

<b>UNIVERZITY OF PARDUBICE</b>	
Directive No. 5/2020	
Subject:	Library Rules and Regulations of the University Library
Applies to:	All departments of the University and users of the University Library
Effective from:	June 1 <sup>st</sup> 2020
Reference Number:	RPO/0023/20
Made by:	Ing. Blanka Jankovská, head of the University Library
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In accordance with Act No. 257/2001 Coll., on Libraries and Conditions of Operation of Public Library and Information Services (Library Act) as amended (hereinafter referred to as Library Act“), act No. 111/1998 Coll., on Universities and amendments to other Acts (The Higher education Act), as amended, and in accordance with the Statutes of the University of Pardubice, these **Library Rules and Regulations of the University Library** are issued.

## I. Basic Provisions

### Article 1

#### **Position of the University Library of the University of Pardubice in the organisational structure of the University of Pardubice and its registration in accordance with the Library Act**

1. The University Library of the University of Pardubice (hereinafter referred to as “Library”) je is a specialised workplace of the Centre of Information Technologies and Services (hereinafter referred to as “CITS”) and is established as a workplace for provision of information and library services<sup>1</sup>.
2. The library is led by the library head who is responsible for the library collections and library operations based on the approved budget. The head reports to the Director of the Centre of Information Technologies and Services. Library activities are governed by The Library Rules and Regulations of the University Library (hereinafter referred to as the “Library rules”).
3. In terms of methodology, library activities are managed by Vice-Rector for Research and Development. Vice-Rector for Research and Development establishes the Library Board as his/her advisory and initiative body. The members of the Library Board are appointed from the ranks of teachers and scientific workers so that all the faculties and higher education institutes are represented. The chairman of the Library Board is Vice-Rector for Research and Development. The head of the library is a permanent member of the Board.
4. The library registers into the Library Register as a basic library with a specialised collection.<sup>2</sup>

### Article 2

#### **Mission and activities**

1. Mission of the library is providing information for studies, scientific and research activities at the University of Pardubice (hereinafter referred to as the “university“). The library fulfils this

<sup>1</sup> Article 23, Section 1, Letter ea) of the Statutes of the University of Pardubice.

<sup>2</sup> § 3, Section 1, Letter c), § 5 and § 12 Section 1 of Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Library and Information Services (Library Law).

mission through the activities that involve collecting, processing, storing and accessing the library and information collections with help of library and information services.

2. The library provides all public and information services defined in § 4, Section 1 and 3 of the Charter of Fundamental Rights and Freedom<sup>3</sup>, and by the right to get information guaranteed by Article 17 of the Charter of Fundamental Rights and Freedoms.
3. The library activities are also affected by the following legal regulations:
  - a) Ministry of Culture Decree No. 88/2002 Coll., on Implementing the Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Library and Information Services (Library Act),
  - b) Act No. 89/1995 Coll., on the National Statistical Service, as amended,
  - c) Act No. 106/1999 Coll., on Free Access to Information, as amended,
  - d) Act No. 121/2000 Coll., on Copyright, rights related to copyright and amendments to certain laws (the Copyright Act) (hereinafter referred to as the "Copyright Act"),
  - e) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation)
  - f) Act No. 110/2019 Coll., on the processing of personal data,
  - g) Act No. 89/2012 Coll., Civil code, as amended.

## II. Collections

### Article 3

#### Structure of Collections

1. The library builds specialised collections of information sources in paper and electronic forms according to the information profile based on the accredited study programs and scientific research projects carried out at the University. This profile is continuously updated.
2. **The library collections**<sup>4</sup> consist of printed texts, audio and audio-visual documents. There is provided the reference collection, which is studied in the library premises only, and the off-site part, which is designed for checking out.
3. **The electronic information collection** is made up of bibliographic and full-text databases and other electronically published documents stored on the disk space of the University servers, a file of access licences to remote information resources, and systematically arranged links to free available information resources.

### Article 4

#### Development of collections

1. The collections are systematically developed on basis of acquisition strategy prepared for the library information profile according to Conspectus, an international method for building and evaluating library collections.

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<sup>3</sup> Resolution of the Presidency of the Czech National Council No. 2/1993 Coll., On the Promulgation of the Charter of Fundamental Rights and Freedoms as a part of the constitutional order of the Czech Republic

<sup>4</sup> § 4 and § 5 of the Decree of the Ministry of Culture No. 88/2002 Coll., On the implementation of Act No. 257/2001 Coll., On libraries and Conditions of Operation of Public Library and Information Services (Library Act)

2. Orders of new documents are made by the acquisition librarian on basis of publishing plans and other available information, or on basis of specific user requirements, unless these are in conflict of with the acquisition strategy and information profile.
3. The library collections are also extended by donations, interlibrary exchange and purchase from sources outside the library budget.

