

Petr Bezruč Library in Opava – Rules and Regulations Abstract (valid since 1st January, 2015)

/Department for adults/

1. The library provides services only to registered users who have paid the registration fee in the given period.
2. Natural person or legal entity can become a library user once they are issued a **library card** upon completing the application form. The applicants need to prove their identity, e.g. by presenting a civic ID card or other document. In addition, legal entities need to be given a written authorization by the statutory body.

Upon completing and signing the application form the user is obliged to respect the library rules and regulations.

If the applicant is under the age of fifteen, he must register together with another person who is older than 18 (e.g. a legal representative) as a warrantor, who must provide the same identification details as the applicant himself.

3. The registration fees for the library services are as follows:

Professional libraries:

Adults 150,-Kč

Children under 15 70,- Kč

Libraries with non-professional staff:

Adults 50,- Kč

Children under 15 25,- Kč

Users older than 70 don't have to pay any registration fee.

The registration fee is valid for 1 year from the date of payment.

4. The library issues the user with a library card which is valid in all library branches in Opava. Users who registered themselves in any of the local libraries must pay up the registration fee when they want to register also in the central library or any of the branches in the town.
5. The library card is non-transferable. The reader is responsible for any misuse or damage caused by its loss.
6. The user shall not lend the borrowed items to any other person. The user is liable for the borrowed items.
7. The user is required to inform the library about: change of name, address, school, loss or destruction of the library card.
The fee for the card duplicate is:
50 Kč: central library and branches in Opava
10 Kč: local libraries
8. Items which the library doesn't have in the collections can be provided to any user older than 15 by means of the inter-library loan service. A fee of 60,- Kč is charged for this service at the time of the borrowing.
9. The user is obliged to respect the lending periods and return the borrowed documents no later than the last day of the lending period, which is 35 days for common types of documents, books and periodicals. The lending period for items from the reference library and selected documents from the reading room is 14 days.

It is possible to extend the lending period by email: dospale@okpb.cz, telephone: 553 714 005, 553 821 701, or via the user's online account.

10. If a document is already borrowed by someone else, the user can make a reservation. The fee charged for this service is 10,- Kč per document.

11. The library has the right to send notices to the users who are in delay with returning loans. The user who returns the document after the lending period has to pay the library a contractual penalty (delay charge). The overview of delay charges is displayed in all branches.

Delay charges	books, magazines	BIS, PK, EZ*)	MVS*)	Newspapers
1 st notice	20,- Kč	10,- Kč	20,- Kč	10,- Kč
2 nd notice	30,- Kč	20,- Kč	50,- Kč	20,- Kč
3 rd notice	60,- Kč	40,- Kč	100,-Kč	40,- Kč
4 th notice	150,- Kč	50,- Kč	150,- Kč	50,- Kč
5 th notice	300,- Kč	-	-	-

If the user doesn't return the borrowed documents within 28 days after the 5th notice for books and magazines or 4th notice for the other types of documents, the library will initiate a lawsuit against the reader. The contractual penalty for filing the lawsuit is 500,- Kč. The procedure is the same at all branches of Petr Bezruč Library.

The time period between individual notices is 28 days for books and magazines and 7 days for BIS, PK, EZ and other types of documents.

*) the charge is multiplied by the number of borrowed items.

(BIS: reading room, PK: reference library, EZ: electronic sources, MVS: Inter-library loan service.)

12. It is possible to return the borrowed documents by means of *bibliobox*. There is one outside each library building in Opava. The documents put in *bibliobox* are officially returned the following opening day. The user is obliged to check his account afterwards.
13. If the user loses a book or any other type of document, he is obliged to provide the library with the same title, make a bound photocopy of the same title or pay the full price of the lost document, based on the price of the document at the time of loss.
The full version of the library rules and regulations is to be seen at every branch and department of the library.

In Opava, 1st January, 2015

Mgr. Zuzana Bornová m.p.
Director of KPb in Opava

Opening hours:

Monday 8 – 18
Tuesday 8 – 18
Wednesday CLOSED
Thursday 8 – 18
Friday 8 – 17

Summer holiday opening hours (1.7. – 31.8.):

8 - 18
CLOSED
CLOSED
8 – 18
CLOSED