

Conditions for Remote Registration

Annex No. 4 to the Library Rules of the National Library of the Czech Republic

I. General Conditions of Remote Registration

1. In accordance with this Annex, the applicant may register with the NL CR using electronic and other technical means.
2. The applicant pays the registration fee for 1 year (365 days). The amount of the registration fee is governed by the current Price List, Appendix No. 7 of the Library Rules. Payment can only be made by online payment.
3. The NL CR does not issue a reader card to users during Remote Registration. However, they can apply for it in person in the Main Hall, see section 2.1.5 of Part Four of the Library Rules for details.
4. The user is obliged to use all information resources and information stored in them in accordance with the valid legislation.

II. Remote registration via bank identity (BankID)

1. The applicant chooses to register via bank identity at <https://registrace.nkp.cz>. The condition is that the applicant already has an activated banking identity, i.e. that he/she has access data to his/her internet banking at the bank that provides banking identity to its customers. The age limit for using the banking identity may vary from bank to bank.
2. The applicant selects the appropriate bank from the list of banks that support banking identity, logs into their online banking and follows the instructions to verify their identity.
3. The applicant agrees on the data to be transmitted to the NL CR. Some of the data are set as mandatory, while the rest depends on the applicant's decision whether to provide it to the NL CR. If the applicant does not agree to provide the data marked as mandatory to the NL CR, the Remote Registration process cannot be completed. The data transmitted via the bank identity cannot be modified in any way during the registration process.
4. During the registration process, the applicant is also asked to:
 - a. add his/her contact address if it is different from the permanent address;
 - b. get familiarised with the Library Rules of the NL CR and by ticking the box express his/her commitment to abide by them;
 - c. by ticking the box, he/she has expressed his/her consent to the text of the Agreement on the provision of library and information services on the basis of remote registration (hereinafter referred to as the "**Agreement**").
5. During the registration process, the applicant who wishes to claim the discount as a TP, ZTP, ZTP/P card holder shall attach copies of the relevant documents in PDF or JPEG formats to the online registration form.
6. Payment can only be made via online payment. If the applicant is prompted for payment during the registration process and does not make the payment immediately during the registration process, the Remote Registration cannot be completed.
7. If the applicant has claimed the discount at the beginning of the registration process (TP, ZTP, ZTP/P card holder) and has also attached the relevant documents to the online registration form, or if the system has automatically evaluated the entitlement to the discount based on the user's date of birth, the system does not require payment of the registration fee and Remote Registration is free of charge (see Price List).
8. Upon successful completion of the Remote Registration, the registered user will receive by e-mail from the NL CR the following:

- a. User ID;
 - b. automatically generated password, which is sent in a separate email;
 - c. login instructions;
 - d. confirmation of payment of the registration fee to the NL CR (if he/she has not applied for a discount);
 - e. the concluded Agreement;
 - f. Library Rules of the NL CR.
9. The user ID is used as a login to the individual services provided after completing Remote Registration. The user can change the automatically generated password to his/her own password at any time in his/her user account.
10. Access to the resources and services available to remotely registered users is automatically activated within 10 minutes from the payment of the registration fee, or the completion of the registration process in the case of a user who has been automatically eligible for an age discount. For an applicant who, during registration, claimed a discount as a TP, ZTP, ZTP/P card holder, the Remote Registration is completed manually by a member of NL CR staff after checking the documents entitling to the discount. In this case, the activation of Remote Registration is notified to the registered user by e-mail. The applicant is informed in the same way if the attached documents have not been accepted and the discount cannot be granted. In this case, the registration is cancelled.
11. The Remote Registration process cannot be completed if:
 - a. the applicant does not allow the transfer of mandatory data to the NL CR during registration;
 - b. the applicant fails to make the required payment of the registration fee during the registration process;
 - c. the applicant does not provide information on his/her contact address;
 - d. the applicant does not express his/her consent to the Library Rules of the NL CR and commitment to abide by them;
 - e. the applicant does not provide consent to the wording of the Agreement;
 - f. the applicant claims the discount as a holder of TP, ZTP, ZTP/P card, which the NL CR does not recognize as eligible according to the provided documents;
 - g. the user has already been registered in the NL CR in the past - in these cases it is necessary to contact the Main Hall.
12. The NL CR is entitled to cancel the Remote Registration if it is found within 7 calendar days from the registration that the applicant has claimed the discount but the submitted documents do not indicate that he/she is entitled to the discount. In such a case, the NL CR will still contact the applicant at the e-mail address provided during registration and ask him/her to provide the supporting documents for claiming the discount. If the user fails to comply within 10 calendar days of this request, the registration will be cancelled and the account will be deleted.
13. Within the same time limit as in clause 12, the NL CR is also entitled to cancel the Remote Registration in the event of a duplicate registration due to a name change. The registration fee already paid will be returned to the account from which it was paid within 14 working days from the date on which the NL CR notifies the user that the Remote Registration will be cancelled.