### **Article 5**

#### **Making Funds Available**

1. Having been professionally processed, is made accessible in the reference collection used in the library premises only, and off-site collection lent outside the library for a fixed period of time.
2. A specialised part of the library collection can be places in the libraries established at faculty departments or in libraries of the university institutes. The head of the relevant department is responsible for making this collection available to internal users and for interlibrary loan services.
3. The electronic information collections is made accessible in the internal university network and via the internet in accordance with the licence agreements.

## **III. Library Users**

### **Article 6**

#### **Categories of Users**

1. Considering specialisation of the library and electronic information collections, a natural person over the age of 15 years can become a registered library user (hereinafter referred to as the “User”).
2. In accordance with the mission of the library under Article 1, the users are divided into the following categories:
  - a) internal users – academic and other staff of the university:
    - professors and associated professors (P),
    - other teachers and researchers (A),
    - full-time doctoral studies students (D),
    - students of all types and forms of studies (S, SL, SX),
    - other employees (Z);
  - b) external users:
    - external lecturers at the university (E),
    - users from general public (V),
    - university graduates (AB).
3. The given user groups have different conditions of access to the library and electronic resources. These conditions are stated in part V. The Library and Information Rules.

### **Article 7**

#### **Registration of Users**

1. Internal and external users take advantage of the library services on basis the Employee ID card<sup>5</sup> issued by CITS of the University or the student card<sup>6</sup> that is accepted by the university. Users

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<sup>5</sup> Article 1 Section 1 and 2 of the Directive of the University of Pardubice No. 17/2015 Employee card, guest card.

<sup>6</sup> Directive of the University of Pardubice No. 6/2012 Student ID card.

are registered in the library system on basis of providing this ID card. The student card must be equipped with the valid stamp for the current academic year. The data in the personal ID card are linked to the information system of the university.

2. The users from general public use the library services on basis of non-transferable valid library card issued by the library at the first registration. The issued library card also entitles the user to use the services of the Regional Library in Pardubice, after registration and in accordance with the library rules.
3. Graduates use the library on basis of the Graduate card issued at the time of previous registration in the graduate program of the university.
4. Czech citizens are registered to the automated records in accordance with the special legislation<sup>7</sup> and Regulation of the European Parliament and of the Council (EU)<sup>8</sup>, upon submission of the ID card. The public user card bears the name, title, place of residence and date of birth. Additionally, the user card may include data facilitating communication between the user and the library (contact address, e-mail address and phone number). Foreigners (persons who are not Czech citizens including European Union Citizens) are registered on basis of the valid passport.
5. The public user is responsible for the loss of the user card and the damage caused by its misuse.
6. Registration is valid for one year. For the next period, it is necessary to renew the registration personally in the library. The user can simultaneously have a valid registration for only one type of a user category.
7. Registration of P, A, Z a E user categories expires on the date of termination of employment or contract. Registration of D, S, SL a SX user categories expires on the date of termination or interruption of studies. By the date of the registration termination, all the obligations towards the library must be settled.
8. Apart from the personal data recorded in the user library account, also the information on loans and return of documents, prolongation and overdue notices, notes relating to the state of the borrowed document, records of violation of the library rules, and any other explanatory data required for the operation of the library system are registered.

## **Article 8**

### **User Rights and Obligations**

1. Only a properly registered user has the right to use all public premises, library collections and services in accordance with the Library Rules and Regulations. Non-registered individuals are exceptionally allowed to use in-site collections and computer rooms for a one-time fee. The fee is set out in Annex 3. A non-registered person shall receive a guest card at the circulation desk, which the person has to return before leaving the library.
2. The user has the right to submit comments, complaints and suggestions concerning the library. The library is obliged to respond in accordance with the Directive of the University of Pardubice<sup>9</sup>.
3. Upon the first registration, the users of all categories, except for public users (cat. V and AB), are required to become familiar with the Library Rules and Regulations, which he/she confirms by signing the "Declaration" form. Specimen form is listed in Annex 2a.
4. Public users and graduates (cat. V and AB) are obliged to fill in the Public User Membership Application form, specimen of the form is listed in Annex 2b.

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<sup>7</sup> Act No. 110/2019 Coll., On Processing of Personal Data

<sup>8</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council Of 27 April 2016 on the Protection of Individuals with regard to the Processing of Personal Data and on the Free Movement of Such Data and Repealing Directive 95/46 / EC (General Regulation on the Protection Of Personal Data).

