



Czech Technical University in Prague

CENTRAL LIBRARY

LIBRARY AND LENDING CODE

By Act No. 257/2001 Sb. on Libraries and Operating Conditions of Public Library and Information Services (Library Act), by Act No. 111/1998 Sb. on Higher Education and corresponding amendments and complements and according to the Statute of the Czech Technical University the following Library and Lending Code is issued.

I. Basic Provisions

Art. 1 Role of the the Central Library of the Czech Technical University in Prague and its Categorazation According to the Library Act

1. The Central Library of the Czech Technical University (CTU hereafter) in Prague was established by decision of the Rector in compliance with Article 26, § 4 of the Statute of the CTU as a separate constituent part.
2. The Central Library is headed by the Director who is appointed by the Rector of the CTU based on results of election. The functioning of the library is governed by the Library and Lending Code.
3. The Director is responsible for the activities of the library, for its collections and the allocated funds.
4. Central Library is registered in libraries record according to the Library Act § 5 in compliance with Library Act § 3, Art. 1, Letter c) as a basic library and according to the Library Act § 12, Art. 1 as a basic library with special collections.

Art. 2 Mission and Activities

1. The mission of Central Library is to provide relevant information for students, for science and research of the faculty by means of collecting, processing, storing and by providing access to the library collections and services.
2. The Library provides public library services named in Library Act § 4, Art. 1 and 3 to all users on equal basis given in Art. 1 and 3 of the Declaration of Human Rights and on the basis of the Right to Information guaranteed by Art. 17 of the Declaration of Human Rights.
3. The following legal provisions deal with library activities:
 - a) the Decree of the Ministry of Culture No. 88/2002 Sb. to enforce Act No. 257/2001 Sb. on Libraries and Operating Conditions of Public Library and Information Services (Library Act), hereafter the Decree of the Ministry of Culture No. 88/2002 Sb.,
 - b) Act No. 121/2000 Sb. on copyright, rights connected with Copyright Act and on the amendments of particular Acts, hereafter Copyright Act,
 - c) Act No. 110/2019 Sb. on Personal Data Protection and the amendments of particular Acts, hereafter Act No. 101/2000 Sb.,
 - d) The current Civil Code.

II. The Library Collections

Art. 3 Structure of Collections

1. Central Library creates special collections of information sources in paper and electronic form according to the information profile that covers the needs of the education and research of the faculty. This profile is continually updated.
2. The library collections filed according to the Decree of the Ministry of Culture No. 88/2002 Sb., § 4 to § 6 are formed by printed texts, audio and audiovisual documents and digital documents.
3. The library collections are divided into:
 - a) the collections located in Dejvice – contain original collections of central libraries of the Faculty of Civil Engineering and Faculty of Architecture (hereafter FSv and FA), of Faculty of Mechanical Engineering (hereafter FS), of Faculty of Electrical Engineering (hereafter FEL), of the Klokner Institute Library (hereafter KU), of the Masaryk Institute of Advanced Studies Library (hereafter MUVS) and of the Computing and Information Centre (hereafter VIC),
 - b) the collections of local libraries – which are located at the Faculty of Nuclear Sciences and Physical Engineering (hereafter FJFI), at the Faculty of Transportation Sciences (hereafter FD), at the Faculty of Biomedical Engineering (hereafter FBMI),
 - c) collections of departmental libraries - collections of the Departments and of the Institutes of the Faculties.
4. The library collections stored in local libraries are provided, processed and checked by Central Library staff. The operation of local libraries is governed by the Central Library and by the Lending Code.
5. The library collections stored in departmental libraries are provided, processed and checked by the Central Library staff. The operation of departmental libraries is governed by the Central Library and by the Lending Code, guidelines for the administration of departmental libraries and for regulations of the Central Library staff.
6. The electronic collection contains bibliographic and full-text databases and other electronically published documents, access to remote information sources of database centres and to websites of publishers and systematically arranged references to freely accessible information sources.

