

B1-06/4-HN



PALACKÝ UNIVERSITY IN OLOMOUC
MAIN REGULATION OF UP

B1-06/4-HN

Library Rules of Palacký University in Olomouc

Contents: In accordance with Act No. 257/2001 Sb., on libraries and conditions for the operation of public library and information services (the Library Act), as amended (hereinafter the "Library Act"), Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), as amended (hereinafter referred to as the "Universities Act"), and Act No. 40/1964 Sb., the Civil Code, as amended (hereinafter the "Civil Code") and in accordance with the internal rules and regulations of UP, the Rector of UP issues the Library Rules.

Drafted by: Manager of UP Library

Date the regulation comes into force and effect: as of the date of publication

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Distribution list: Rector, Vice-Rectors, Bursar, Rector's Office,
Deans and Secretaries of Faculties,
Managers of the Information Center of UP and Accommodation
and Dining Facilities and Archives of UP,
Managers of the Economic, Technical-administrative and
Operational and Management Departments of the Rector's
Office,
Legal Department of UP,
Internal Audit and Inspection Department of the Rector's Office,
Organization Department of UP.

Library Rules of Palacký University in Olomouc

Part I Introductory Provisions

In accordance with Act No. 257/2001 Sb., on libraries and conditions for the operation of public library and information services (the Library Act), as amended (hereinafter the "Library Act"), Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), as amended (hereinafter referred to as the "Universities Act"), and Act No. 40/1964 Sb., the Civil Code, as amended (hereinafter the "Civil Code") and in accordance with the internal rules and regulations of Palacký University in Olomouc (hereinafter "UP"), I issue the present Library Rules.

Part II Fundamental Provisions

1. Palacký University Library (hereinafter the "Library") consists of the central library and the information centers of individual faculties and the British Centre¹. The Library is a specialized library under Section 13 of the Library Act.
2. The mission of the Library is to contribute to the fulfillment of the basic tasks of UP, in particular to its educational and research purpose by collecting, gathering, and storing library items², by making such items accessible and by providing library and information services to the members of the academic community of UP and other users defined in Part III, Article 2.
3. The funding of the Library is based on government subsidies allocated to UP, funds raised by the Library by its own activities, and donations from individuals and legal entities. The material resources of the Library include items bought from the Library funds, from the funds of the fac-

ulties (see Appendix No. 1), from grants³ (see Appendix No. 2), and book donations⁴.

4. The Library may receive donations in the form of movable assets and money from domestic and foreign individuals or entities under conditions defined by generally binding legal regulations.
5. The Library is in charge of the library holdings⁵ entered in its register and substantiated by accompanying documentation.

Part III Activities of the Library

Article 1 Library Services

The Library provides public library and information services (hereinafter referred to as "services") to its users to the extent defined by the applicable provisions of the Library Act⁶. Such services include:

1. Loan services
 - on-site loans of library items from the entire library holdings to be used in reading rooms,
 - off-site loans of library items to be used outside the library premises,
 - interlibrary loan services from libraries outside Olomouc.
2. Reference services
 - compilation of bibliographical lists, providing reference and advisory support services on information sources,
 - access to the integrated library catalog,
 - access to selected electronic information sources in reading rooms,
 - on-demand retrievals,
 - possibility of publishing study materials in an electronic form under a written agreement with the author.
3. A payment shall be charged for reprographic and copy services.

³ UP enters into an agreement with a person who has been awarded a grant to hand the library item to the Library after the work associated with the grant has been completed. Such an agreement is included in the request for the purchase of an item (see Appendix No. 2).

⁴ UP enters into an agreement with the donor pursuant to generally binding legal regulations.

⁵ Within the meaning of Section 2 of the Library Act, "library holdings" shall mean an organized, processed, protected, and stored collection of library items complemented on an ongoing basis.

⁶ In particular, Sections 4 and 14 of the Library Act.

