Within the meaning of Act No. 257/2001. Coll., on Libraries and on the Terms of Operating Public Library and Information Services (the Library Act), Act No. 111/1998 Coll., regulating Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act) and in compliance with the Statute of the University Library of the University of South Bohemia in České Budějovice, the present **Library Rules** are hereby issued.

**LIBRARY RULES OF THE ACADEMIC LIBRARY**

**OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

**I.**

**INTRODUCTORY PROVISIONS**

**Article I**

**Position of the Academic Library of the USB in the USB’s organizational structure and its records under the Library Act**

1. The USB Academic Library (hereinafter the “Library”) is established as a unit ensuring information and library services.
2. It is headed by the Library Director, who reports to the Rector of the USB. The activities of the Library are governed by the Library Rules.
3. The Library Director is responsible for the activities of the Library, the Library collection and for managing the approved budget.
4. Under Section 5 of the Library Act, the Library is registered in the Register of Libraries as a basic library pursuant to Section 3 (I) c), and as a basic library with a specialized collection pursuant to Section 12 (I).

**Article 2**

**Mission and activities**

1. It is the Library´s mission to ensure information services for study and research activities at the University of South Bohemia. The Library fulfils its mission by engaging in activities consisting in collecting, processing, storing and making accessible the library and information collection by providing library and information services.
2. The Library provides all public library and information services listed in Section 4 (I) and (3) of the Library Act to all its registered users under the principles of equality embedded in Articles I and 3 of the Charter of Fundamental Rights and Freedoms and based on the right to information granted under Article 17 of the Charter of Fundamental Rights and Freedoms.
3. The activities of the Library are further governed by other legal regulations:
4. Regulation of the Ministry of Culture No. 88/2002 Coll., implementing Act No. 257/2001 Coll. on Libraries and on the Terms of Operating Public Library and Information Services (Library Act), hereinafter only referred to as “Regulation of the MC No. 88/2002 Coll.”,
5. Act No. 89/1995 Coll., on the State Statistical Services, as amended, hereinafter only referred to as “Act No. 89/1995 Coll.”,
6. Act No. 106/1999 Coll., on Free Access to Information, as amended, hereinafter only referred to as “Act No. 106/1999 Coll.”,
7. Act No. 121/2000 Coll., the Copyright Act, on rights related to copyright and on the amendment of certain laws (the Copyright Act), hereinafter only referred to as the “Copyright Act”,
8. Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing the Directive 95/46/EC (General Data Protection Regulation) of 27 April 2016, hereinafter the “Regulation”
9. Act No. 110/2019 Coll. on the processing of personal data, hereinafter only referred to as “Act No. 110/2019 Coll.”,
10. Act No. 89/2012 Coll., the Civil Code, hereinafter only referred to as the “Civil Code”.

**II.**

**LIBRARY COLLECTIONS**

**Article 3**

**The Composition of the Library Collections**

1. The Library is developing specialized collections of physical and electronic information resources based on the information profile ensuing from the accredited specializations and implemented scientific and research plans at the USB. The profile is regularly updated.
2. The Library collection, registered pursuant to Sections 4 and 5 of Regulation of the MC No. 88/2002 Coll., comprises printed materials, manuscripts, audio and audio-visual documents and digital documents on machine readable media.
3. The electronic information collection comprises bibliographic and full-text databases and other electronically published documents stored in the disk space of the Library’s servers, a set of licences for access to remote information resources and systematically organized links to freely available information resources.

**Article 4**

**Ensuring the availability of the library collections**

1. After expert processing, the Library Collection is made available on site in the Library’s premises and through conventional temporary loans of materials that can be taken away from the Library.
2. Parts of the Library collection with a narrow field of expertise may be deposited in libraries established at USB Departments or Institutes. The Head of the Department or Institute, or a worker so authorized by the Head of the Department or the Institute in question, is in charge of making such part of the Collection available to internal users and for the purposes of the interlibrary loan service.
3. The electronic information collection is made available in the USB internal network and online under licence agreements.

**III.**

**LIBRARY USERS**

**Article 5**

**User categories**

1. With regard to the specialization of library and electronic information collections under Article 3, an individual older than 15 may become a registered user.
2. In keeping with the Library´s mission under Article 2, Library users are classified as follows:
3. teachers, researchers and other USB employees
4. The Czech Academy of Sciences employees
5. students of all types and forms of studies at the USB, including doctoral students
6. Academic Library guests
7. the public
8. USB graduates
9. libraries, scientific and professional institutions as part of the interlibrary loan service
10. The above user categories have different terms of access to the Library’s information collections. These terms are set out in title V. - Loan Rules.