Art. 4 Access to Collections

1. The library collections are accessible in the Central Library rooms as on-site loans and as off-site loans and are permitted for a limited period of time.
2. Collections of the following faculties and institutions - FJFI, FD and FBMI are stored in Local libraries of individual faculties. Authorized staff is responsible for protection and accessibility of these collections.
3. Specialised branches of the library collections can be stored at departmental libraries of the faculties. Authorized department staff members provide access to these collections for individual users. Central Library provides Inter-library loans access from departmental libraries collections.
4. Authorized department staff members are responsible for protection and accessibility of the departmental library collections.
5. The electronic collection is accessible through the internal network of CTU and via the Internet according to the licence agreements.

III. Users

Art. 5 Users' Basic Rights and Responsibilities

1. Users have right to use all collections and services of Central Library according to the corresponding user's category.
2. Users are obliged to get acquainted with the Library and Lending Code in force since the day of signing User's Declaration.
3. Users are obliged to follow the Library and Lending Code and the Central Library staff instructions.
4. Central Library uses the CTU e-mail address for communication with Internal users (eg. information about reservations, sending reminders). A report is considered delivered by an email sent to this address.
5. Collections of Central Library are electronically protected. In case the system detects security codes, the Users must allow the Staff to check the documents being carried off. The issue of stolen document is viewed as a breach of the Library and Lending Code and will be resolved by the Disciplinary Board of the Faculty or by the Disciplinary Board of the CTU in Prague.
6. The institution which requested an Inter-library loan is responsible for meeting a liability of the User.
7. Users of the library and information services are obliged to follow the current Copyright Act, particularly § 30.
8. Users under the influence of alcohol or drugs will not be admitted into the library rooms. Users must not smoke, drink alcohol or take drugs in all Central Library rooms.
9. Users may not consume food or drinks in the library rooms.
10. In all Central Library premises Users must not use mobile phones, they must keep tidy and quite and follow the instructions of the staff.
11. Should the Library and Lending Code be seriously or repeatedly infringed, the Users may be temporarily or permanently restricted in their rights to use the services of the Central Library. This does not reduce their obligation to compensate damage according to the regulations in force.

Art. 6 Categories of Users

1. In accordance with the mission of Central Library according to Art. 2 of this Library and Lending Code Users are divided into the following categories:

Internal users:

- category Employee - academic and non-academic staff of the CTU,
- category PhD student - students of doctoral study programmes at CTU,
- category Student¹ - students of bachelor's and master's degree programmes, students of lifelong learning programmes at CTU, and foreign students on internships at CTU.

External users:

- category Public with permanent residence in the Czech Republic.

2. The above categories have different levels of access to the library collections, electronic information sources and to the services provided by Central Library. This Code defines the rights and responsibilities of users as follows:

¹ User's rights are derived from affiliation with the Faculty or CTU Institute, which the student is enrolled at (home Faculty or Institute).

- a) Central Library preferentially satisfies the needs and requests of the Internal users.
- b) External users have the same access rights to collections only available in study rooms as Internal users. Off/site loans must be approved by the library staff. Internal users needs must be satisfied preferentially.

Art. 7 User's Registration

1. Central Library creates and maintains an electronic database of registered users as part of the CTU information system, which every user has personal account in. The purpose is protection of Library stocks and other properties, provision of quality and promptness of services and implementation of obligations resulting from Act No. 89/1995 Sb. Library works with personal data according to Act No. 101/2000 Sb., with internal rules and directions of the CTU, and in accordance with the Library and Lending Code and other legal enactments.
2. With the user's agreement basic personal data (surname, first name, academic degree, date of birth, place of residence, e-mail address) and complementary data facilitating communication between the User and the library staff (temporary address, phone number, cell-phone number) can be added to the registration database.
3. Executed loans, returned issues, loan renewals, notices relating to the state of the borrowed Items, notations on infringing of the Library and Lending Code, charges and penalties and important comments on performance of the library are recorded in the registration database as well.
4. Internal user is a person who has been properly registered, i.e. has signed the User's declaration, and owns a CTU student or staff member identity card.
5. External user is a person a library card has been issued for. This card can be used in all branches of Central Library. External user's library card is issued once being authorized by valid personal identity card and once the person paid the fee according to valid List of Charges. User is obliged to inform the Central Library staff of any change as soon as possible.
6. Users are obliged to sign a printed User's declaration. The user's declaration sets the relations between the library and the User. By signing the Declaration, the User agrees with the conditions of the Library and Lending Code. After being signed, the declaration is saved in the Central Library for the period the User is legally registered.
7. Each user chooses the PIN when being registered and under the guidance of the library staff. In combination with the card the PIN is unique and therefore cannot be misused by the Staff. The User is allowed to choose a new PIN if forgotten. This is considered a loss and is charged according to the List of Charges.
8. The Student or Staff university card and the library card entitles the User to use the Central Library services and to gain access to its reading rooms. The cards are non-transferable and users are held responsible for any misuse of the card.
9. Validity of the personal account of internal university staff ends by the date of expiration of the employment contract. The personal account of internal students ends by the date of end of their study. Up to this date their obligations to Central Library must be compensated. After that the user's account will be deleted from the registration database.
10. External users are obliged to renew their personal account validity annually. If this is not performed, they may be discarded from the database and their personal account will be deleted from the database after two years.
11. If requested by the library staff, users are obliged to present their student card or library card for inspection.

