

APPENDIX 10: GENERAL RULES FOR THE USE OF RENTABLE STUDY ROOMS AND CLASSROOMS

10.1.1 Patrons can rent Team Study Rooms and Classrooms in the Library on a short-term basis. Reservations for Team Study Rooms or Individual Carrels can be made through the Library's reservation system¹ or via a Library staff member (Team Study Rooms only) during assisted services hours, and require a sufficient balance on the Patron's Financial Account (fee depends on Patron's Patron Group).

10.1.2 Patrons must check Team Study Rooms or Individual Carrels upon renting and report any damage found, otherwise they are liable for any damage. The method of compensation for any damage is governed by generally binding legislation (Czech Civil Code).

10.1.3 Users may rent, for the short- or long-term, the Balling Hall, Computer Rooms, the Educational Center, the After Hours Study Room, and designated Team Study Rooms. For more information about such rentals, please visit the [Conference Services & Rentals](#) web page.

10.1.4 The Library's security and cleaning staff enter rented Individual Carrels to check and clean them on a daily basis.

10.1.5 Operation of the rentable spaces may be interrupted or restricted for essential hardware or software maintenance.

10.1.6 Perishable items, dangerous items, and chemical or volatile substances are prohibited in rentable spaces. Violation of this rule is sanctioned by cancellation of the reservation or revocation of the right to use Library services; see the [Conditions of Use of the Integrated Library](#), part 6.1.1.

10.1.7 Patrons take responsibility for their guests and any damage caused.

10.1.8 Patrons can connect to the internet in rentable spaces using Wi-Fi or the network cable on their portable device (e.g., notebook, tablet).

10.1.9 Patron may only use approved electric devices in rentable spaces.

10.1.10 Taking out, bringing in, or moving furnishings, equipment, chairs, and so on from Open Stacks is not allowed. Furnishings cannot be manipulated in any other manner. The number of seats is limited by the capacity of the relevant rentable space. If these rules are violated, the rental will be cancelled with immediate effect and without any entitlement to a refund of the rental fee paid.

10.1.11 If a Patron cancels a Team Study reservation at least 24 hours before the planned start of the rental, the Patron will not be charged. When a Patron reserves an Individual Carrel, the fee is deducted immediately. If the cancellation of the reservation is made at least 24 hours before the start of the rental, the deducted fee will be returned to the Patron's Financial Account.²

10.1.12 After the end of the rental, the Patron must return the rentable space in a clean and tidy condition without damage.

10.1.13 When using rentable spaces, patrons are subject to the rules for the respective room type (see [Rules for using Team Study Rooms, Rules for using Individual Carrels](#)), see sections 10.2 and 10.3.

¹ To rent a Team Study Room or an Individual Carrel, the full functionality of the reservation system (version 2.0) is required. In the event that the reservation system is unavailable or malfunctioning, the services related to study rooms rental may be restricted

² The same rules for deducting rental fees immediately upon reservation also apply to the three selected team study rooms (11, 14, and 28) subject to test operation from March to September 2026.

10.2 Individual Carrels

10.2.1 Individual Carrels are intended for short- or long-term rental for individual study and research work. Individual Carrels can be used during [self-service Library opening hours](#). Individual Carrels are equipped with electricity and data sockets.

10.2.2 Individual Carrels No. 1–27 are located in the Protected Public Area on Floor 6. Individual Carrels No. 7 and No. 21 are barrier-free and each have two seats for studying.

10.2.3 Only Patrons in specific groups and those who have no outstanding liabilities

with the Library are authorized to reserve Individual Carrels through the reservation system³ (see [Access & Privileges Tool](#)) pursuant to [Appendix 2: Service Differentiation Principles](#), and they must have settled all obligations to the Library before making a reservation.

10.2.4 The minimum rental period for Individual Carrels is set up for a day for the winter semester, the summer semester, and the summer holiday season. Information about this (the maximum number of rental periods allowed and eligible Patron Groups) is published on the [Individual Carrels web page](#).

