). The loan must also be recorded in the library system. The Patron can arrange the pick up and return place and time via email at: mvs@uochb.cas.cz or by calling +420 232 002 434.

6.4 Virtual Polytechnical Library (hereinafter "VPL")

General Information

VPL is a system for the delivery of documents developed and managed by NTK together with contractually bound libraries for the purpose of providing joint services for their collections. NTK is the VPL Service Centre and is authorized to conclude contracts with users of VPL services.

More information about the VPL service (only in Czech): <https://www.techlib.cz/en/2879-virtual-polytechnical-library-vpk>

Conditions of Use VPL Services: [Knihovní řád VPK](#)

Operation rules VPL: [Provozní řád VPK](#)

Services pricelist VPL : [cenik-sluzeb-vpk.pdf](#)

Questions about VPK? Contact: digi@techlib.cz.

6.5 ZÍSKEJ

General Provisions

ZÍSKEJ is a system for delivery of documents developed and managed by NTK. It is based on a cooperation among Cooperating Institutions who share their collections.

ZÍSKEJ mediates document delivery from the collections of libraries participating in ZÍSKEJ (Partners) to end users at a Cooperating Institution (Users).

End user ("Users"), for whom the service is provided, are always natural persons who are authorized to use the results of the service exclusively for their personal needs or for the needs of science, research, and development.

More information about ZÍSKEJ: <https://www.techlib.cz/cs/83946-ziskej-narodni-platforma-pro-sdileni-fondu>

ZÍSKEJ: For [Libraries](#) (Czech only)

ZÍSKEJ: For [Users](#) (Czech only)

[ZÍSKEJ \(Czech only\)](#)

ZÍSKEJ Pricelist (Czech only): <https://ziskej-info.techlib.cz/dokumenty-zdroj/cenik-ziskej.pdf/view>

Questions about ZÍSKEJ? Contact: ziskej@techlib.cz.

6. 6. eBooks on Demand (hereinafter “EOD”)

General Information

The focus of the EOD service is on-demand digitization of **old and rare documents that are copyright-free**. Anyone can use this service without the need to register with the Library, anywhere in the world. One prerequisite for making an EOD order is filling out an online form which is, under the link **“EOD – Order a Digital Copy,”** available for all historical books in the Library Electronic Catalog or, alternatively, via the [EOD search](#) portal, through which it is possible to search in the European Network of Libraries catalogs and order digitization from the collections of the preservation institutions participating in the project.

NTK mediates the digitization of documents from Rare Books & Special Collections holdings (included in the Library Electronic Catalog), from the UCT Prague collections, and from the Library collections of Cooperating Libraries (the Czech National Medical Library, the Library of the Theater Institute, the Library of the Military History Institute Prague, the Regional Research Library in Liberec, and the Research Library in Hradec Králové). The focus of EOD is publications to which copyright restrictions no longer apply. EOD focuses purely on the digitization of books and **it is not intended for serials or other such items. One condition for the use of the service is the digitization of the whole books**, not only parts.

More information about EOD: <https://www.techlib.cz/en/2888-ebooks-on-demand-or-contact:eod@techlib.cz>,

EOD Conditions of Use, Pricelist EOD:

https://www.techlib.cz/public/userfiles/EOD/EOD_2022_final.pdf

In Prague, dated October 22, 2024

NTK Director

Ing. **Martin Svoboda** m. p.