

The Operating Rules of the Reading Room

1. The reading room serves the needs of the IOCB staff, who can use it for the on-site study of the literature in the reference collection or in the collection of the IOCB electronic information sources.
2. The reading room can be entered by staff with a valid employee ID card for an unlimited period of time.
3. The persons using the reading room must be considerate of other visitors and handle both the documents and the equipment of the reading room with care.
4. The reference collection placed in the reading room can only be used for on-site study and must not be taken out of the reading room.
5. The list of the items of the reference collection is available in the reading room in both printed and electronic forms. The list of the items of the entire collection of the chemTK library is available in the catalogue at: www.chemtk.cz.
6. The rules for the use of computer technology and electronic information sources are governed by the Director's Order No. 12/2009. When accessing electronic information sources, the users must abide by the licensing terms, the most important of which form part of these Rules.
7. Should you have any questions, please contact the ITS Department staff Jana Procházková or Jakub Šimon, office A.2.10b, ext. lines 418 and 417.

The Basic Rules for the Use of Electronic Information Sources

Attachment No. 1 of the Operating Rules of the Reading Room

1. Licensed electronic information sources can only be used for non-commercial purposes, that is exclusively for educational, study or scientific purposes and for private purposes.
2. The user is authorized to search, browse, view, print and download their reasonable parts; it is not allowed to download the entire issues of electronic journals or electronic books.
3. The user must not shorten, modify or translate the data obtained or create works derived from them or remove, modify or cover copyright notices or other notes and reservations contained in them or substantially or systematically further copy, preserve, distribute or otherwise reproduce the data or make them available to third parties.
4. It is forbidden to pass on the data (directly or indirectly) to be used by any paid service (e.g. *document delivery* etc.) or for any further distribution (be it profit or non-profit, for a fee or for free).