

UNIVERZITA PARDUBICE	
Directive No. 9/2014	
Subject	Library Rules and Regulations of the University Library
Applies to	all departments of the University and users of the University Library
Effective from	26 September 2016
Reference Number	RPO/0033/14
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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 "the 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

The position of the University Library of the University of Pardubice in the Organizational 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 the "library") is a specialized workplace of the Information Centre and is established as a workplace for the provision of information and library services¹.
2. The Library is led by the library head, who reports to the Director of the Information Centre. Activities of the library are governed by the Library Rules and Regulations of the University Library (hereinafter referred to as the "Library Rules").
3. In terms of methodology, activities of the library are managed by the 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 Head of the Library is a permanent member of the Board.
4. The Head of the library is responsible for activities of the library, library collection and management with a budget approved by the Director of the Information Centre.
5. The library registers into the Library Register as a basic library with a specialized collection².

Article 2

Mission and Activities

1. The 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 mission through activities that involve collecting, processing, storing and accessing library and information collection through library and information services.

¹ Article 23, Section 1, Letter ea) of the Statutes of the University of Pardubice

² § 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 Act)

2. The library provides all public library and information services defined in § 4, Section 1 and 3 of the Library Act, to all its registered users on the basis of equality enshrined in Articles 1 and 3 of the Charter of Fundamental Rights and Freedoms, and by the right to information guaranteed by Article 17 of the Charter of Fundamental Rights and Freedoms.
3. Activities of the library are also affected by these other 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) Act No. 101/2000 Coll., on Protection of personal data and amendments to certain laws, as amended.
 - f) Act No. 89/2012 Coll., Civil code

II. Collections

Article 3 Structure of Collections

1. The library builds specialized collections of information sources in paper and electronic forms according to the information profile based on accredited study programs and scientific research projects carried out at the University. This profile is continuously updated.
2. The library collection³ consists of the reference collection, which is used in the library premises only, and the off-site part, which is designed for checking out.
3. Electronic information collection is made up of bibliographic and full-text databases and other electronically published documents stored on the disk space of University servers, a file of access licenses to remote information sources and systematically arranged links to freely available information sources.

Article 4 Development of Collections

1. Collections are systematically developed on the basis of acquisition strategy prepared for the library information profile according to Conspectus, an international method for building and evaluating library collections.
2. Orders are made by the head of the library or a person authorized by him/her on the basis of publishing plans and other available information, or on the basis of specific user requirements, unless they are in conflict with the acquisition strategy and information profile.
3. The library collection is further extended by donations, interlibrary exchange and purchase from sources outside the library budget.

³ § 4 and § 5 of the Decree of the Ministry of Culture No. 88/2002 Coll., Implementing the Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Library and Information Services (Library Act)

Article 5

Opening the Collections to the Public

1. Having been professionally processed, the library collection is opened to the public for reference only in the library premises and off-site loans outside the library for a fixed period.
2. A specialized part of the library collection can be placed in 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 collection is made accessible in the internal University network and via the Internet in accordance with the license agreements.

III. Library Users

Article 6

Categories of Users

1. Considering the specialization of the library and electronic information collections under Article 3, 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, users are divided into the following categories:
 - a) internal users - academic and other staff of the University:
 - professors and associate professors (P),
 - other teachers and researchers (A),
 - full-time doctoral studies students (D),
 - students of all other types and forms of study (S, SL, SX),
 - other employees (Z);
 - b) external users:
 - external lecturers at the University (E),
 - c) users from the general public (V).
3. These user groups have different conditions of access to the library and electronic information collections. These conditions are set out in Part V of the Rules of the Library and Information Services.

