

HOUSE RULES

OF THE NATIONAL AND UNIVERSITY LIBRARY

1. Users of the premises (hereinafter: users) of the National and University Library (hereinafter: Library) are, in accordance with the National and University Library's Rules on General Terms and Conditions, required to respect and take into account the Library House Rules.
2. The Library premises are intended mainly for study and research work. The NUK café, however, is available to users for relaxation, socialisation, and conversation. Mobile phones and other mobile devices may be used in the cloakroom as well.
3. Users may use the Library premises, materials, and devices only if they do not disturb or present a threat to other users and the Library staff. The premises in the area of electronic control access can only be accessed with a user's library card.
4. The following behaviours are not permitted in the Library premises:
 - Loud talking and use of devices (e.g. mobile phones, lap tops, tablets) in a manner disturbing to other users or Library staff;
 - Eating, except in the NUK café and cloakroom areas;
 - Entry and staying on Library premises in an intoxicated condition or under the influence of illegal substances;
 - Use of illegal substances;
 - Smoking, or use of tobacco and related products (e.g. electronic cigarettes) except in the atrium of the NUK café;
 - Consumption of alcohol, except that served in the atrium of the NUK café;
 - Damaging or destroying Library materials, equipment, or premises;
 - Use of skates, scooters, skateboards, and similar equipment;
 - Bringing dogs or other animals into Library premises, with the exception of assistance dogs (e.g., of the blind, visually impaired, or physically handicapped persons);
 - Leaving children under the age of 15 unattended on Library premises;
 - Entering Library staff work areas in the Library or using their equipment;
 - Use of computer workstations and other library technical equipment for illegal or morally sensitive activities,
 - Changing the settings of the Library's computer workstations;
 - Photographing or video-recording of persons present on Library premises without their permission;
 - Arbitrary rearrangement of Library's equipment, its misuse, or its removal from Library premises;
 - Inappropriate behaviour, harassment, threatening or disturbing other users and Library staff (bringing in dangerous substances and objects, wearing inappropriate clothing, inappropriate personal hygiene, etc.);
 - Verbal, non-verbal, or physical violence against other users or Library staff;
 - Other behaviours which are violations of public peace and order.
5. Only non-alcoholic beverages in closed containers may be brought onto Library premises. Only bottled water may be brought into the Main Reading Room, the Newspaper Reading Room, and the Special Collections Reading Rooms.
6. Suitcases, travelling bags or other large pieces of luggage may not be brought into the Library. Users of reading rooms must leave smaller pieces of luggage (purses, small rucksacks, briefcases, etc.) and outer clothing in the cloakroom, or store them in lockers. They may leave other personal objects and belongings in the lockers as well. The Library is not liable for the theft or loss of users' personal belongings.
7. It is not permitted to carry out surveys or exhibit, advertise, or sell goods in the Library premises without the Director's permission.
8. Photographing or video-recording of the following Library premises is allowed for personal use: the Main Entrance Hall, the NUK café, the Plečnik Corridor, the Main Staircase, the hall before entrance to the Main Reading Room and the Exhibition Hall. Permission for photographing or video-recording of other Library premises or the use of recordings for commercial purposes can only be granted by an authorised Library employee.
9. An organized gathering of persons for political, ideological or religious purposes is not allowed in the Library premises. It is also not allowed to perform religious rites, ritual prayers and other religious activities.
10. Users must leave the Library premises by the end of opening hours, immediately after the end of an event. If an event takes place outside the Library's opening hours, users can only use the premises designated for the event during its duration.
11. In the event of fire or other hazards, users are obliged to quickly and safely leave the Library and follow corresponding signs in the Library premises and instructions from the security service or authorised Library staff.
12. If a user disturbs public order, the Library will take action in accordance with the National and University Library's Rules on General Terms and Conditions. Surveillance of Library premises and equipment is carried out by an authorised security service.

The complete text of the National and University Library's Rules on General Terms and Conditions is available at the Registration and Circulation Desk, in the cloakroom, at the Reception and on the Library website.

These House Rules shall enter into force on the day of their adoption. They shall be displayed in visible places in the Library premises and on the Library website.



Director

Viljem Leban