IV. Public Library and Information Services

Art. 8 Providing Public Library and Information Services (hereafter only Services)

1. Central Library provides public library and information services under the Library Act § 4.
2. The library collections are made accessible to legal entities through inter-library loans in accordance with valid regulations.
3. Specific rules on provision of loans are stated in the Code of Library and Information Services Art. 11 to 24 of the Library and Lending Code.

Art. 9 Library Services

1. Lending services
 - a) loans to be used in study rooms (on-site loans)
 - b) loans to be taken out of the library (off-site loans)
2. Reservations
3. Inter-library services
 - a) Inter-library loans
 - b) document delivery
4. Information services
 - a) reference services
 - b) bibliographical – information services
 - c) consulting services
 - d) search services
5. Photocopy services
6. Electronic services
 - a) services available via Websites of the Central Library
 - b) electronic communication with Users
 - c) electronic document delivery
 - d) access to electronic information sources and to the Internet
7. Lending of electronic devices
8. Promotion services
 - a) Websites of the Central Library
 - b) information leaflets on library information services

- c) instructions for using electronic information sources
9. Information literacy
- a) practical trainings on the use of electronic information sources
 - b) education

Art. 10 Charges and Fees for Services

1. Library provides basic services quoted in § 4, Sec. 1 of the Library Act free of charge. Exceptions are listed in § 4, Sec. 2 of the Library Act. The charge can only cover the actual costs of the provided service.
2. Library charges fees for other listed services according to the List of Charges.

V. Library and Information Services Code

Art. 11 Lending Services – Basic Regulation

Lending from the library collections is subject to valid Library and Lending Code and valid Civil Code of the Czech Republic.

Art. 12 Lending Procedures

1. Users may borrow documents from the library collections after being authorized by valid card and PIN code.
2. After the User's authorization, a member of the Staff opens the user's account. The loan of the selected books is registered by the User typing in the PIN. The User can follow the whole procedure on the monitor.

Art. 13 Lending Period

1. The terms of off-site loans are determined by user's category and lending period (180 days/30 days), which User can find in the CTU Library Catalogue under the record of particular Item.
2. Internal users can borrow the maximum of 10 volumes in one branch of Central Library at a time, the maximum number of loans in the whole Central Library is 30 volumes. External users may borrow the maximum of 5 volumes in each branch of Central Library at a time, but the maximum number of loans in the whole Central Library is 20 volumes. The number of volumes to be borrowed can be regulated to cover the current library requirements.
3. Unregistered Users can use library collections in the library rooms only.
4. Selected types of documents (hard-covered periodicals, rare monographs, bachelor's, master's and doctoral theses, video programmes et al.) can be provided in the library rooms only.
5. The lending period can be prolonged repeatedly, however only if the document is not required by another user. One-time prolongation period is 30 days at the maximum. The lending period may be exceptionally shortened.
6. An overdue lending period is fined in accordance with the current List of Charges.
7. The lending period of items borrowed from the library collections via inter-library loans is set by the library staff on individual basis.