III. Remote registration using a data box, qualified electronic signature or guaranteed electronic signature based on a qualified certificate, officially verified signature

1. An applicant who wishes to register remotely in the NL CR using a data box, a qualified electronic signature or a guaranteed electronic signature based on a qualified certificate or an officially verified signature, shall pre-register in the Online Catalogue of the NL CR. Successful pre-registration is confirmed on the screen and also by sending an automatic message to the e-mail address provided by the applicant during pre-registration.
2. After successful pre-registration, the user will receive from NL CR the following:

- a. User ID - it is displayed after the pre-registration has been completed, and is also included in the message that the NL CR automatically sends to the user's e-mail address;
 - b. Link for online payment of the registration fee - it is included in the message that the NL CR automatically sends to the user's e-mail address;
 - c. Agreement - being also part of the message that the NL CR automatically sends to the user's e-mail address.
3. The user ID will continue to serve as the login for each service provided after the completion of Remote Registration. The password is entered by the user during pre-registration and can be changed later in the user account.
4. The user checks and completes the required information in the sent Agreement (mandatory data are marked).
5. The method of signing the Agreement and its transmission to the NL CR varies depending on the electronic or technical means used:
 - a. **Remote registration using a data box:** the User saves the completed Agreement in PDF format. It is sent to the NL CR via a data box registered in the name of the registering natural person (data box 5qt8sy8).
 - b. **Remote registration using a qualified electronic signature or guaranteed electronic signature based on a qualified certificate:** the User signs the completed Agreement with a qualified electronic signature or guaranteed electronic signature based on a qualified certificate. He/she will send the Agreement signed as above to the NL CR by e-mail to hala.os@nkp.cz.
 - c. **Remote registration using an officially verified signature:** the User prints out the completed Agreement and has his/her signature on the Agreement legalized (verified) at any public administration contact point (e.g. a branch of the Czech Post providing the Czech POINT service); when legalizing, it is necessary to present a valid personal identity document. Either he/she will deliver the signed Agreement with the verification clause to the NL CR by post to the address of the NL CR (the envelope must be marked MAIN HALL - Registration) or he/she will send the scanned Agreement to hala.os@nkp.cz. It is necessary to scan the complete Agreement including the verification clause on legalization, a scan created on the user's own device (under the condition of adequate quality and legibility of the resulting scan) or a scan created within the Conversion service provided at Czech POINT are accepted.
6. The NL CR reserves the right to reject the Agreement if:
 - a. The text of the Agreement has been altered in any way by the User (except for the User's identifying information in the Agreement header or in Article II);
 - b. The Agreement header and Article II does not contain valid user's data. If the User's personal data specified in Article II of the Agreement differs from the data in the legalization verification clause, the NL CR will consider the data entered in the legalization verification clause as valid.
 - c. It is sent to the NL CR from a data box that is not in the name of the registering natural person
 - d. The Agreement is signed by other than a qualified electronic signature, or a guaranteed electronic signature based on a qualified certificate.
7. The link for payment of the registration fee will be sent by the NL CR to the e-mail address provided by the user during pre-registration. Payment can only be made via online payment. Upon receipt of payment, a confirmation of payment is sent to the user's e-mail address. If the user does not make the payment during the registration process, the Remote Registration cannot be completed.
8. On the part of the user, the steps in clauses 4) and 5) and the payment of the registration fee may take place simultaneously. If the user claims any of the discounts (see the Price List), we recommend to send first the signed Agreement and the document for recognition of the discount

for TP, ZTP, ZTP/P card holders to the NL CR and wait for the message from the NL CR to pay the registration fee.

9. No later than 2 working days after the registration fee payment is registered in the NL CR and the signed Agreement is delivered / the Agreement is delivered via data box (whichever is later), the library will complete the registration, activate access to the resources and services available to the user registered remotely and inform the user by e-mail. A copy of the concluded Agreement will also be sent to the user by e-mail.
10. The NL CR is entitled to cancel the pre-registration if any of the following situations occurs within 7 calendar days from the pre-registration:
 - a. The NL CR has not received a signed Agreement from the user and the registration fee has not been paid;
 - b. The NL CR has received a signed Agreement from the user, the registration fee has not been paid and the user's age or documentary evidence does not indicate that the user is entitled to a discount. In such case, the NL CR will contact the user at the e-mail address provided in the pre-registration and ask him/her to pay the registration fee. If the user does not send the payment within 10 calendar days from this request, the already sent Agreement will be shredded.
 - c. The User has paid the registration fee and the signed Agreement has not been delivered to the NL CR at the same time. In such case, the NL CR will contact the User at the e-mail address provided in the pre-registration and ask him/her to send the signed Agreement. If the User fails to send the signed Agreement within 10 calendar days from this request, the registration fee already paid will be returned to the account from which it was paid within 14 working days from the date on which the NL CR notified the User that the Remote Registration couldn't be completed.
11. If the NL CR finds, when completing the registration on the basis of the supplied Agreement and payment of the registration fee, that the user is already registered in the NL CR, the NL CR will contact the user and discuss with him/her the solution of the situation. If the result of the discussion is a decision to cancel the pre-registration account, the fee paid will be returned and the sent Agreement will be destroyed.