

| UNIVERZITA PARDUBICE | |
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| Directive No. 5/2010 | |
| Subject | Library Rules and Regulations of the University Library |
| Applies to | all departments of the University and users of the University Library |
| Effective from | 1 October 2010 |
| Reference Number | RPO/0072/10 |
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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 headed by the library manager, 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 they all 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.

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 printed texts, manuscripts, audio and audiovisual documents.
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 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
 - supplementary pedagogical study participants ⁴ (M);
 - general public (V, VK).
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. 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. 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). At the user's request, 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.

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. 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 amount of the fee is set out in Annex 3. 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 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 in the basket. When leaving the library, he/she shall vacate and leave the box open with the key in the door. Library staff has 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.
8. The user is also obliged to keep silence in all 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

9. In the case of serious or repeated breach of the Library Rules, the registration for using the library may be temporarily or permanently revoked. This does not absolve the user from liability under generally applicable regulations, nor from any obligation to compensate the damage caused.
10. Registration of P, A, Z and E category users expires on the date of termination of employment or termination of agreement to perform work or agreement to complete a job. Registration of D, S, SL and SX category users expires on the date of termination or interruption of the study. Their obligations to the library shall be settled up by the date of registration expiry.

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 collective user is not established.
2. 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 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,
 - e) carrying out research based on written assignment.
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 public library 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 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

¹¹ § 37 of Act No. 121/2000 Coll., on Copyright, rights related to copyright and amendments to certain laws (the Copyright Act)

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:

M - supplementary pedagogical study participants are allowed to have 5 titles simultaneously borrowed in one month, regardless of the category of the document;

V, VK - users from the general public are allowed to have 3 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 and SX 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 each booking. 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. The borrowing is made on a computer designated for such purpose in a protected area.
2. Before the borrowing is made, the user is obliged to inspect the document and report any defects to the person on duty.
3. Registration of the document to be borrowed is made by the library staff. First, they open the user's identity card by placing it on the sensor. The document to be borrowed loan is then registered by scanning the bar code of the document. They write down any defects of the document to the note. The user is obliged to check all the operations visually on the PC screen. He/she can also ask for printing the current borrowing status on his/her card.
4. 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.

5. The record of the loan is deleted from the user card by the library staff by scanning the bar code 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.

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. 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 and VK 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 other 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 V and VK category users.

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, V and CV category users in writing based on a specific assignment. The user request search service on a form (paper or electronic form). Search services to E, V and VK category Users are provided for a fee according to the price list. The library provides search service to unregistered users and legal entities on a contractual basis.

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 can be ordered from the reservation PC in the lobby library or through a web application and 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 top-up 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 at the counter, receive their reader card and pay the price in cash for the services used.
7. A user with a fourth generated reminder (pre-trial) shall have their SafeQ account for printing and copying blocked. It shall be unblocked after reminded books have been returned and all liabilities have been settled.
8. 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) access to the application for reserving a seat for computers with specialized services,
 - c) sending electronic requests for interlibrary service,
 - d) access to paid electronic information sources (from university IP addresses or through an authorized remote access – does not apply to V and VK category users from the public).
2. Users are allowed access to the Internet in library computer reading rooms and via Wi-Fi networks, access to freely available information sources and information resources subscribed by the University. External users are allowed to use paid sources of information unless the license is limited to the academic community of the University.

VI. Sanctions for Non-compliance with the Library Rules

Article 23

Compensation for General Damages

1. Users are responsible for damage caused to the library property according to valid regulations.
2. For damages, except for damage to rented document caused intentionally or neglecting duties, the user's responsibility under the Civil Code¹⁴.
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 damage and the handling fee according to price list.
5. Until the method to replace the borrowed document has been solved and all claims paid, the library has the right to suspend the provision of all services users.

Article 24

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 readers 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 25

Temporary Provisions

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.

Article 26

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**

Article 27

Repealing Provisions

University of Pardubice Directive No. 17/2006, University Library Rules of 15 August 2006 is hereby repealed, including amendments.

Article 28

Effect

The **Library Rules and Regulations** are effective as from 1 October 2010.

Pardubice, 23 August 2010

prof. Ing. Miroslav Ludwig, CSc.
rector

Operating Regulations of Specialized Reading Rooms

Article 1 General Provisions

1. The library has the following specialized reading rooms:
 - a) Computer Room No. 037 on the ground floor,
 - b) Computer Room No. 045, 048 and 049 on the 1st floor,
 - c) Media Reading Room No. 043 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. Operation of reading rooms can be interrupted or reduced due to necessary technical or software maintenance or in the case of 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.