Art. 14 Reservations

1. Reservations can be required from the collections with intention of borrowing.

2. Users can make up to 10 requirements for reservation from all Central Library collections.
3. Users are automatically informed by e-mail (CTU e-mail addresses are being used for internal users once the reservation is prepared), after being informed, reservation cannot be cancelled and the librarian must be contacted personally.
4. Users are obliged to collect the reservation within 5 working days.
5. Reservations can be blocked for a certain period announced beforehand.

Art. 15 Inter-library Loans

1. If required document is not available in the collections, the library will provide upon users request a loan of the document or copied documents from other libraries according to the Library Act § 14 and the Decree of the Ministry of Culture No. 88/2002 Sb., § 2 and 3.
2. The type of loan and of lending period is stated by the particular library.
3. The charge for the service must not exceed the actual costs.

Art. 16 Returning of Borrowed Items

1. Returning of borrowed items is performed by scanning the barcode on the returned Item and by checking the User's identity card. The staff does not issue any receipt of return. Users may follow the returning procedure on the monitor.
2. Users are obliged to return the borrowed items in the same condition in which the items were lent to them. They must not lend the items to any other users and they are responsible for them the whole lending period.
3. For damage or loss of the identity label (bearing the barcode or the RFID label), users must pay a fine in accordance with the List of Charges.

Art. 17 Enforcement of Unreturned Loans

1. The library system warns users by e-mail (the CTU e-mail addresses are being used in case of Internal users) 5 days before the end of lending period. Should users fail to return the borrowed Item within the lending period, the library requests its return by sending reminders. Reminders are generated automatically and are valid since being generated (i.e. since the moment of exceeding the lending period). After three reminders have been sent, the return of the borrowed Item is enforced by legal procedure. The users are charged for exceeding the lending period and for being sent reminders in accordance with the List of Charges.
2. Reminders are sent according to the following schedule:
 - 1st reminder - a day after the Item was due to return; this reminder is sent by e-mail (CTU e-mail addresses are being used in case of Internal users), it may be also sent by postal services,
 - 2nd reminder - 30 days after the 1st reminder was sent; this reminder is sent by e-mail (CTU e-mail address are being used in case of Internal users), it can be also sent by postal services,
 - 3rd reminder - 14 days after the 2nd reminder was sent; this reminder is sent by registered mail.

Art. 18 Provision of Information Services

1. Central Library provides information services named in Art. 9, Sec. 3, letter a) to d) of the Library Code verbally, by phone and by e-mail.
2. Information retrieval services are provided to users only in accordance with conditions of the licence agreements of individual database providers.

Art. 19 Provision of Photocopy Services

1. Copying the documents from the library collections is provided on request within the library premises. The fee per copy is based on the current List of Charges.
2. When copying documents the users are obliged to respect the Copyright Act, especially § 30, it says: „... the copying person does not infringe the Copyright Act making a copy, a reproduction or a record of the work for the personal use“ ... and further that ... „the copy made for personal usage shall not be used for other purposes.“

Art. 20 Provision of Electronic Services

1. Services accessible through Websites:
 - a) access to the personal account through the Central Library Catalogue,
 - b) loans prolongation through the Catalogue,
 - c) reservations of documents through the Catalogue,
 - d) electronic document delivery within the CTU,
 - e) access to subscribed electronic information sources according to user's category.
2. Electronic document delivery acquired from printed materials is available in accordance with the Agreement on Electronic Document Delivery to Final Users. In accordance with Copyright Act § 37 this electronic copy is considered to be a temporary copy which enables easier use of the document. The receiver of this copy is obliged to make only a single print of the copy and to delete the electronic version. The further use of the copy is subject to the Copyright Act § 30.
3. Registered users have access to the Internet, to freely accessible electronic information sources and to subscribed electronic information sources available in the premise of the Central Library.