<sup>9</sup> Directive of the University of Pardubice No. 3/2009 Activities of the Department of Internal Audit, Control and Complaint Handling at the University of Pardubice

5. The general public user shall immediately notify the library of the card loss. If he/she fails to do so, the library cannot vouch for its potential misuse.
6. The general public users and graduates (cat. V and AB) are required to notify the library of any change of his/her personal data registered in the user's library account.
7. It is strictly forbidden to enter the library premises wearing scruffy clothes, carrying a gun (including a pocket knife), being under the influence of alcohol and drugs (or any other "addictive substances"). In all the library premises, the user is obliged to observe the non-smoking policy, ban of consumption of food and beverages in non-closable packaging.
8. Before entering the library behind the security library gate, the user is obliged to take off his/her outerwear and luggage and put them into lockers in the lobby. Items needed for work in the study (including laptops) can be put into a basket. When leaving the library, he/she shall vacate and leave the box open with the key in the door. The library staff have the right to check the lockers that remained locked up after the opening hours, and remove possible contents and store them outside the box. Users are given their belongings after paying a penalty fee for a long-term use of lockers to store personal items. If a user suffers damage on his/her property, the time limit for claiming the damage is 15 days from the date when the user found the damage out.<sup>10</sup> If the user does not claim the damage within this period of time, the claim expires.
9. The main entrance to the library is equipped with a chip card reader and in justified cases or times, entry is allowed to the holders of a university student card or a university employee card. Other users and the public readers can enter the library through the University Aula building.
10. The user is also obliged to behave quietly all over the library premises, not to use a mobile phone to handle calls, to behave in an orderly way and respect the instructions of library staff.

## **IV. Public Library and Information Services**

### **Article 9**

#### **Provision of Public Library and Information Services**

1. The Library provides public library and information services (hereinafter referred to as the services) directly only to properly registered individuals. The status of a collective user is not established.
2. The library collections are made available to legal entities through inter-library services in accordance with applicable regulations.
3. The specific rules for the provision of individual services are set out in Part V. Rules of Library and Information Services.

### **Article 10**

#### **Types of Services Provided**

1. Loan services:
  - a) on-site services in study rooms,
  - b) on-site services mediated by a library employee to a study room,
  - c) off-site services in an open access funds,
  - d) off-site services mediated by a library employee from the restricted stores.
2. Interlibrary services:

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<sup>10</sup> § 2945 of Act No. 89/2012 Coll., The Civil Code, as amended

- a) interlibrary loan services,
  - b) deliveries of document copies.
3. Circulation services for paper periodicals.
  4. Information services:
    - a) counselling - information on catalogues, databases, collections and use of the library,
    - b) briefings about the library, its services to the registered or possible users,
    - c) consultation on the use of electronic information resources, citation and search engines,
    - d) practical training for citation and working with electronic information resources for registered users.
  5. Self-service reprographic services:
    - a) copying,
    - b) scanning,
    - c) printing on black and white and colour printers.
  6. Electronic services:
    - a) services available on the library website,
    - b) electronic communication with users,
    - c) providing access to the electronic information resources and their management.

## **Article 11**

### **Fees for Services**

1. The library provides librarianship and information services free of charge<sup>11</sup>, with the exception of services provided for by the Library Act<sup>12</sup>, for which financial consideration is required in the amount of the actual costs incurred.
2. The library charges fees for some other library services in the amount set in the List of fees and paid services (hereinafter referred to as the "Price List"), which is given in Annex 3.
3. When taking paid services orders, the library may request an advance payment that is cleared against the actual cost of the service upon delivery.

## **V. Library and Information Rules**

### **Article 12**

#### **Loan Services**

1. Provisions of the Civil Code apply for borrowing library collections.<sup>13</sup>
2. The loans are carried out in accordance with the mission of the library under Article 2 and the provisions of the Copyright Act.<sup>14</sup>

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<sup>11</sup> § 4 Paragraph 1 of Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Libraries and Information Services (Library Act), as amended

<sup>12</sup> § 4 paragraph 2 of Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Libraries and Information Services (Library Act), as amended

<sup>13</sup> § 2193 to 2200 of Act No. 89/2012 Coll., The Civil Code, as amended

<sup>14</sup> § 37 of Act No. 121/2000 Coll., On Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended

