

Dear parents,

Thank you for filling out your children's library membership application. The school has facilitated registration, and the children will be visiting the library as a part of their curriculum. However, do encourage your children to come here even in their leisure time. We will be happy to attend to them, advise them with book selection and help out with the borrowing process.

**Important information:**

- Children below 15 years can register free of charge
- Books can be borrowed for 4 weeks, with the possibility of extending the period by up to another 4 weeks.
- The return date is written on a list given to each reader after borrowing the books. The same list will also be sent to your email.
- You'll be notified by email three days before the loan period expires, reminding you to either return the book or extend the loan period. If the book has been reserved by another reader or the maximum loan period has been achieved, the loan period cannot be extended.
- You can extend the loan period through your online account (sign up at [www.mlp.cz](http://www.mlp.cz) using your library card number and password), email (by sending your library card number to [prodlouzeni@mlp.cz](mailto:prodlouzeni@mlp.cz)), by phone (at **+420 222 113 555**), or in person at any of our branches.
- If you fail to extend the loan period of your borrowed books before the expiration, a fee for exceeding the loan period will begin accumulating (a so-called overdue charge). Borrowed books must then be returned as soon as possible.
- The overdue charge is 5 CZK per book per working day.
- Kids may borrow up to 30 books with their library card. You may opt to lower this amount as you see fit.
- You can make reservations for books online or in-person for a fee of 10 CZK per book. Once the book is available, you will be notified by email, and you must pick up the book within 5 days.



**Municipal Library of Prague**

### Library card:

- Valid in all branches of the Municipal Library of Prague
- Books can only be borrowed with a library card and a PIN code (usually the reader's year of birth). You don't need the library card when returning books, and the books do not have to be returned by the card owner.
- Report the loss of your card as soon as possible, so that we may block it. We'll issue you a new card for 20 CZK.
- The library card is non-transferable. The owner of the card is accountable for the card's potential misuse.

### What else might interest you:

- If a book is damaged or lost, it's best to stop by the library and talk about the possible solutions.
- If you forget your password or PIN code, please contact the librarians.
- The teachers do not have access to your children's library accounts and cannot keep track of timely returns.
- The books are borrowed and returned using self-service devices.
- Tips for good Czech language reads: [ctenidetem.knihovny.cz](https://ctenidetem.knihovny.cz) – a selection of new books for children. Books are conveniently sorted by child's age.
- The library also has foreign language books, especially those in English, Russian, Ukrainian, and Polish.
- We also recommend our e-library [e-knihovna.cz](https://e-knihovna.cz), where you can download books for children (including compulsory reading) free of charge.

Library website (in Czech and English): [mlp.cz/cz](https://mlp.cz/cz) , [mlp.cz/en](https://mlp.cz/en)

Overview of library branches (in Czech and English): [mlp.cz/cz/pobocky](https://mlp.cz/cz/pobocky), [mlp.cz/en/branches](https://mlp.cz/en/branches)

We would be happy to have you and your children come and see us in person and we'll gladly answer any of your questions. We'll also be happy to take the opportunity and introduce the library's other services, which can be used even by you.

If you don't speak Czech, you may use the free of charge services of intercultural workers, who can accompany you during your visit and interpret for you when talking with the library employees. You may find the list of intercultural workers, along with contact information on non-profit organizations assisting foreigners, at the Prague for all website:

[www.metropolevsech.eu](https://www.metropolevsech.eu) (under „for migrants“).