**IV.**

**PUBLIC LIBRARY AND INFORMATION SERVICES**

**Article 6**

**The provision of public library and information services (hereinafter “services”)**

1. The Library provides its services only to properly registered individuals. No collective user status has been implemented.
2. Legal entities may access the Library Collection by means of the interlibrary service under applicable legal regulations.
3. Specific rules for the provision of various services are set out in Title V. - Loan Rules.

**Article 7**

**Types of services provided**

1. The Library provides the following services to its users:
2. conventional takeaway borrowing and on-site loan services,
3. conventional and electronic interlibrary loan services,
4. bibliographic and information services and literature search services,
5. electronic information services (ensuring access to electronic resources under licensing terms),
6. reprographics services.
7. The loan system of conventional take-out and on-site services is based on the classification of users into categories and on the informative value of individual resources. Binding rules are set out in the Loan Rules.
8. The provision of electronic information services is governed by the binding Rules for the use of information technologies.
9. The Library provides interlibrary services pursuant to Section 14 of the Library Act and Sections 2 and 3 of Regulation of the MC No. 88/2002 Coll.
10. Basic services listed in Section 4 (I) of the Library Act are provided by the Library free of charge, with the exception of those cases enumerated in Section 4 (2) of the Library Act, when a fee amounting to actual costs may be charged. The pricelist of services and fees is given in Annex No. 2 to these Library Rules.

**Article 8**

**Payments for services**

1. Public library and information services listed in Section 4 (I) of the Library Act are provided by the Library free of charge, with the exception of those services listed in Section 4 (2) of the Library Act, for which a fee is charged amounting to actual costs incurred to ensure the provision of those services.
2. The Library charges fees for some other services provided as listed in the Pricelist of Fees and Paid Services given in Annex No. 2 (hereinafter the “Pricelist”).

**V.**

**LOAN RULES**

**Article 9**

**Loan services**

1. Loans from Library’s collections are governed by the provisions of Sections 2193 to 2200 of the Civil Code.
2. Loans are provided in compliance with the mission of the Library, pursuant to Article 2 and the provisions of the Copyright Act.

**Article 10**

**User registration**

1. In order to protect the collection of materials and other assets, to ensure the quality and speed of services and to comply with the obligations ensuing from Act No. 89/1995 Coll., the Library creates and maintains an automated registration database of users. When processing personal data, the Library observes the procedure given in Regulation, Act No. 110/2019 Coll. and the internal regulations of the university, as well as according to the present Library Rules and other generally binding legal regulations.
2. Internal users, i.e. users under categories A, C and F may use the Library by using their student identity card, USB teacher identity card or a USB graduate identity card. Data for automated registration (name, surname, title, permanent residence and national ID) are taken over from university databases.
3. For users outside of the USB, the Library issues a membership card after they fill in the Reader Registration Form.
4. External users, i.e. users under categories B and E, are registered in the automated register in compliance with Regulation and Act No. 110/2019 Coll. under an agreement for the provision of services and upon presentation of a national identity card (or, alternatively, upon presentation of a passport or permanent residence permit for foreign nationals). Name, surname, title, permanent residence address and national birth registration number are entered into the automated register.
5. As a complement and subject to user approval, additional data facilitating communication between the user and the Library may be registered, such as the current address of residence, e-mail address, phone number and mobile phone number.

