

Annex No. 2

STUDY ROOMS RULES

Article 1

1. Entry into the University Library study rooms is only permitted after presenting the valid Reader ID card.
2. The study rooms premises are reserved for on-the-spot¹ study of the documents kept in the study rooms, the documents brought from the stack that may not be borrowed for external use² or one's own documents.
3. Upon entry into the study rooms, the users are obliged to do the following:
 - a) leave their coats, briefcases, bags, handbags, and the like, into the cabinets specified for the purpose and submit for check the items brought along. The Library assumes no responsibility for the items left at any other place;
 - b) submit their Reader ID card to the study rooms personnel and register themselves in the Visitors Book;
 - c) keep silence, consider other users and follow the instructions from the study room personnel;
 - d) if the reader is bringing along their own literature sources, they are obliged to inform of the fact the study room personnel.
4. Upon leaving the study room, the readers are obliged to do the following:
 - a) return any documents to the place meant for the purpose,
 - b) return any the documents obtained by request from the stack to the study room personnel;
 - c) present for check the sources brought along (or their own);
 - d) take over their Reader ID card.
5. It is inadmissible:
 - a) to carry the documents from the study rooms to other premises of the University Library. In exceptional instances, the study room personnel may grant an exception to this rule;
 - b) to bring along beverages and food into the premises of study rooms;
 - c) to use a mobile phone;
 - d) to reserve a place for another user who is to come later or who has left the premises for a longer period of time.

¹ only in the premises of the Library, here in the study room

² outside the Library

Article 2

1. The documents placed in the study rooms are only meant for on-the-spot study. In exceptional cases, during the holidays and days-off, the University Library Director may grant the wish to make an external loan of the same.

Article 3

1. External loan of unbound issues of professional periodicals from the study rooms is only possible upon complying with the following conditions:
 - a/ the reader must not have any unfulfilled obligations toward the University Library;
 - b/ the reader may borrow the periodicals one hour prior to the end of the opening hours of the study rooms at the earliest.;
 - c/ the reader may borrow the periodicals for 2 hours at the longest during the opening hours of the study rooms (.g. for the purpose of making copies of the same, and the like);
 - d/ the reader may borrow maximum 5 issues of the periodical at one time;
 - e/ the reader must return the periodicals 1 hour at the latest after opening the study rooms the following working day.
2. Should the reader fail to return the periodicals borrowed from the study rooms within the period of time as given, the University Library shall be entitled to restrict the extent of library-information services rendered or, eventually, impose a ban on any services..?

In Košice on 18th January 2006

Mgr. Daniela Džuganová
Directress