



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), Higher Education Act No. 111/1998 Sb. 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 The Position of the Central Library of the Czech Technical University in Prague and its Filing According to the Library Act

1. The Central Library of the CTU in Prague (hereafter CL) 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 CL is headed by the Director of the CL who is appointed by the Rector of the CTU based on results of a selection procedure. The CL activities are governed by the Library and Lending Code.
3. The Director of CL is responsible for the operation of the library, collections and the allotted resources.
4. CL is filed in register of libraries according to the Library Act § 5 in accordance with Library Act § 3, Clause 1, Letter c) as a basic library and according to the Library Act § 12, Clause 1 as a basic library with specialised collections.

Art. 2 Mission and Activities

1. The mission of CL is the guaranteed providing of information for study, science and research of the faculty by means of collecting, processing, storing and access to library collections and services.
2. CL provides public library services named in Library Act § 4, Clause 1 and 3 to all its users on an equal basis given in Art.1 and 3 of the Universal Declaration of Human Rights and on the basis of the Right to Information guaranteed by Art. 17 of the Universal Declaration of Human Rights.
3. The following legal provisions deal with CL activities:
 - a) the Decree of the Ministry of Culture No. 88/2002 Sb. to the enforcement Act No. 257/2001 Sb. on Libraries and Operating Conditions of Public Library and Information Services (Library Act), hereafter only 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 only Copyright Act,
 - c) Act No. 101/2000 Sb. on the Personal Data Protection and the amendments of particular Acts, hereafter only Act No. 101/2000 Sb.,
 - d) Act No 89/2012 Sb., Civil Code.

II. The Library Collections

Art. 3 Structure of Collections

1. CL creates specialised collections of information sources in paper and in electronic form according to an 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 collection located in Dejvice – Faculty of Civil Engineering and Faculty of Architecture Central Library (hereafter FSv and FA), Faculty of Mechanical Engineering Central Library (hereafter FS), Faculty of Electrical Engineering Central Library (hereafter FEL), Klokner Institute Library (hereafter KU), Masaryk Institute of Advanced Studies Library (hereafter MUVS) and Computing and Information Centre Library (hereafter VIC),
 - b) collections of local libraries (hereafter LL) - Faculty of Nuclear Sciences and Physical Engineering Library (hereafter FJFI), Faculty of Transportation Sciences Library (hereafter FD), Faculty of Biomedical Engineering Library (hereafter FBMI),
 - c) collections of departmental libraries (hereafter DL) - collections of departments and institutes of faculties.
4. The library collections stored in LL are provided, processed and checked by CL staff. The operation of LL is governed by the CL Library and Lending Code.
5. The library collections stored in DL are provided, processed and checked by CL staff. The operation of DL is governed by the CL Library and Lending Code, guidelines for the administration of DL and regulations of CL staff.
6. The electronic collection comprises bibliographic and full-text databases and other electronically published documents, access to remote information sources of database centres and to servers of publishers and freely accessible information sources.

Art. 4 Access to the Collections

1. The library collections are accessible in the rooms of CL and loans outside CL are permitted for a limited time.
2. Collections of the following faculties and institutions - FJFI, FD and FBMI are stored in LL of individual faculties. Authorized CL staff is responsible for protection and accessibility of these collections.
3. Specialised branches of the library collections can be stored at DL of the faculties. Accredited department staff members provide access to these collections for individual users. CL provides inter-library loans from DL collections.
4. Accredited department staff members are responsible for the protection and availability of DL collections.
5. The electronic collection is accessible through the internal network of the CTU and via Internet according to the licence agreements.

III. Users

Art. 5 Users' Basic Rights and Responsibilities

1. The users have the right to use all collections and services of CL according to the corresponding user category.
2. The users are bound to get to know Library and Lending Code in force at the date of signing of the User's Declaration.

3. The users are bound to respect the Library and Lending Code and all CL staff instructions.
4. CL are using e-mail address of the CTU for communication with internal users (eg. information about reservations, sending reminders). Sending this e-mail address, a report is considered delivered.
5. Collections of CL are electronically protected and users are bound to respect requests made by CL staff to present materials for inspection in case the system detects security codes. Discovery of stolen material 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 institutions which requested an inter-library loan is responsible for the borrower.
7. The users of library and information services are bound to observe the current Copyright Act, particularly § 30.
8. Users under the influence of alcohol or drugs will not be admitted to CL. The users must not smoke, drink alcohol and take drugs in all CL rooms.
9. Users may not consume foods or drinks in CL.
10. In all CL premises the users must not hold loud conversations, use cellular phones, they must maintain all the library orders and follow all the reasonable instructions of CL staff.
11. Should the Library and Lending Code be seriously infringed and/or repeatedly infringed the users can be temporarily or permanently restricted in their rights pertaining to the use of CL. 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 CL according to Art. 2 of this Library and Lending Code the users of CL are divided into the following categories:

Internal users:

- category Employee - academic and non-academic staff of the CTU,
- category PhD student - students of doctoral degree programs at CTU,
- category Student¹ - students of bachelor's and master's degree programs, students of lifelong learning programs at CTU, and foreign students on internships at the 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 services provided by CL. This Code defines the rights and responsibilities of users as follows:

- a) CL attends the needs and requests of internal users as a priority.
- b) External users have the same access rights to collections available only in study rooms as internal users. Loans taken outside the library premises must be approved by CL staff. Internal users must be satisfied preferentially.