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 immediately inform the person on duty.
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) connecting any other devices or laptops to the computers, users are allowed to use USB Flash Disks or CD-ROM for data storage,
 - e) attempting to gain access rights or privileged status they are not entitled to,
 - f) restarting computers upon the central turn off.
- 3. After 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 damages 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 on-site collection reading room.

Article 3

Computer Room No. 037 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. Each user is allowed to use only one computer at the same time. The time of use is not limited.
5. The next user is obliged to wait outside this room for a vacancy. One PC can be operated only by one user.
6. Users are obliged to respect the teaching schedule posted on the door and vacate the reading room 15 minutes before the start.
7. Operation of the reading room is monitored by CCTV.

Article 4

Computer Room 048 on the 1st Floor of the Library

1. Computers in the study labelled PRINT are designated only for making prepared printouts. Computers labelled PC 2 SCAN and PC 3 SCAN are designated only for scanning.
2. To work with the scanner, it is required to reserve the appropriate computer (PC 2 SCAN and PC 3 SCAN).
3. Reservations are made on a reservation computer in the Library lobby, on the 1st floor or through the web application. It is possible to make only one reservation, no more than one day in advance. Working time is limited to one hour. The user shall take the reservation on the reservation computer in the first floor and cancel the reservation upon leaving the reading room (at the latest after the reserved time) on it. If the

reservation is not used within ten minutes after the beginning of the term ordered, it becomes invalid and place site is vacated for another applicant.

4. With regard to the provisions of the Copyright Law, printouts are not allowed from PCs with scanners.

Article 5

Computer Room 045 on the 1st Floor of the Library

1. Computers numbered 4 to 12 are designated for users' individual work in paid electronic information sources on the Internet and MS Office programs. The computers No. 4, 5 and 6 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. Each user is allowed to use only one computer at the same time. The time of use is not restricted.
4. 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. 043 on the 1st floor of the Library

1. In the reading room, a computer is located labelled PC 1 for online access to IEC standards and search in special electronic information sources.
2. The computer is available upon booking only - see Article 4, Section 3.
3. Logging in to the computer and to the CSN system and other special resources is performed by a person on duty.
4. There is also a TV and DVD player available in the reading room. It is used for playing DVDs from the library, exceptionally own DVDs with professional or educational content.
5. Before entering the reading room, a user coming to use the DVD player shall check in at the information desk, submit the ID card, inform what DVD he/she is going to play, and take a remote control to work with the player. After the user has finished, he/she shall turn off the device, hand over the remote control and pick up the card.

a) Sample of Statement for Library Users

Surname, first name:

Date of Birth:

Statement

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 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 Statement 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

Statement

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 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

List of Fees and Paid Services

Registration Fees

VK Category

| | |
|--|-------------|
| Annual Fee | CZK 150 |
| One-time use full-time funds, including access to computer rooms | CZK 50 /day |

Penalty Fees

For reminders

| | | |
|--|-------------|--------|
| Overdue penalty | CZK 1 / day | |
| For 1st to 3rd reminder sent | by post | |
| | e-mail | CZK 5 |
| For 4th reminder acknowledgment of receipt | | CZK 50 |
| For failure to collect reservations | | CZK 10 |

For a document loss

| | |
|--|--------|
| Handling Fee | CZK 50 |
| + in case of loss without compensation the price set by the library (publications issued before 1990 = original price + 50 %, publications issued in the years 1990 – 2000 = original price + 25 %, publications issued since 2001 until now = original price) | |

For lockers

| | |
|--|---------|
| For the misuse of cabinets to store personal items outside library opening hours | CZK 100 |
| For the loss of key | CZK 250 |

| | |
|---|--------|
| For the loss of ID card and issue of a new one (VK category) | CZK 50 |
|---|--------|

Paid services for all categories

Copying

| | |
|-----------|-------|
| 1 page A4 | CZK 2 |
| 1 page A3 | CZK 4 |

Prints

| | |
|------------------------------|-------------------------------------|
| 1 page A4 in black and white | CZK 2 |
| 1 page A4 in colour | CZK 14 |
| Printing on plastic film | print price + plastic film price |

Paid services for the VK category

| | |
|------------------------------|--------------|
| Interlibrary Services | actual costs |
|------------------------------|--------------|

For written bibliographic or factual information and research

handling fee for processing according to sources

CZK 50 – 200

+ for each record

CZK 1

Paid services for unregistered users and legal entities

Processing research on request

According to the extent and sources of information used

contractual price