Art. 21 Electronic Devices Borrowings

1. Library lends electronic devices (e-book readers) to registered Internal users.
2. The conditions under which the electronic devices are being borrowed are handled by the Electronic Device Borrowing Agreement, the valid Library and Lending Code and by the Civil Code of the Czech Republic. By signing the Agreement the borrower of the electronic device agrees with the rules and conditions of the Agreement.
3. Users can borrow the electronic device at the circulation desk on the 5th floor of the Central Library in the main building in Dejvice once the reservation has been made in the Library catalogue.
4. The lending period is 30 days from the date of signing the Agreement. If the electronic device is returned late, the User is obliged to pay a fee stated in the valid List of Charges.
5. Users are obliged to return the electronic devices at the same location where it has been borrowed. The electronic device has to be fully functional with all accessories and with content deleted. If the electronic device is not complete or fully functional, the User is required to pay the fee according to the valid List of Charges.
6. Returned device needs to be charged to verify its functionality. If the function of the electronic device cannot be verified, the electronic device will not be accepted by the Library.
7. The User is notified by e-mail 5 days before the lending period ends.
8. If the User does not return the electronic device within 30 days after the due date or it is returned unfunctional, Central Library will charge the full replacement costs of the particular electronic device.

VI. Penalties for Breach of the Library and Lending Code

Art. 22 Lost and Damaged Items

1. Users are responsible for damage caused to the Library in accordance with valid regulations.
2. Users are obliged to report the loss or damage of an Item and, within the terms stated by the Library to compensate the damage in compliance with the valid Civil Code of the Czech Republic.
3. The way of compensation for the lost or damaged Item is determined by the Staff in charge, or by the Director. They may require that the damage is compensated by providing a replacement issue of the same Item with the same edition and binding. Should this be impossible, the library may require replacement of the same Title with a newer edition or a different Item of the same price or reimbursement. The reimbursement is determined by the Director of the Central Library (or the staff in charge) and is usually equal to the original cost of the Item. Once returning a damaged Item the library may require reimbursement within the extent of the incurred damage.

Art. 23 Charges for Breaches of the Library Code

1. For reminders and recovery of loans.
2. For registration of a new PIN when the original PIN has been forgotten.
3. For damage of the barcode on the document or a compensation for the barcode on the lost document.
4. For compensation of the detection label on the lost document.
5. For damage of the RFID label or a replacement of a RFID label, if the document has been lost.
6. For exceeding the lending period of an electronic device.
7. For failure to return the electronic device, for its damage or for missing accessories.

Art. 24 Penalties for Outstanding Charges

If the User owes the library (eg. unpaid reminders) the user's account is automatically blocked until the loans are returned and payments according to the List of Charges are carried out. The personal account blockage will be activated with the 1st reminder and applies to all CTU libraries. The User is informed in time by e-mail (CTU e-mail addresses are being used in case of Internal users) or exceptionally by printed letter.

VII. Concluding Provisions

Art. 25 Advisory Board

1. Permanent advisory boards of the Director of the Central Library are the Library Committee and the Director's Council.
2. The Library Committee members are appointed by the Rector of the CTU. The Library Committee is of the following structure: the vice-Rector of the CTU, a member from each faculty and institute of the CTU, and a member of other CTU parts. The Library Committee elects a chairman from its assembly. The Director of the Central Library is present at every meeting of the Library Committee.
3. The Director's Council deals with technical, organizational and economical issues of the routine workflow of the Library. Members of the Director's Council are the Director, Heads of Library Departments and further library staff members appointed by the Director.

Art. 26 Exemptions from the Library and Lending Code

Exemptions from the Library and Lending Code are at the Director's discretion (or at the discretion of the Central Library staff in charge).

Art. 27 Comments and Complaints

Comments, complaints and suggestions dealing with any library activity can be given personally or in written form to the Director (or to the Staff in charge).

Art. 28 Changes in the Library and Lending Code

1. Central Library is empowered to change individual provisions of this Library and Lending Code. Library and Lending Code changes are announced to users on the date of publication on Central Library website.
2. Should the User disapprove of the changes in the Library and Lending Code, the Director of the Central Library must be notified in writing within one month from the date of publication of the Library and Lending Code change.

Art. 29 Appendices to the Library and Lending Code

The following Appendices are an integral part of the Library and Lending Code:

1. User's Declaration – Internal Users
2. User's Declaration – External Users
3. List of Charges
4. Guidelines for the Management of Local Libraries
5. Electronic Device Borrowing Agreement

Art. 30 Cancelling Regulation

This Library and Lending Code repeals:

The Library and Lending Code valid since the 1st of October 2012.

Art. 31 Effect of this Code

This Library Code comes into effect on the 15th of September 2014.

Rector of the CTU in Prague