## Article 13

### Types of Loans and Loan Periods

1. The library provides loans outside the library (off-site loans) and loans in place (on-site reference only loans).
2. Loan periods depend on the type and location of the document. The library uses the following **categories of documents**:
  - a) **P** – on-site reference only loans (encyclopaedia, reference dictionaries, basic study literature, rare and irreplaceable documents, individual issues and bound volumes of periodicals, bachelor, master, doctoral and habilitation theses, CD-ROMs a DVDs placed in the reading room on the 1<sup>st</sup> floor),
  - b) **A** – off-site loans for one month (other aperiodic documents placed on open shelves in the basement and in storeroom),
  - c) **S** – off-site loans for one semester (specially marked textbooks placed on the open access shelves and in storeroom),
  - d) **R** – off-site loans for one year (aperiodic documents purchased at the request of a teacher or employee),
  - e) **V** – long-term loans (aperiodic documents paid from sources outside the library budget),
  - f) **C** – Centre For Ethics (documents paid from the project "Centre for Ethics as a Study of Human Value" and located in the reading room with the study room of this Centre), the loan period is given by the internal rules of the Centre,
  - g) **D** – documents donated by prof. Vocelka (in-site loan documents, which have been donated to the library by history professor Karl Vocelka).

## Article 14

### Off-site Loans

1. Number of off-site loans is defined by inclusion of the user in the category referred to in Article 6:
  - a) **Internal users:**
    - P** - professors and associate professors are allowed to have no more than 50 titles (category R, A, S documents) simultaneously borrowed. V-category documents are not included in this number,
    - A** - other academic and research staff are allowed to have no more than 30 titles (category R, A, S documents) simultaneously borrowed. V-category documents are not included in this number,
    - Z** - other employees are allowed to have no more than 10 titles (documents category R, A, S) simultaneously borrowed. V-category documents are not included in this number,
    - D** - students of full-time doctoral studies are allowed to borrow not more than 20 titles at the same time for a period of 90 days, regardless of the document category,
    - S, SL** - students of all other types and forms of study are allowed to have no more than 20 titles simultaneously borrowed with the loan periods specified in Article 13, Section 2, Letter b) and c),
    - SX** - students of more parallel courses at the University of Pardubice are allowed to have no more than 20 titles simultaneously borrowed with the loan periods specified in Article 13, Section 2, Letter b) and c).
  - b) **External users:**
    - E** - external lecturers are allowed to have no more than 5 titles simultaneously borrowed for the duration of the contract with the university,
    - V** - users from general public are allowed to have 10 titles simultaneously borrowed for one month,
    - AB** – university graduates are allowed to have 15 titles simultaneously borrowed for one month.

2. P, A, Z and D category users are required to provide the library with the borrowed title for the purpose of the interlibrary loan services for a one month period.
3. P, A, Z, D, S, SL, SX and V-category users are allowed to extend the off-site loan period unless the book is requested by another user, and they are allowed to do so no more than twice. They are allowed to reserve borrowed documents; reservation is valid for 45 days. If it is not dealt with by this time, the system will automatically cancel such booking. The reservation notice is sent automatically by the system and the document is reserved for borrowing in the name of the user for a period of seven calendar days at the circulation desk. A fee is charged for an unused reserved book. A user is allowed to have simultaneously three pending reservations.
4. Prolongations and reservations are made by users via "Reader Account" in the OPAC electronic catalogue.

## **Article 15**

### **Circulation Policy and Procedures**

1. Users shall search a desired document from freely accessible collections on their own, a document to be borrowed from closed stacks shall be mediated by the person on duty daily 8 to 15 pm except for Saturdays. Requirements made outside of this time are processed by the next day.
2. Before the loan is made, the user is obliged to inspect the document and report any defects to the librarian on duty.
3. Borrowing is carried out in the protected library area through the self-service landing facility i.e. self-check, or on the designed computer for such a purpose at the circulation desk.
4. To make a loan, the user places the user card to the self-check card reader. Patrons from public use the bar code reader, internal users scan the card on the contactless reader. Next, the application "Reader's account" is open automatically. The reader is asked to place the books on the glass board of the self-check station. The loan is carried out by placing books on the glass desk. Then, the user can log off by pressing the button "Logout" and obtains the loan receipt. Before finishing the process, the user can also enter "My account" file where he/she can check, prolong or print the list of loans. After activating the icon "Back", the user is enabled to continue in borrowing further books. In case of inactivity, the system logs out within 20 seconds.
5. Exceptionally, a loan is made by a librarian at the circulation desk. After placing the user card to the reader (eventually scanning the bar code given on the public user or graduate card) the user account is open. The loan is registered in the user account by placing the book on the desk. The librarian takes a note on possible damage of a document in the user account. The user is obliged to observe the loan period stated in the account for each borrowed document. He/she can also request a printed statement on the borrowed documents.
6. The user is obliged to observe the loan period stated in the reader's account for each borrowed document and shall not lend the document to any other person. He/she is responsible for the loan until it is returned and the loan record is deleted from the user account. The user monitors the borrowing time through the "Reader Account" in the OPAC (electronic catalogue).
7. The record of the loan is deleted from the user card by the library staff by scanning the tag of the document. Returning of documents is made on the computers accessible from the library lobby. When a librarian places the returned document on the RFID work place, confirmation of the returned document is carried out in the library system. He/she can also ask for a printed list of the current loan status in his/her card.
8. During the closing time of the library, the user can return documents into the bibliobox, which is placed just in front of the library entrance door. The loan is deleted from the reader account on the following work day. Any financial receivables related to the loan will be paid by the user via the online payment gateway in the "My Account" application in the library's online