**Article 11**

**User Rights and Obligations**

1. Users are obliged to comply with these Library Rules and respect any and all restrictions listed in the Rules of Operation or communicated by an authorised member of staff.
2. The right to use all public premises, collections and services of the Library in compliance with these Library Rules is reserved to properly registered users with a valid membership card. Non-registered users may access the library for one-off use of the inhouse collections. These users must present a valid national identity card at the Library information counter and pay the fee for a one-off admission as listed in the pricelist.
3. Users are entitled to submit comments, complaints and suggestions regarding the activities of the Library to the Library´s management, either personally, in writing or electronically. The Library is obliged to respond within one week.
4. Upon their first registration, users are obliged to familiarise themselves with the Library Rules and sign them (USB staff members and students do so upon receiving their staff or student identity card, members of the public do so through the Reader Registration Form). Such signature gives rise to a contractual relationship between the Library and the user.
5. Users are obliged to immediately report any loss of their student identity card or reader membership card to the Library. If they fail to do so, the Library bears no liability for any misuse of the card.
6. Users must notify the Library of any change of surname or permanent residence no later than 30 days after the issuance of their new personal identity document and present such document as proof.
7. Persons who are dirty, or under the influence of alcohol, narcotics or psychotropic substances are not allowed to be in the Library. Users are obliged to refrain from smoking, drinking alcohol and using drugs in all Library premises.
8. Users are obliged to keep silent, not make phone calls, keep order and respect all instructions given by library staff members in all Library premises.
9. Any user who violates legal regulations, these Library Rules or the Rules of Operation may be temporarily or permanently deprived of their user rights. This is without prejudice to such user liability pursuant to the applicable legal regulations (the Civil Code, these Library Rules) or their liability for damage.
10. User rights for Categories A and B (staff members) expire on the date of termination of employment or upon the termination of an agreement on work activities or an agreement to perform a job, user rights for Category C (students) expire on the date of completion or interruption of studies and any liabilities towards the Library must be settled by this date.

**Article 12**

**Types of loans and loan periods**

1. The Library provides loans to be taken out of the library (conventional loans) and loans to be used on site (inhouse loans).
2. Loan periods depend on the type of document:
3. the following are available only for inhouse loans: encyclopaedias, reference dictionaries, fundamental study literature (labelled), precious or unique items, bachelor’s and master´s theses, degree, doctoral and habilitation theses, audio and video recordings located in the study room and documents from the DAAD study room,
4. all other non-periodical documents, fiction books and the Austrian Library collection are available as conventional loans for a period of 1 month,
5. a short-term loan from the inhouse collection, i.e. a loan until the morning of the following weekday, is possible for selected study-room documents.
6. Conventional loan periods may be extended for users in categories C, E and F, unless the book is requested by another user (3 times for C, once for E and F).
7. The Library provides document reservation services. If more than one user requests a reservation of the same document, the Library shall determine the order according to user categories. The requested document needs to be picked up from the Library no later than 1 week after the notification about the reservation was sent. The user shall pay all costs incurred in connection with the reservation.

**Article 13**

**Conventional Loans**

1. The number of conventional loans to be taken out of the Library is defined by user category pursuant to Article 5.
2. Users in categories A and B are entitled to long-term loans of non-periodical publications of up to 300 items at the same time for a period which is necessary for teaching and work.
3. Users in category C may borrow up to 30 items at the same time for the loan period given in Article 12 (2) b) and c).
4. Users in categories E and F may borrow up to 10 items for the loan period given in Article 12 (2) b).
5. Users are entitled to borrow only 1 copy of each unique document.
6. Users are obliged to provide the borrowed item to the Library for the purposes of the interlibrary loan service for a period of 1 month.

**Article 14**

**Loan and return procedures**

1. Users look up items from the freely available collections independently, whereas book depository loans are looked up by members of staff.
2. Before registering a loan, users are obliged to inspect the document and report any defects to the staff.
3. Loans are registered by a member of the staff of the Library by reading the chip on the reader membership card and the document chip. Documents not registered in the computerised database are available after filling in a paper lending card.
4. Users may borrow books using self-service equipment.
5. Users are obliged to observe the loan periods and must not lend any borrowed documents to other persons. Users take responsibility for all borrowed items until their return.
6. The loan record in the user´s account is cleared by a member of the library staff by registering the document chip. For documents available upon filling in a borrowing card, one part of the borrowing card is returned to the user after they return the document.
7. Users may also return books using self-service equipment.

**Article 15**

**Recovery of unreturned loans**

1. When loans become overdue, the automated library system generates reminders. The first to fourth reminders are sent electronically. The fifth to seventh reminders are sent by registered mail. Subsequently, the loan is recovered by legal action.
2. In case users are in delay with returning anything they have borrowed, they are obliged to pay the fees enumerated in the applicable pricelist.

**Article 16**

**Inhouse loans**

1. Inhouse collections in the Study Rooms are freely available to all users for on-site study.
2. If users request an inhouse loan from an enclosed depository, they are obliged to return the document after finishing their work to a member of the staff on duty at the information desk.