Article 7

User Registration

1. Internal and external users use the library on the basis of Employee ID Card⁵ or Student ID Card⁶ issued by the Information Centre of the University of Pardubice or a student card that is accepted by the University of Pardubice. Users are registered with the library on the basis of this ID. A student card must be provided with a validation stamp for the current academic year. The data in the personal user ID card are linked to the information system of the University of Pardubice.
2. The users from the general public use the library on the basis of a non-transferable valid library card bearing a photograph issued by the library with the first registration. Czech citizens are registered to the automated records in accordance with the Act No. 101/2000

⁴§ 60 of Act No. 111/1998 Coll., on Universities and amendments to other Acts (Higher Education Act), as amended

⁵Article 1, Section 1 and 2 of Directive of the University of Pardubice No. 17/2005 Employee ID Card, Guest Card

⁶Directive of the University of Pardubice No. 20/2004 Student Card

Coll. upon submission of the ID card. The personal user card bears the name, title, place of residence and date of birth. Additionally, the user card may include data facilitating the communication between the user and the library (contact address, e-mail address and phone number). The library issues a joint membership card, which allows the user to use the services of the Regional Library in Pardubice, upon the registration and in accordance with the library rules. Foreign nationals are registered with a valid passport. The public user is responsible for the loss of the user card and the damage caused by its misuse.

3. Registration is valid for one year. For the next period registration must be renewed in a personal visit to the library. The user can simultaneously have a valid registration for only one type of user category.
4. Registration of the P, A, Z and E user categories expires on the date of termination of employment or contract. Registration of D, S, SL and SX user categories expires on the date of termination or interruption of studies. By the date of registration termination, all the obligations towards the library must be settled.
5. In addition to the personal data, data are recorded in the user card on realized loans and return of documents, prolongation and overdue notices, notes relating to the state of the document borrowed, records of violation of the Library Regulations, and any other explanatory data required for the operation of the Library.

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-off fee. The fee is set out in Annex 3. A non-registered person shall receive a guest card at the front desk.
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 Pardubice⁷.
3. Upon the first registration, the user is required to become familiar with the Library Rules and Regulations, which he/she confirms by signing the "Declaration" form. At the same time, a member from the general public gives his/her written consent with the processing of his/her personal data. Specimen forms are listed in Annex 2.
4. 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.
5. The general public user is required to notify the library of a change of his/her surname and permanent residence.
6. Users under the influence of alcohol and drugs, wearing scruffy clothes, carrying a gun (including a pocket knife) are not allowed to enter the library. In all the library premises, the user is obliged to observe the non-smoking policy, ban of consumption of food and beverages in non-resealable packaging.
7. 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 working hours, and remove possible contents and store them outside the box. Users are given their belongings after paying a penalty fee for 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. If the user does not claim the damage within this

period of time, the claim expires.

8. The user is also obliged to keep silence in all the library areas, refrain from using mobile phones to make calls, maintain order and respect instructions of the library staff.

⁷ University of Pardubice Directive No. 3/2009 Activities of Internal Audit, Inspection and Complaints Department at the University of Pardubice

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. 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. Borrowing 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 by a free choice from accessible funds,
 - d) off-site services mediated by a library employee from restricted stores.
2. Interlibrary services:
 - 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 and its use and potential for registered users,
 - c) consultation on the use of electronic information resources,
 - d) practical training for working with electronic information sources for registered users,
5. Reprographic services:
 - a) copying,
 - b) scanning,
 - c) prints with black and white and colour printers.
6. Electronic services:
 - a) services available through the library website,
 - b) electronic communication with users,
 - c) providing access to electronic information resources and their management.

Article 11
Payment for Services

1. The library provides librarian and information services free of charge⁸, with the exception of services provided for by the Library Act⁹, for which financial consideration is required in the amount of actual costs incurred.
2. The library charges fees for some other library services in the amount set in the Price list of charges 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. Rules of the Library and Information Services

Article 12
Borrowing Services

1. Provisions of the Civil Code apply for borrowing library collections.¹⁰
2. Borrowings are carried out in accordance with the mission of the library under Article 2 and the provisions of the Copyright Act.¹¹

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 (encyclopaedias, reference dictionaries, basic study literature, rare or irreplaceable documents, individual issues and bound volumes of periodicals, bachelor's, master's, doctoral and habilitation theses, CD-ROMs and DVD placed in the reading room on the 1st floor.
 - b) **A** – off-site loans for one month (other aperiodic documents placed on open shelves in the basement and in storage),
 - c) **S** – off-site loans for 1 semester (specially marked scripts and textbooks placed on open shelves in the basement and in storage);
 - 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).