catalogue, by transfer to the university's bank account or during the next visit to the library in cash or by card.

## **Article 16**

### **Recovery of Unreturned Loans**

1. Five days prior to the end of the loan period, a notice shall be sent by email to users about the approaching end of the loan period. Delivery of this notice is not guaranteed, the user is obliged to monitor the due date. Should they fail to return the items after the due date, the automated library system generates reminders in the user's card. The first, second and third reminders are sent to P, A, Z, D, S, SL, SX and E category users only in an electronic way to the university e-mail address; the university graduates (cat. AB) to the e-mail address provided at the library registration. V-category users also have the option to select the mail sending method. The fourth reminder is an attempt at conciliation and shall be sent by registered letter with acknowledgment of receipt. Unless the document is returned after the fourth reminder, the library shall initiate legal action to recover the items.
2. Every user is obliged to pay charges for overdue loans and reminders according to the valid List of fees and paid services.

## **Article 17**

### **On-Site Reference Loans**

1. The reference collections in the reading room on the 1st floor of the library are freely available to all the users to study on the site.
2. After finishing the work, the user puts the document in a book cart. It is then returned to the collection by the librarian on duty.
3. If the user requests an in-site loan from the closed storeroom, he/she is obliged to return the document after finishing the work to the librarian on duty at the enquiry desk. This service is provided continuously daily from 8 to 15 pm, except for Saturdays. Requirements assigned outside this time are processed the next day.

## **Article 18**

### **Interlibrary Services**

1. If the document is not available in the library collections, the library shall provide at the user's request the loan of the document or delivery of a copy via the interlibrary service from another libraries<sup>15</sup>.
2. In such a case, the loan type and due date shall be specified by the owning library.
3. The library charges a fee for this service amounting to the costs actually incurred to the D, S, SL, SX, V and AB category users.
4. Users submit their requests for interlibrary loan or copy of an article electronically sending the identification of the document via a request posted on the library's website. The completed electronic order must be sent to [mvs@upce.cz](mailto:mvs@upce.cz).
5. In case of applications for international inter-library borrowing of books submitted by D, S, SL, SX, V and AB user categories, the librarian in charge evaluates the request and communicates the total fee with the user by e-mail. If the user agrees with the fee, the request is settled and the fee is registered in the reader account as debt. The user borrows the document after paying off

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<sup>15</sup> § 14 of Act No. 257/2001 Coll., On Libraries and Conditions for the Operation of Public Library and Information Services (Library Act), as amended; § 2 and 3 of the Decree of the Ministry of Culture No. 88/2002 Coll., to implement Act No. 257/2001 Coll., on Libraries and Conditions for the Operation of Public Libraries and Information Services (Library Act)

the debt. In the case of a difference between the agreed and the actual price caused by an unexpected change in the settlement of the claim, such a difference is registered into the reader's account and settled on the next person's personal visit in the form of a surcharge or surrender.

6. For other charged applications, the submission of an interlibrary loan application or a copy of the article is deemed to be the acceptance of the fee. The fee is recorded into the reader's account in the form of debt, and the book or copy of the article is issued to the user after the debt has been settled.

## **Article 19**

### **Circulation Services**

1. The library may exceptionally also lend individual issues of magazines to internal users of the P, A and Z categories outside the building through the circulation service. The terms and conditions of the circulation service are stipulated in an individual contract.

## **Article 20**

### **Information Services**

1. Information services referred to in Article 10, Section 4, Letter a) to c) are provided by the library orally, by telephone and by email.
2. P, A, Z, E, D, S, SL and SX users categories are provided with search services in a form of consultations.

