

APPENDIX 12: OPERATING RULES FOR THE SELF-SERVICE STORAGE LOCKERS AND CLOAKROOM

12.1 Access to the premises of the Library building is governed by the **Condition of Use** and by the **House Rules**.

12.2 We recommend that before entering the protected public area (after the turnstiles), Library Patrons and Users store particularly bulky outerwear (e.g., long coats, winter jackets, fur coats) and bulky luggage (e.g., backpacks, suitcases, shopping bags, sport bags, equipment) in the self-service storage lockers in the public cloakroom on the ground floor. In the winter, the cloakroom is staffed by an attendant. Outerwear (but not bulky luggage) can be given to the attendant, who will give the outerwear back when the User presents the number given when they dropped off their outerwear. After Hours Study Room Patrons may use the cloakroom lockers.

12.3 The final assessment and decision as to whether to allow entry with luggage into the Protected Public Area will be made by Library security staff.

12.4 A Patron or User should store belongings only in the places designated for this purpose, which are lockers in the public cloakroom on the ground floor or lockers in the Protected Public Area. In the winter, the cloakroom on the ground floor is staffed and outerwear, not luggage can, can be dropped off there. The Library is not responsible for items left in places other than those specified above.

12.5 Lockers may only be used for storing outerwear and luggage belonging to Patrons, Users, and guests for the duration of their stay on the NTK premises. The Library is not responsible for items left in lockers and/or the cloakroom after Patrons/Users/guests have left the NTK premises.

12.6 Lockers and the cloakroom should not be considered to be secure storage for valuable items (i.e., they are not safes). We do not recommend leaving valuable and/or personal items in lockers or in the cloakroom.

12.7 Objects that could damage a locker, perishable items, and dangerous objects and chemical or volatile substances cannot be stored in lockers.

12.8 Use of the lockers is free of charge.

12.9 Lockers are available year-round **during the Library opening hours**.

12.10 Technical instructions for operating and using lockers are provided in each locker.

12.11 If the cloakroom is not in operation and all the lockers are being used, outerwear

and luggage may not be stored on the NTK premises.

12.12 Forcibly opening your/another person's locker will be considered to be burglary. If a locker has been forcibly opened, the police will be called to investigate. If a Patron or User forcibly opens or intentionally damages a locker, they must compensate for any damage according to valid legislation.

12.13 If a Patron/User discovers that a locker has been forced to open, that person is obliged to report this fact without undue delay to on-duty library or security staff.

12.14 A Library Patron/User is obliged to keep their rented locker clean and in order, to open it only in the manner intended, and to check its condition before vacating it. If a locker is destroyed, the Patron/User responsible is obliged to compensate the Library for any damage.

12.15 Library Patrons/Users are obliged to clean out lockers and vacate them no later than 15 minutes after the Library or a given floor closes.

12.16 If all lockers are not vacated when the Library or a given floor closes, the Library has the right to open the lockers for security reasons and capacity needs in preparation for the next day and to treat items left in lockers as Lost and Found items. The same procedure holds true for items left in the cloakroom. Further procedures are discussed in the [House Rules](#).

12.17 If, when leaving the NTK premises, a Patron/User is unable to open their locker or has forgotten the locker's entry code, they must report this to the appropriate staff on duty (cloakroom assistant, Reception Desk/security staff, a librarian), who will assist.

12.18 Complaints related to the use of the lockers can be communicated at any time to the staff on duty or sent by email to: info@techlib.cz.

In Prague, dated October 22, 2024

NTK Director

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