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:

⁸ § 4 Section 1 Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Library and Information Services (Library Act)

⁹ § 4 Section 2 Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Library and Information Services (Library Act)

¹⁰ § 659 to 662 of Act No. 40/1964 Coll., The Civil Code, as amended

a) internal users:

P - professors and associate professors are allowed to have no more than 50 titles (category R, A, S documents) simultaneously borrowed. Category V 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. Category V 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. Category V documents are not included in this number;

D - students of full-time doctoral studies are allowed to borrow not more than 15 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 10 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;

c) general public users:

V - users from the general public are allowed to have 5 titles simultaneously borrowed in one month.

2. P, A, Z and D category users are required to provide the Library with the borrowed title for interlibrary loan services for a one month period.
3. P, A, S, 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 ten calendar days at the circulation desk. A fee is charged for an unused reserved book. If the book reserved is picked up by the due date, the fee is waived. A user is allowed to have simultaneously two pending reservations.
4. Extensions and reservations are made by users via "Reader Account" in the OPAC electronic catalogue.

Article 15

Circulation Policies and Procedures

1. Users shall search a document to be borrowed from freely accessible collections for themselves, a document to be borrowed from closed stacks shall be mediated by the person on duty daily 8 to 15 pm except on 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 person on duty.
3. Borrowing is implemented in the protected area through self-service lending facility, i.e. self-check, or on the computer for that purpose.
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. 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, 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 card for each borrowed document and shall not lend the document to other people. He/she is responsible for it until it is returned and the loan record is deleted from the card. 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 computers accessible from the library lobby. The user is obliged to check the act on the PC screen. He/she can also ask for printing the current borrowing status on his/her card.
8. At the time when the library is closed, the user can return documents into the bibliobox, which is placed just in front of the library entrance door. On the following work day the loan is deleted from the reader account. A possible financial debt is settled during the next visit to the library.

Article 16 **Recovery of Unreturned Loans**

1. Seven 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 by electronic means to the university e-mail address. 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, we 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 price list.

Article 17 **On-Site Reference Only Loans**

1. Collections for reference only in the reading room on the 1st floor of the library are freely available to all users to study on the site.
2. After finishing the work, the user puts the document in a book cart. It is then placed to the collection by the person 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 person on duty at the information desk. This service is provided continuously daily 8 to 15 pm, except Saturdays. Requirements assigned outside this time are processed the next day.

Article 18

Interlibrary Services

1. If the document is not in the library collections, the library shall provide at the user's request the loan of the document or delivery of a copy via interlibrary service from another libraries¹².
2. In this 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, and V category users.
4. Requests for interlibrary loan or copy of an article are submitted by users either electronically via a request posted on the library's website or in writing via a request available at the borrowing or information desks. The completed electronic order must be sent to mvs@upce.cz, in the paper form it is handed over at the circulation desk.
5. In the case of applications for international inter-library borrowing of books submitted by categories D, S, SL, SX and V, the inter-librarian is required to evaluate the request and communicate the total fee to the e-mail user. If the user agrees with the fee, the request is settled and the fee is entered into the account of the reader as debt. The user borrows the document after paying off the debt. In the case of a difference between the agreed and the actual price cause by an unexpected change in the settlement of the claim, the difference is written 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.

¹² § 14 Act No. 257/2001 Coll. on Libraries and Conditions of Operation of Public Library and Information Services (Library Act)

§ 2 and 3 of 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)

Article 19

Circulation Services

1. The library may exceptionally also lend individual issues of magazines to internal users of the P, A and Z category outside the building through circulation service. 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. Search services are provided to P, A, Z, E, D, S, L, SL and SX and V category users in a form of consultations.