## **Article 21**

### **Self-Service Reprographic Services**

1. Copying is provided at the self-service photocopiers in the library using the SafeQ system. The price of each copy of a page is determined by the List of fees and paid services.
2. Self-service scanning is made available on scanners located in the computer room on the 1st floor. The service is provided free of charge.
3. Printing services are carried out using the SafeQ system. The price per a printed page is determined by the List of fees and paid services.
4. Students are allowed to use print and copy services only with a credit deposited into the SafeQ account on the student ID card presented to the SafeQ terminal. The minimum deposit is CZK 100. The charging point is located at the enquiry desk on the 1<sup>st</sup> floor of the library.
5. Staff and teachers are allowed to use print and copy services without any restriction, only on basis of their employee ID card presented to the SafeQ terminal. The price for printing is automatically charged through bank transfer from an account of the faculty (department).
6. Public users are allowed to use print and copy services upon presentation of their reader or graduate card when they receive a smart card for printing or copying in exchange. Having finished printing or copying, they hand over the card back to the service librarian at the counter, receive their reader card and pay the price in cash for the services used.
7. When making copies, the user is obliged to comply with the special legislation.<sup>16</sup>

## **Article 22**

### **Electronic Services**

1. Services available through the website for registered users only are:

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<sup>16</sup> Act No. 121/2000 Coll., On Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended

- a) access to the "Reader Account" application in the library catalogue,
  - b) access to pre-paid electronic information sources (from university IP addresses or through an authorized remote access – does not apply to V and AB user categories).
2. The services provided in the computer study rooms of the library are governed by the Operating Regulations of the specialized study rooms. The computers for V and AB user categories are reserved in the computer study room on the 1<sup>st</sup> floor. V and AB user categories can take advantage of the pre-paid information resources just in case if the licence is limited to the university employees or students.
  3. Connection to the Eduroam WiFi network in the library is permitted in accordance with the rules of the provider CESNET to the members of the academic community of the university only.

## **VI. Sanctions for Non-Compliance with the Library Rules**

### **Article 23**

#### **Cancellation of Registration**

1. In case when the librarian evaluates breaching the Library Rules as serious, the user gets a written notice. After the second written notice, the user's registration is cancelled for a period of 12 months. Yet this doesn't deprive of his/her responsibility under the generally applicable laws, or obligation to compensate any damage caused.

### **Article 24**

#### **Compensation for General Damage**

1. The user is responsible for damage caused to the library property according to valid regulations.
2. The user is responsible under the Civil Code<sup>17</sup> for damages, except for damage to a borrowed document caused intentionally or neglecting duties.
3. The user is required to report immediately any damage, destruction or loss of borrowed documents and pay the damage within the period specified by the library. The method of compensation is decided by the library. Compensation is possible by:
  - a) providing an undamaged copy of the same document in the same edition,
  - b) providing an undamaged copy of the same document in another edition,
  - c) cash payment.
4. When determining the amount of compensation, the library takes into account the market price of the document at the time of the damage and the handling fee according to the List of fees and paid services. If the price of the lost document is not known and there is the only one copy of it in the library collections, the price is the sum of money composed of the price of copy, binding and postage. The postage is the price that the library has paid another library in order to make a copy of the document.
5. Until the method to replace the borrowed document has been solved and all the claims paid, the library has the right to suspend the provision of all user services.

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<sup>17</sup> Act No. 101/2000 Coll., on the Protection of Personal Data and Amendments to Certain Acts

**Article 25**  
**Charges for Offences against the Library Rules**

1. For reminders and recovery of unreturned loans.
2. For failure to collect a reserved document.
3. For the loss of a reader's card and issue of a duplicate.
4. For the loss of a locker key.
5. For misuse of a locker for long-term storage of personal belongings.

**Article 26**  
**Final Provisions**

1. The provisions of the Library Rules and Regulations apply to the branches of the library at the Faculty of Health Studies in Černá za Bory and the Faculty of Restoration in Litomyšl to the extent of the services provided.
2. University of Pardubice Directive No 9/2014 The Rules of the University Library is repealed.
3. The Library Rules and Regulations are effective as from June 1<sup>st</sup> 2020.