Art. 7 User's Identification

1. CL creates and maintains an electronic database of registered users as a part of the CTU information system where every user has his/her personal account. The purpose of this 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. on statistics. CL works with the personal data according to Act No. 101/2000 Sb., internal rules and directions of the CTU, and in accordance with this Library and Lending Code and other legal enactments.

¹User rights are derived from affiliation with the Faculty/Institute of the CTU, where the student is enrolled (home Faculty/Institute).

2. With the user's agreement their basic personal data (surname, first name, prefix, date of birth, address, e-mail address) and also complementary data facilitating communication between the users and the library staff (temporary address, phone number, cellular 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 users are persons who have been properly registered, i.e. have signed the user's declaration, and own a CTU student or staff member identity card.
5. External user is any person after his/her library card has been issued. This card can be used in all branches of CL. External user's library card is issued upon presentation of a valid personal identity card and payment of fee according to valid List of Charges of CL. Users are obliged to provide true information and notify the CL staff of any change as soon as possible after it occurs.
6. The users are bound to sign a printed User's declaration. The user's declaration regulates relationship between the CL and the user. By signing the Declaration, the user agrees with the conditions of the Library and Lending Code of CL, and becomes its user. The signed declaration is saved in CL for the period the user is legally registered.
7. Each user chooses his/her PIN when registering or making his/her first loan under the guidance of CL staff. The PIN is known solely to the user, together with the card, this makes any misuse impossible. The user is allowed to choose a new PIN if the original PIN is forgotten. This is considered as a loss and the user is charged according to the List of Charges.
8. The student/staff university identity card and the library card entitle the users to use CL 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 interruption or end of their study. To this date at least their obligations to CL must be compensated. After that the personal user account will be deleted from the registration database.
10. External users are obliged to renew annually their personal account registration validity. If this is not performed, they can be discarded from registration and their personal accounts will be deleted from the database after two years.
11. If requested by CL 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. CL 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 the spot)
 - b) loans to be taken outside the library (check out)
2. Reservations

3. Inter-library services
 - a) inter library loans
 - b) document delivery
4. Information services
 - a) reference services
 - b) bibliographical – information services
 - c) consultation services
 - d) information retrieval services
5. Photocopy services
6. Electronic services
 - a) services available via Web sites of CL
 - b) electronic communication with users
 - c) electronic document delivery
 - d) access to electronic information sources and Internet
7. Lending of electronic devices
8. Promotion services
 - a) website of CL
 - b) information leaflets on library information services
 - c) instructions for using of electronic information sources
9. Information literacy
 - a) practical training for the use of electronic information sources
 - b) education

Art. 10 Charges and Fees for Services

1. CL provides basic services given 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. CL charges fees for other listed services according to the List of Charges of CL.

V. Library and Information Services Code

Art. 11 Lending Services – Basic Provision

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

Art. 12 Lending Methods and Procedures

1. CL users may borrow documents from the library collections on submission of the valid card.
2. After the card has been submitted, CL staff identifies it and opens the user's account. The loan of the selected books is registered by the user typing his/her PIN. The user can follow the whole procedure on the monitor.

Art. 13 Loan Period

1. The terms of loans to be taken outside the library are determined by user category and loan period (180 days/30 days), which the user sees in the CTU Library Catalogue in the record of particular item.
2. Internal users can borrow the maximum of 10 volumes in one branch of CL at the same time, but the maximum number of loans throughout the CL is 30 volumes. External users may borrow the maximum of 5 volumes in each branch of CL at the same time, but the maximum number of loans throughout the CL is 20 volumes. The number of volumes to be borrowed can be regulated according to the current library needs.
3. Unregistered users can use library collections on the spot only.
4. Selected types of documents (hard-covered periodicals, rare monographs, bachelor, master and doctoral theses, video programmes et al.) can be lent on the spot only.
5. The loan period can be prolonged repeatedly, however only if the document is not required by another user. The one-time prolongation of the loan period is 30 days at the maximum. In exceptional cases, the loan period may be shortened.
6. An overdue loan period is fined in accordance to the current List of Charges.
7. The loan period of items borrowed from the library collections via inter-library loans is determined by CL staff on an individual basis.

Art. 14 Reservations

1. Reservations can be required from the collections of CL intended for check out.
2. Users can make up to 10 requirements for reservations from the whole CL collection.
3. Users are automatically informed (by e-mail - for internal users are used e-mail address of the CTU) when the reservation is carried out, then cannot cancel it anymore and the librarian had to be contacted.
4. Users are obliged to collect the reservation within 6 calendar days.
5. Reservations can be blocked for a certain period announced before.

Art. 15 Inter-Library Loans

1. If a document is not available in CL collections, CL 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 character of the loan and loan period is stated in this case by the lending library.
3. The charge for the service must not exceed the actual costs.