Article 21

Reprographic Services

1. Copying is provided at self-service photocopiers in the library using the SafeQ system. The price of each copy of a page is determined by the price list.
2. Self-service scanning is made available on scanners located in the computer room 048 on the 1st floor. The service is provided free of charge.
3. Printing services are carried out using the SafeQ system. Price per printed page is determined by the price list.
4. Students are allowed to use print and copy services only with credit deposited into the SafeQ account on the student ID card presented to the SafeQ terminal. Minimum deposit is CZK 100. The charging point is located at the information desk on the 1st floor of the library.
5. Staff and teachers are allowed to use print and copy services without any restriction, only on the basis of their employee ID card presented to the terminal SafeQ. Price for printing is automatically charged through bank transfer from an account of the faculty (department).
6. Users from the public are allowed to use print and copy services used upon presentation of their reader cards 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 Copyright Act.¹³

¹³ in particular § 30 Act No. 121/2000 Coll., on Copyright, rights related to copyright and amendments to certain laws (Copyright Act)

Article 22

Electronic Services

1. Services available through the website for registered users only are:
 - a) access to the "Reader Account" application
 - b) sending electronic requests for interlibrary service,

- c) access to paid electronic information sources (from university IP addresses or through an authorized remote access – does not apply to V category users from the public).
- 2. The services provided in the computer reading rooms of the library are governed by the Operating Regulations of the specialized study rooms. Only three computers in the computer study room No. 02003 on the first floor are reserved for V category users. These computers are marked and the work time, including Internet access, is limited to two hours per day. Paid information sources can be used by V category users only if the license is not limited to 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 the event that 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 Damages

1. Users are responsible for damage caused to the library property according to valid regulations.
2. The user is responsible under the Civil Code¹⁴ for damages, except for damage to rented document caused intentionally or neglecting duties,.
3. The user is required to immediately report 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 issue,
 - 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 price list. If the price of the lost document is not known and there is the only one copy of it in the library, 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.

Article 25

Charges for Offences against the Library Rules

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

¹⁴ § 442 and 443 of Act No. 40/1964 Coll., The Civil Code, as amended

VI. Final Provisions
Article 26
Temporary 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 services provided.
2. University of Pardubice Directive No. 5/2010, University Library Rules of repealed.
3. The Library Rules and Regulations are effective as from October 1, 2014.

Pardubice, 1 October 2016

prof. Ing. Miroslav Ludwig, CSc.
rector

Parts of Library Rules and Regulations

These attachments form integral parts of the Library Rules and Regulations:
Appendix No. 1 - **Operating Regulations of Specialized Reading Rooms**
Appendix No. 2 - **Sample of Statement for Library Users**
Appendix No. 3 - **List of Fees and Paid services**

Supplement No. 1 Directive No. 9/2014 came into force on October 1, 2015

Supplement No. 2 Directive No. 9/2014 came into force on April 1, 2016

Supplement No. 1 Directive No. 9/2014 came into force on September 26, 2016

Operating Regulations of Specialized Reading Rooms

Article 1 General Provisions

1. The library has the following specialized reading rooms:
 - a) Computer Room No. 01017 on the ground floor,
 - b) Computer Room No. 02003 and 02005 on the 1st floor,
 - c) Media Reading Room No. 02007 on the 1st floor.
2. The use of these reading rooms is governed by the Library Rules and Regulations, Directives University¹⁵ and these Operating Regulations.
3. Reading 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 reading rooms.
5. 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.¹⁶ Any misuse of data and information can be punishable.¹⁷
7. The user is required to stay quiet, respect basic rules of netiquette, and must not disturb the other users. Operation of reading rooms can be interrupted or reduced due to necessary technical or software maintenance or in the case of an organized training or teaching.
8. Opening hours of the reading rooms always end 15 minutes before the closing time of the library and at this time the computers are switched off centrally. Users are alerted to this fact by a message on the monitor. It is forbidden to switch the PC on.
9. The operation of the reading rooms is monitored by CCTV.

Article 2 Guidelines for Computing

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. Users are prohibited from:
 - a) using computer technology of the library for purposes other than for using the services provided by the library. These services in individual reading rooms, or on individual computers, are precisely defined in Article 3-5 of these Operating Regulations.
 - 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,

¹⁵ Directive No. 13/2006 Operation and use of data networks and information technology at the University of Pardubice

¹⁶ No. 121/2000 Coll., on Copyright, rights related to copyright and amendments to certain laws (Copyright Act)

¹⁷ Act No. 101/2000 Coll., on the protection of personal data and amendments to certain acts

- 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,
 - g) restarting computers upon the central turn off.
3. After finishing work, users are obliged to close the programs they worked with, and leave the computer turned on. They are obliged to report any defects discovered during the work to the person on duty.
 4. Users bear 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. Provisions of Article 2 apply to the full extent also to freely accessible computers with electronic catalogues located on the premises of free choice and the on-site collection reading room.