¹ The British Centre has been part of the UP Library since 1 January 2002 under an agreement of 6 November 2001 entered into by the British Council in Prague and Palacký University in Olomouc.

² Within the meaning of Section 2 of the Library Act, a library item shall mean a source of information registered as a separate unit of the library holdings.

- All payments are defined in the Pricelist of Paid Services of the UP Library (hereinafter the "Pricelist").

Article 2 Users and Identity Cards

1. Library users are:
 - students, academic staff, UP employees, and employees of the University Hospital in Olomouc, based on an identity card issued by UP,
 - individuals older than 15 years of age from outside UP who have free access to the library and to whom no identity card is issued (hereinafter referred to as "external individuals"),
 - legal entities⁷ represented by an individual who shall have his or her identity card issued.

The use of the British Centre is subject to the payment of a registration fee.
2. With an identity card it is possible to take out off-site loans, enter the computer rooms, access selected information sources in the Library, and use reprographic and copy services.
3. Should a user lose their identity card, he or shall notify the Library thereof without undue delay.
4. An identity card enabling the holder to use library services is not transferable.
5. The use of information technology shall be governed by the internal rules and regulations of UP.

Article 3 User Categories

Users of the Library are divided into categories with each category having a different degree of right of access to information sources and services.

Category A

academic staff and doctoral students at UP

Category B

students and employees of UP, retired UP employees, employees of the University Hospital in Olomouc, and applicants for the State Comprehensive (Rigorosum) Examination within the meaning of applicable provisions of the Universities Act⁸ and the internal rules and regulations of UP

Category C

external individuals

Category D

legal entities

Category A Users:

may request and use the library and reference services offered, take out on-site and off-site loans and request interlibrary loans.

Category A users may have a maximum of 20 information library items checked out at a time.

Category B Users:

may request and use the library and reference services⁹ offered, take out on-site and off-site loans and request inter-library loans.

Category B users may have a maximum of 10 information library items checked out at a time.

Category C Users:

may use the electronic union library catalog in the Library, may take out on-site loans and use selected electronic information sources and copy services.

Category D Users:

may have a maximum of 5 off-site information library items checked out at a time without the right to loan renewal unless stipulated otherwise by the Library.

British Centre Users

may have a maximum of 5 off-site information library items checked out at a time.

Article 4 Loans

The loan system works in conformity with the mission of the Library. The specific type of loan is determined by the Library in compliance with Act No. 121/2000 Sb., on copyright, rights related to copyright, and on the amendment of certain acts (the Copyright Act), as amended.

1. On-site Loans

The types of items subject only to on-site loans include, but are not limited to:

- a) publications deemed to belong to this category by the Library or the donor, e.g. publications of substantial historical value,
- b) publications necessary for the daily needs and operation of the Library,
- c) reference publications,
- d) journals, micromedia, videocassettes, audiocassettes, digital data media and other information materials in accordance with the Operational Rules of each library unless stipulated otherwise for a specific library item,
- e) dissertations, Master's, Bachelor's and rigorosum theses which have been defended,

⁷ Section 18 of the Civil Code

⁸ Section 46 (5)

⁹ Excluding bibliographical research for diploma and similar theses for which compilation of the bibliographical list forms part of the evaluation thereof and information on new resources provided on an individual basis

- f) publications, for which off-site loaning would be contrary to generally binding legal regulations (infringement of copyright, spread of fascist, racist, pornographic literature etc.),
 - g) publications borrowed from foreign or Czech libraries if such libraries have stipulated on-site loan in a reading room as a prerequisite.
2. Off-site Loans
 - a) All library items, with the exception of holdings under Article 4 (1), may be checked out; long-term loans are for 30 days and short-term loans are for 14 days. The library items of the British Centre may be checked out for 20 days.
 - b) The loan of a library items may be renewed twice unless another user has reserved it. Only checked out library items may be reserved.
 - c) If a user has checked out a library item, the return of which has been requested by an overdue notice or is subject to an unsettled payment, he or she may not borrow another library item.
 3. Recovery of Overdue Loans
 - a) If a user exceeds the loan period, he or she shall pay a penalty according to the Pricelist even if a written overdue notice has not been sent.
 - b) If a user fails to return a checked out library item following an overdue notice sent by registered mail with notice of delivery, the return may be enforced in court. All such acts are subject to a payment.