Pardubice, on 28th May 2020

prof. Ing. Jiří Málek, DrSc.

rector

Appendix No. 1 - Operating Regulations of Specialized Study Rooms

Appendix No. 2 - Sample of Statement and Application for Library Users

Appendix No. 3 - List of Fees and Paid services

## **Operating Regulations of the Specialized Study Rooms**

### **Article 1 General Provisions**

1. The library is equipped with the following specialized study rooms:
  - a) Computer Room No. 01017 on the ground floor,
  - b) Computer Room No. 02005 on the 1<sup>st</sup> floor,
  - c) Group Study Rooms No. 02003 and 02007 on the 1<sup>st</sup> floor.
2. The use of these study rooms is governed by the Library Rules and Regulations, Directives University<sup>18</sup> and these Operating Regulations.
3. The study rooms can be used by properly registered users who have settled their financial obligations to the library (registration fees, reminder fees, loss fees, etc.).
4. It is forbidden to use mobile phones in the study rooms.
5. The information and data obtained (in any form and on any medium) serve solely for the personal use of the user and for his/her study purposes. It is not allowed to disseminate, reproduce, copy, lend, share, distribute (or a computer network), sell or otherwise use for commercial purposes.
6. The user is obliged to respect the copyright protection of data<sup>19</sup> and licence conditions. Any misuse of data and information can be punishable.<sup>20</sup> Information obtained from licensed sources is subject to the terms of concluded license agreements.
7. The user is required to stay quiet, respect basic rules of netiquette, and must not disturb the other users. Operation of the study rooms can be interrupted or reduced due to necessary technical or software maintenance or in case of an organized training or teaching. The operation of study rooms may also be interrupted due to force majeure (i.e. vis maior).
8. Opening hours of the study rooms always end 15 minutes before the closing time of the library.
9. The operation of the study rooms is monitored by CCTV.

### **Article 2 Guidelines for Usage of Computer Technology**

1. Before starting work, the user must check the condition of the workplace. Having found any fault, the user is obliged to inform the person on duty immediately.
2. The user is prohibited from:
  - a) using computer technology of the library for purposes other than for using the services provided by the library. These services in the study rooms, or on individual computers, are precisely defined in Article 3-6 of these Guidelines for Usage of Computer Technology,
  - b) installing on any other computer software, not even freeware version,
  - c) copying and distributing parts of the library operating system, installed applications and programs,

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<sup>18</sup> Directive of the University of Pardubice No. 13/2006 Operation and Use of Data Networks and Computer Technology at the University of Pardubice

<sup>19</sup> Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended

<sup>20</sup> Act No. 110/2019 Coll., on the Processing of Personal Data

- d) searching, viewing, downloading, printing, and distributing web pages or materials of pornographic or ethnically and religiously offensive content, sites promoting racism, violence or inciting drug use,
  - e) playing computer games,
  - f) connecting any other devices or laptops to the computers, users are allowed to use USB Flash Disks or CD-ROM for data storage,
  - g) attempting to gain access rights or privileged status they are not entitled to,
  - h) restarting computers upon the central turn off.
3. After finishing work, the user is obliged to close the programs they worked with, log off and leave the computer turned on. He/she is obliged to report any defects discovered during the work to the librarian on duty.
  4. The user bears full responsibility for any interventions in computer configuration, which could in any way affect the operation of the computer or network; users are also fully responsible for the damage caused by improper handling of computers and bringing computer viruses.
  5. The provisions of Article 2 apply to the full extent also to freely accessible computers with electronic catalogues located in the open library collections and the reference collections.

### **Article 3**

#### **Computer Room No. 01017 on the Library Ground Floor**

1. The computer room is used for users' individual work of with paid electronic information resources on the Internet and MS Office programs. Teaching lectures take place in reserved hours.
2. All the computers numbered are available to users for use with the exception of the control computer. It is strictly forbidden to switch this computer on.
3. The computers are connected to the network printers, from which a print output can be obtained using the SafeQ system (fees indicated in the List of Fees and Paid Services).
4. The computer room is open exclusively to users of the academic community (cat. P, A, Z, D, S, SL, SX). The computer time is not limited.
5. The next user is obliged to wait outside this room for a vacancy. One PC can be operated by one user only.
6. The users are obliged to respect the teaching schedule posted on the door and vacate the study room 15 minutes before the beginning of the lecture.

### **Article 4**

#### **Computer Room 02005 on the 1<sup>st</sup> Floor of the Library**

1. The computer labelled SCAN is designated for scanning only. The computers marked V and AB are preferably used by these categories of users. The other computers serve the university students, especially for making prepared printouts.
2. With regard to the provisions of the Copyright Law, printouts are not allowed from the PCs with scanners.
3. Every user has the right to use only one computer at the same time. Just one user can be working on one computer.
4. Another user is obliged to wait outside of this study room for a free computer.