Article 3

Computer Room No. 01017 on the Library Ground Floor

1. Computer Room is used for users' individual work of with paid electronic information resources on the Internet and MS Office programs. Teaching takes place in reserved hours.
2. Computers numbered 1 to 15 are available to users for use. Using the control computer is prohibited.
3. Computers are connected to a network printer, from which a print output can be obtained using the SafeQ system (fees indicated in the price list).
4. Computer room is open exclusively to users of the academic community (cat. P, A, Z, D, S, SL, SX). Time use is not restricted.
5. The next user is obliged to wait outside this room for a vacancy. One PC can be operated by one user only.
6. Users are obliged to respect the teaching schedule posted on the door and vacate the reading room 15 minutes before the start.

Article 4

Computer Room 02005 on the 1st Floor of the Library

1. The computer labelled SCAN is designated for scanning only. The other computers serve for making prepared printouts.
2. The book scanners serve for scanning documents on a USB flash disc.
3. With regard to the provisions of the Copyright Law, printouts are not allowed from the PCs with scanners.

Article 5

Computer Room 02003 on the 1st Floor of the Library

1. Computers are designated for users' individual work in paid electronic information sources on the Internet and MS Office programs. The computers also have Adobe Acrobat Professional installed and are designated for converting documents to PDF/A.
2. Computers are connected to a network printer, from which a print output can be obtained using the SafeQ system (fees according to the valid price list).
3. V category users are asked to work on the 3 computers in the first row of the study room. The working time is limited to 2 hours per day.
4. Each user is allowed to use only one computer at the same time. The time of use is not restricted.
5. Next user is obliged to wait outside the room for a vacancy. One PC can be operated only by one user.

Article 6

Media Reading Room No. 02007 on the 1st floor of the Library

1. In the reading room, the computer is designed for online access to IEC standards and search in special electronic information sources. V category users can view standards only.
2. Logging in the computer and to the CSN system and other special resources is performed by a duty librarian.

a) Sample of Declaration for Library Users

Surname, first name:

Date of Birth:

Declaration

I hereby declare and confirm with my signature that I have read Library Rules and Regulations of the University Library of the University of Pardubice prevailing on the date of signature and I shall observe them when using the premises, collections and services of the University Library.

I am aware of the consequences of non-compliance with the rules specified in the Library Rules and Regulations.

In Pardubice on

Signature

b) Sample of Declaration for Library Users

1st page

Surname, first name:

Date of Birth:

Address:

Consent to the processing of personal data

I hereby confirm with my handwritten signature that I agree with the inclusion of the above information to the user database of the University Library, University of Pardubice and its use for the provision of library services.

In Pardubice on

Signature

2nd page

Declaration

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

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

In Pardubice on

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 150/year
Penalty fees	
For reminders:	
Overdue penalty	CZK 3 /day
For 1st to 3rd reminder sent by mail	CZK 20
For 4th registered letter reminder	CZK 100
For failure to collect reservations	CZK 10
For a document loss	
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
For lockers:	
For misuse of lockers to store personal items outside the library opening hours	CZK 100
For loss of a key	CZK 250
For loss of a user card and issue of a new one (V category)	CZK 50
Paid services	
Making copies:	
1 page A4	CZK 2
1 page A3	CZK 4
Printing:	
1 page A4 in black and white	CZK 2
1 page A4 in colour	CZK 14
1 page A3 in black and white	CZK 4
1 page A3 in colour	CZK 28
1 page of standard ČSN (A4) (categories P, A, Z, E, D, S, SL a SX only)	CZK 5
Interlibrary services	
V category	Actual cost

D, S, SL a SX categories	
- domestic:	
Copy of an article (1 page A4)	CZK 5
A book	CZK 50
- foreign:	
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