Article 5

Rights and Obligations of Library Users

1. Users are obliged to follow the Operating Rules at all branches of the library; the Rules shall be displayed visibly in the Library.
2. For library items obtained by the Library within the interlibrary loan system from other libraries, users also agree to comply with the rules of the library which has provided the book, in particular to observe the loan period.
3. Users are obliged to return a library item in the same condition in which it was checked out. Therefore, users are obliged to point out any defects upon receiving a library item. Failure to do so constitutes users' liability for any defects found upon the return of an item.
4. If a library item is damaged upon return, the user shall compensate the Library for any costs related to the restoration of the library item (see the

Pricelist). If the integrity of a library item is affected, the Library may refuse to accept such a damaged library item. In such cases the library item is deemed to have been lost.

5. Users are liable for any damage to or loss of a library item if returned by mail.
6. Should a checked out library item come into contact with a contagious environment, the user shall inform the Library thereof without undue delay.
7. Losses of checked out library items shall be reported at the respective lending point without undue delay.
8. If a library item is lost, the Library shall determine the method of compensation
 - a) by the provision of the same edition of the library item, or
 - b) another edition of the item, or
 - c) another item of the same price, or
 - d) by payment of all costs incurred in relation to the purchase of an alternative item for the lost one, within a time limit determined by the Library.
9. If a library item is damaged or destroyed, the following compensations are required:
 - a) restoration by providing an undamaged copy of the same item of the same edition and binding and within reason, of the same quality,
 - b) if restoration is not possible or practical, the Library may agree with the user to provide another edition of the item or a different item of appropriate price, the same edition of the library item, or payment of all costs incurred in relation to the purchase of an alternative item for the lost one, within a time limit determined by the Library.

Part IV

Final Provisions

1. A user's failure to comply with the Library Rules of UP may result in the temporary or permanent termination of the right to use library services. Such temporary or permanent termination of the right to use library services shall be without prejudice to the user's liability for damage and compensation for damage in accordance with generally binding legal regulations.
2. The present regulation revokes Main Regulation No. B105/1, the Library Rules of UP.
3. The present UP Library Rules come into force and effect on the date they are published.

In Olomouc on 12 September 2006

Prof. RNDr. Lubomír Dvořák, CSc., in his own hand
Rector of UP

Appendices:

No. 1 Form for the Purchase of a Library Item

No. 2 Form for the Purchase of a Library Item from a Grant

Appendix No. 1

Form for the Purchase of a Library Item

| Request to purchase a library item | |
|---|--------------|
| Title: | |
| Author (Editor): | |
| Place (Country) of publication: | ISBN: |
| Publisher: | ISSN: |
| Year of publication: | Price: |
| Requested for: | Date: |
| Number of copies: | Signature: |
| Recommended supplier: | |
| Citation source: | |
| Supplier: | Ordered on: |
| Cost centre: | Received on: |

Form for the Purchase of a Library Item from a Grant

| Request to purchase a library item from a grant | |
|---|------------------|
| Title: | |
| Author (Editor): | |
| Place of publication: | ISBN: |
| Publisher: | ISSN: |
| Year of publication: | Price: |
| Requested for: | Citation source: |
| Number of copies: | |
| <p>I undertake to cover all financial costs related to the acquisition of an information library item from the grant, and confirm that once the work associated with the grant is completed I will hand the item over to the Library of UP.</p> | |
| Date: | Signature: |
| Supplier: | Ordered on: |
| Cost centre: | Received on: |