**Article 5**  
**Group Study Rooms No. 02003 and 02007 on the 1<sup>st</sup> floor**

1. The study rooms are used mainly for group study purpose, after prior reservation at the enquiry desk on the 1<sup>st</sup> floor. The users with a reservation take precedence over other users.
2. The study rooms can also be used for meetings of university bodies or bodies of institutions that the university, resp. library is a member of.
3. In the study room No. 02007 there is the computer for online access to ČSN standards and for searching special electronic information resources. V and AB categories of users can only view the system of ČSN standards.
4. Login to the computer and to the ČSN standards and other special resources is performed by the duty librarian.

a) Declaration for the University Library Users and External Users

**Surname, first name:**

**Date of Birth:**

### **Declaration**

I declare and verify by my signature that I have become familiar with the Library Rules and Regulations of the University Library of the University of Pardubice prevailing on the date of signature. I agree with the content and will conform to these Rules while using the rooms, library collections and services of the University Library.

I am fully aware of the consequences resulting from breaching of the rules given in the Library Rules and Regulations.

In Pardubice, on

Signature



b) Public Users Membership Application Form (categories V and AB)

**Public User's and Graduate Membership Application Form (categories V and AB)**

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**University Library**

**University of Pardubice**

Legal Status: public university established by law  
Based in: Studentská 95, 532 10 Pardubice  
Represented: prof. Ing. Jiří Málkem, DrSc., rektorem  
IČO: 00216275

(hereinafter „library“)

**and**

**reader:**

Surname:*	Name:*
Date of Birth:*	Title:
Permanent Address:	
Street and Number:*	
Postal Code:*	Town:*

\* required data

<i>For more effective communication, please specify the following data if you want to be contacted by the library in these ways</i>		
E-mail(s):	Phone Number(s):	
Contact Address:		
Street and Number:	Postal Code:	Town:

\* voluntary data

**have made an agreement on providing the library services:**

**I.**

(1) The library undertakes to provide the public reader with library and information services, of which the terms and conditions are stated in the Library Rules and Regulations.

(2) The reader declares that he/she has become familiar with the Library Rules and Regulations prevailing on the date of signature, agrees with its content and will conform to these Rules while using the rooms, library collections and services of the Library. He/she is fully aware of the consequences resulting from breaching of the rules given in the Library Regulations.

**II.**

(1) Library Rules and Regulations are available in the library building or on website <https://knihovna.upce.cz>.

(2) The reader can get the Library Rules and Regulations on request free of charge at any time.

(3) The library will notify the reader of any changes of the Library Rules and Regulations well in advance of their effectiveness by informing him/her either in the library or on library website.

**III.**

(1) The reader undertakes to notify the Library of any change in personal data given in the application form.

(2) The library processes personal data to the extent and in accordance with the purpose stated in the Library Rules and Regulations.

(3) Privacy Policy rules, to which the University of Pardubice reports, is available at <https://www.upce.cz/privacy-policy>.

Date:\*

Reader's Signature:\*

Date:\*

Librarian's Signature:\*

**List of Fees and Paid services**

One-time use of funds, including access to the computer rooms	CZK 50 / day
V-category registration annual fee	CZK 120 / year
Registrační poplatek pro kategorii AB	free of charge
<b>Penalty Fees</b>	
<b>For reminders:</b>	
Overdue penalty	CZK 3 / day
For 1st to 3rd reminder sent by mail	CZK 20
For 4 <sup>th</sup> registered letter reminder	CZK 100
<b>For failure to collect a reserved document</b>	CZK 10
<b>For a document loss:</b>	
Handling fee	CZK 50
+ the original price (if not replaced by a book)	
For binding a document (when losing the only copy of the document)	CZK 50
Postage for obtaining the replaced copy for reintroduction into the collection	CZK 150
<b>For lockers:</b>	
For misuse of a locker to store personal items outside the library opening hours	CZK 100
For loss of a key	CZK 250
<b>For loss of a user card and issue of a new one (V-category)</b>	CZK 50
<b>Paid services</b>	
<b>Making copies:</b>	
1 page A4	CZK 2
1 page A3	CZK 4
<b>Printing:</b>	
1 page A4 black and white	CZK 2
1 page A4 in colour	CZK 14
1 page A3 black and white	CZK 4
1 page A3 in colour	CZK 28
1 stránka normy ČSN (A4) (pouze kategorie P, A, Z, E, D, S, SL a SX)	CZK 5
<b>Interlibrary services</b>	
<b>Categories V and AB</b>	actual cost
<b>Categories D, S, SL and SX</b>	
<b>- domestic:</b>	
Copy of an article (1 page A4)	CZK 5
A book	CZK 50
<b>- foreign:</b>	
Copy of an article (1 page A4)	CZK 10
From Europe (except for Great Britain)	CZK 250
From Great Britain and other countries	CZK 450
+ postage	CZK 100