10.2.5 A Patron is entitled to reserve only one Individual Carrel within one calendar day.

10.2.6 A Patron can leave their personal belongings and Library collection materials that are properly checked out, as reflected in their Patron Account, in their long-term rental space at their own risk. On any given day, Patrons must return items from the Open Stacks intended for on-site study to the designated places by the end of Library opening hours. The penalty for violating this is the cancellation of the study room rental or the revocation of the right to use rental services; see the [Conditions of Use of the Integrated Library](#), part 6.1.1.

10.2.7 Use of the rented Individual Carrel is subject to the presence of the Patron who made the reservation for the duration of the rental. Making reservations for the benefit of third parties is not permitted.

10.2.8 Individual Carrel renters may invite one guest at a time into their carrels.

10.2.9 A Patron will be able to open the Individual Carrel using their Patron card for the duration of the rental period, provided the rental fee has been paid; see [Appendix 1: Fees and Services Pricelist](#).

10.2.10 Upon request, users of Individual Carrels for disabled patrons (No. 7 and No. 21) must show proof of disability (e.g., Czech social security disability document, another valid proof of disability, a disability Insurance card, or a medical report) to the Library staff while using the carrel.

10.3 Team Study Rooms

When using Team Study Rooms, Patrons must follow the [Team Study Room Reservation Policy](#).

10.3.1 More information about Team Study Rooms and how they are equipped is on the [Reserve a Team Study Room](#) web page. Team Study Rooms are primarily intended for team/group work, work on projects, and possibly non-commercial lectures. Misuse of the discounted rental fees for Team Study Rooms for commercial purposes may lead to the temporary or permanent revocation of Library services and financial compensation will be demanded. For more information, please visit the [Conference Services & Rentals](#) website.

10.3.2 A Patron is entitled to reserve only one Team Study Room for a discounted fee within one calendar day.

10.3.3 After payment of the rental fee (see [Appendix 1: Fees and Services Pricelist](#)), a Patron (together with any guests) is permitted to enter the Team Study Room starting at the selected time.

³ To rent a Team Study Room or an Individual Carrel, the full functionality of the reservation system (version 2.0) is required. In the event that the reservation system is unavailable or malfunctioning, the services related to Individual Carrel rental may be restricted. Should it become necessary, for technical or other reasons, to use the backup reservation system (version 1.0), the General Rules for the Use of Team Study Rooms and Individual Carrels set out in the *Conditions of Use of the Integrated Library*, as amended up to and including 31 August 2025, shall apply to such reservations. These rules shall replace the General Rules for the Use of Individual Carrels set out in the valid and effective *Conditions of Use of the Integrated Library* in relation to all functionalities not reliably supported by the backup reservation system.

10.3.4 Use of the Team Study Room is subject to the presence of the Patron who made the reservation for the duration of the rental. Making reservations for the benefit of third parties is not permitted.

10.3.5 Team Study Room users may invite other people to their rented study room, taking into account the number of places the study room offers.

10.3.6 Only certain Patron groups (see [Access & Privileges Tool](#)), according to [Appendix 2: Services Differentiation Principles](#), who have settled their obligations with the Library are entitled to use Team Study Rooms at a discounted fee using the online reservation system. Other patron categories can use the commercial rental services, see Section 10.1.3.

10.4 Quiet Study Room

10.4.1 The Quiet Study Room is located in the Protected Public Area in Sector A on Floor 3. It is intended for Library Patrons. The use of the Quiet Study Room is governed by the rules

on display inside the Study Room. In the Quiet Study Room, Patrons have the right to use

a single seat only. If all seats in the Quiet Study Room are occupied, you may not wait in the Quiet Study Room for a free seat. More information is on the [Quiet Study Room](#) web page.

10.5. Computer Classrooms

10.5.1 Currently, on the basis of contractual arrangements, Classroom No. 4 is leased on a long-term basis to CTU in Prague and Classroom No. 2 is used for the provision of Business Services.

10.6. After Hours Study Room

10.6.1 The After Hours Study Room is located on the ground floor of the Library near the NTK3 entrance. The After Hours Study Room is open to select Patron groups only whenever the rest of the Library is closed. See [opening hours](#) for details. For more information, visit [After Hours Study Room](#) website.

In Prague, dated March 4, 2026

NTK Director

Ing. **Petr Očko**, Ph.D.