**Article 17**

**Interlibrary services**

1. If a certain document is not in the collection of the Library, the Library may ensure the loan of the document or delivery of a copy upon a user request via the interlibrary service from a different Library pursuant to Section 14 of the Library Act and Sections 2 and 3 of Regulation of the MC No. 88/2002 Coll.
2. The type of loan and the loan period are determined by the library providing the loan.
3. The Library charges users in category E a fee amounting to the actual costs for this service in case photocopies are made or in case international interlibrary services are used.

**Article 18**

**Information services**

1. The Library provides information services listed in Article 7 (1) a) to d) personally, by telephone or by email.
2. Literature search services are provided in writing upon specific requests.

**Article 19**

**Reprographic services**

1. Photocopying is available by means of the self-service photocopiers located in the Library premises. For prices per copy, see the applicable pricelist.
2. Users are obliged to comply with the Copyright Act when making photocopies. Photocopies made for personal use may not be used for any other purposes.

**Article 20
Electronic services**

1. Services only available to registered users by means of the website:
2. access to a personal account with loans
3. sending an electronic request form for an interlibrary service
4. access to paid electronic information resources (only from USB and CAS IP addresses)
5. Electronic deliveries of documents made from printed originals are directly available only for category A and B users. Pursuant to Section 37 of the Copyright Act, such electronic copies are considered a temporary copy facilitating the use of the work. The recipient of such copy may make up to one printed copy and is obliged to destroy the electronic copy. Furthermore, Section 30 of the Copyright Act applies.

**VI.**

**RULES FOR THE USE OF COMPUTER EQUIPMENT**

1. Computers located in the Library are intended for the use of electronic information resources for study purposes and to make available any scientific data freely accessible online. Access is only granted to registered users.
2. The manner of work for users is always restricted to the software installed on the particular computer. It is prohibited to use any other software than the that provided in the menu. Users may not copy or distribute parts of the operating system, installed applications or software.
3. Any information and data obtained in any form on any media are intended solely for the users´ personal use and for their study purposes. It is prohibited to further divulge, reproduce, copy, lend, distribute (not even in the computer network), sell or otherwise use such information or data, especially not for commercial purposes. Misuse of any data or information may be a criminal offence.
4. Users may not deliberately interfere with the work of other computer network users or with the efficiency of the network as a whole, such as by excessively overloading the network resources, neither are they allowed to use these computers to access other computers or other networks or to spread computer viruses.
5. Users take full responsibility for any damage caused by their interfering with the computer or network configuration, or by any other tampering with information technology devices, including liability for damage caused by imported computer viruses.
6. The operation of each workstation or network in the Library may be restricted or suspended due to necessary technical and software maintenance, or for other significant reasons.
7. Users with a university computer account may connect to the Internet using their own portable device. The above Rules for the use of information technologies apply to these users in full.

**VII.**

**LIBRARY RULES FOR DEPOSITORY LIBRARIES**

**Article 21**

**Rights and obligations of depository libraries**

1. Depository libraries are generally subject to the Loan Rules of the Library.
2. Library and other information collections of depository libraries form a part of the Collections of the Academic Library, which ensures their development and provides methodological support to the administrators of depository libraries.
3. The Head of the Department/Institute is responsible for the activities of depository libraries.
4. Depository libraries are administered by the member of staff of each respective Department/Institute authorised to do so by the Head of the Department/Institute.
5. Depository library documents are loaned:
6. preferentially, to members of the Department/Institute
7. to pedagogical, scientific and professional members of staff of the respective Faculty
8. to students at the Faculty in case the requested document is not available in the Academic Library collection
9. to users outside of the Faculty, documents are generally available on site
10. to libraries as part of the interlibrary loan service via the Academic Library.

**VIII.**

**SANCTIONS FOR FAILURE TO COMPLY WITH THE LIBRARY RULES**

**Article 22**

**Compensation for general damage**

1. Users are liable for damage to the assets of the Library pursuant to generally applicable regulations.
2. Users must report any damage, destruction or loss of the borrowed document without delay and pay for the damage within the period stipulated by the Library. The type of compensation is determined by the Library. The following types of compensation are possible:
3. Producing an intact copy of the same document of the same or newer edition
4. Financial compensation
5. The amount of financial compensation is determined by the Library and this compensation comprises of the market price of the document at the time of loss and a penalty fee as given in the applicable pricelist.
6. Until the type of compensation is decided upon and until all the debts are settled, the Library is entitled to suspend all services provided to the respective user.