Art. 16 Returning Borrowed Items

1. Returning of borrowed items is made by scanning the barcode on the returned item and by checking the user's identity card. CL staff does not issue any receipt of return. Users may follow the returning procedure on a 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 persons and they are responsible for them throughout the loan 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 Recovery of Loans

1. The library system warns users by e-mail (for internal users are used e-mail address of the CTU) 5 days before of the end of loan period. Should users fail to return a borrowed item within the loan period, the library requests its return by sending reminders. Reminders are generated

automatically and are valid since the moment of their generation (i.e. from the moment of exceeding the loan 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 loan 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 for return; this reminder is sent by email (for internal users are used e-mail address of the CTU), it can be also send by surface mail,
 - 2nd reminder - 30 days after the 1st reminder was sent; this reminder is sent by email (for internal users are used e-mail address of the CTU), it can be also send by surface mail,
 - 3rd reminder - 14 days after the 2nd reminder was sent; this reminder is sent by registered surface mail.

Art. 18 Provision of Information Services

1. CL 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 to the conditions of the license agreements of individual database providers.

Art. 19 Provision of Photocopy Services

1. Copying of documents from CL 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 bound to respect the Copyright Act, especially § 30, where it says that „... the copying person does not infringe the Copyright Act making a copy, a reproduction or a record of the work for his/her personal use” ... and further that „the copy made for personal use shall not be used for other purposes.”

Art. 20 Provision of Electronic Services

1. Services accessible through Websites:
 - a) access into the borrower’s account through the CL Catalogue,
 - b) loans renewal through the CL Catalogue,
 - c) reservations of documents through the CL Catalogue,
 - d) electronic document delivery within the CTU,
 - e) access to subscribed electronic information sources according to user category.
2. Electronic document delivery from printed materials is available in accordance to the Agreement on Electronic Document Delivery to Final Users. In accordance with Copyright Act § 37 this electronic copy is considered as a temporary copy which enables the easier use of the document. The receiver of this copy is bound to make only a single print of the copy and to destroy 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 CL premises.

Art. 21 Electronic Devices Borrowings

1. CL lends electronic devices (e-book reader) to its registered internal users.
2. The conditions of the electronic devices borrowings are handled by the Electronic Device Borrowing Agreement (hereafter “Agreement”), the valid Library and Lending Code and 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 CL main building in Dejvice after previous reservation in the library catalogue.

4. The loan period is set to 30 days from the date of signing this Agreement. If the electronic device is returned late, the user is obliged to pay a fee in the amount given by the valid List of Charges.
5. Users are obligated to return the electronic device at the same location where he/she has signed the Agreement. The electronic device has to be fully functional, returned with all of its accessories and with its content deleted. If the electronic device or any of its accessories or its parts are no longer fit for its purpose or if any of the accessories are missing, the user is required to pay a sanction fee in the amount given by the valid List of Charges.
6. To verify the functionality of the electronic device at the time of its return it has to be charged. If the function of the electronic device can not be verified, the electronic device will not be accepted by the library.
7. The user is notified by e-mail 5 days before the loan period ends.
8. If the user does not return the electronic device within 30 days after the due date or it is returned in unusable conditions, CL 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. The users are responsible for damage caused to the library in accordance with valid regulations.
2. The users are obliged to report the loss or damage of an item and, within the terms determined by the library to compensate for the damage in compliance with the valid Civil Code of the Czech Republic.
3. The method of compensation for the lost or damaged items is determined by CL staff in charge, or the Director. They may require that the damage is compensated for 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 with a different item of the same price or a financial recompense. The amount of the financial compensation is determined by the Director of CL (or CL staff in charge) and is usually equal to the original cost of the item. On return of a damaged item the library may require financial compensation 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 for the detection label on the lost document.
5. For damage of the RFID label or a replacement of RFID label if the document has been lost.
6. For exceeding the loan period of an electronic device.
7. For failure to return and for damage to any part of the electronic device or its accessories.

Art. 24 Penalties for Outstanding Charges

If users owe the library (reminder, unpaid reservation carried out) their user's account is automatically blocked until they return the loans and pay according to the List of Charges. The personal account blockade will be activated with the 1st reminder and applies to all CTU libraries. Users are informed in time by e-mail (for internal users are used e-mail address of the CTU) or exceptionally by printed letter.

VII. Final Provisions

Art. 25 Advisory Board

1. Permanent advisory boards of the Director of CL 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 has following structure: one vice-Rector of the CTU, one member from each faculty and institute of the CTU, and one member from other CTU parts. The Library Committee elects a chairman from its assembly. The Director of CL participates in any meeting of the Library Committee.
3. The Director's Council deals with technical, organizational and economical issues of the routine workflow of CL. 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 within the discretion of the Director (or CL 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 CL staff in charge).

Art. 28 Changes in the Library and Lending Code

1. CL 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 CL website.
2. Should the user disapprove the changes in the Library and Lending Code, s/he must notify the Director of CL 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 form 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 from the 1st October 2012.

Art. 31 Effect of this Code

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

In Prague

prof. Ing. Petr Konvalinka, CSc.
Rector of the CTU in Prague