**Article 23**

**Penalty fees for violating the Library’s Rules**

1. For reminders and recovery of unreturned loans
2. For the loss of a reader membership card and the issuance of a duplicate.
3. For damaging the bar code or chip label of a book.
4. For losing or materially damaging a document.
5. For losing or damaging the key to an individual study room.
6. For losing or damaging a cloakroom tag.

**IX.**

**FINAL PROVISIONS**

**Article 24**

**Exceptions to the Library’s Rules**

1. Exceptions to the Library’s Rules are subject to approval by the Library Director.

**Article 25**

**Legal effect**

1. The present Library Rules come into effect on 1 July 2019.

The following annexes represent an integral part of the Library’s Rules:

Annex No. 1 Study Room Rules of Operation

Annex No. 2 Pricelist of Fees and Paid Services

In České Budějovice on 1 July 2019

**Annex No. 1**

**Study Room Rules of Operation**

1. Specialized Study Rooms are available in the Library:
2. The Dukelská Study Room
3. The Vltava Study Room
4. The use of these Study Rooms is governed by the Library’s Rules and these Rules of Operation.
5. Only duly registered Library users may use the Study Rooms. Users are obliged to present their student identity card or a reader membership card.
6. Study Room users shall put away their coats and bags at the designated area. The use of mobile phones is prohibited.
7. Every Study Room user is entitled to use the study room collection in compliance with Article 12 of the Library Rules.
8. If users bring along their own literature or conventional Library loans into the Study Room, they are obliged to have it/them registered by a member of the staff on duty.
9. The obtained information and data is intended solely for the users’ personal use and their study purposes. It is prohibited to divulge, reproduce, copy, lend, share, distribute, sell or otherwise use such information and data, especially for commercial purposes.
10. Each user is obliged to observe the protection of data under copyright (see the Copyright Act). Any misuse of data and information may be a criminal offence.
11. Study Room users are obliged to observe any and all other instructions given by the librarian on duty in the Study Room.

**Annex No. 2**

**Pricelist of Fees and Paid Services**

(as of 5 February 2018)

|  |  |
| --- | --- |
| **Fee for issuing a reader membership card - category E** |  |
| * per each (subsequent) issuance
 | CZK 100.00 |
| **Registration fees - Category E**  |  |
| * Annual fee
 | CZK 100.00 |
| **Fee for a one-off admission to the Library** |  |
| * Category D
 | CZK 10.00 |
| **Fee for using the inter-library loan service – Categories E and F** |  |
| * for each book loaned in the Czech Republic
 | CZK 70.00 |
| * per copy from the Czech Republic
 | actual costs |
| * for a loan of a book or a copy of a book from abroad
 | actual costs |
| **Penalty fees – Categories C, E, F** |  |
| * Overdue loans
 | CZK 2.00,- per document per day |
| * Overdue short-term loan (until the morning of the following weekday)
 | CZK 100,- per document per day |
| * for a reminder sent by post (5th and subsequent), actual costs incurred on postal fees are added
 |
| * for damaging the bar code or chip label of a book
 | CZK 25.00 |
| * for the loss of a publication published prior to 1990
 | historical price + 200% |
| * for the loss of a publication published in the 1990s
 | historical price + 100% |
| * for damage to a document requiring bookbinding
 | 50% of the price of the document |
| **Photocopying** |  |
| * A4 copy in black and white, single-sided
 | CZK 1.50 |
| * A3 copy in black and white, single-sided
 | CZK 3.00 |
| * A4 copy in colour, single-sided
 | CZK 5.00 |
| * A3 copy in colour, single-sided
 | CZK 10.00 |
| * double-sided photocopies for twice the respective price
 |  |
| **Other penalty fees** |  |
| * for losing or damaging a cloakroom tag
 | CZK 30.00 |
| * for losing or damaging the key to an individual study room
 | CZK 300.00 |
| * for a delay in returning the key to an individual study room (per day)
 | CZK 50.00 |
| * for an unclaimed reservation
 | CZK 20.00 |
| **Penalty fees for interlibrary services** |  |
| * for late return of a document loaned by means of the interlibrary loan service
 | CZK 5.00/day |
| * for an unclaimed interlibrary loan from the Czech Republic
 | CZK 70.00 |
| * for an unclaimed international interlibrary loan
 | actual costs (CZK 250.00 to 450.00) |