

Directive 5/2016	<b>Internal Regulation of the Institute of Technology and Business in České Budějovice</b>				
<b>UPDATED VERSION OF LIBRARY REGULATION OF THE ITB</b>					
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Acting in accordance with Act No. 257/2001 Coll., On Libraries and Terms of Operating Public Library and Information Services (The Library Act), Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) and pursuant to the Statute of The Institute of Technology and Business in České Budějovice (hereinafter referred to as the "ITB"), I hereby issue the following **Library Regulations**.

## GENERAL PROVISIONS

### Article 1

#### **Position of the ITB Library within the Organizational Structure of the ITB and its Registration in Adherence to the Library Act**

- (1) The ITB library (hereinafter referred to as the "Library") has been established to serve as premises providing information and library services.
- (2) The Library is managed by a head librarian reporting to the Bursar. The Library and its activities are governed by these Library Regulations.
- (3) The head librarian is responsible for the activities of the Library, its stock and management of allocated funds.
- (4) Pursuant to Section 5 of the Library Act, the Library is registered in accordance with Section 3 (1) (c) as the basic library and in accordance with Section 12 (1) of the Library Act as the basic library with specialized collection of books.

### Article 2

#### **Mission and Activities**

- (1) The mission of the Library is to provide information on studies and scientific and research activities pursued at the ITB. The function is fulfilled by activities consisting in collecting, processing, maintaining and making available the Library collection and body of information through rendering library and information services.
- (2) The Library provides all library and information services specified in Section 4 (1) and (3) of The Library Act, to all its registered users as equally as stipulated in Articles 1 and 3 of The Charter of Fundamental Rights and Freedoms, and in view of the right to seeking information guaranteed by Article 17 of The Charter of Fundamental Rights and Freedoms.
- (3) The Library activities are further governed by the following regulations:
  - a) The Decree of the Ministry of Culture No. 88/2002 Coll., On Application of Act No. 257/2001 Coll., On Libraries and Terms of Operating Public Library and Information Services (The Library Act),
  - b) Act No. 121/2000 Coll., On Copyright and the Rights Related to Copyright and on the Amendment of Some Other Acts (The Copyright Act), (hereinafter referred to as the "Copyright Act"), as amended,
  - c) Act No. 106/1999 Coll., On Free Access to Information, as amended,
  - d) Act No. 101/2000 Coll., On Personal Data Protection and on the Amendments of Some Other Acts, as amended,

- e) Act No. 89/2012 Coll., The Civil Code (hereinafter referred to as the “Civil Code”), as amended,
- f) Act No. No. 89/2012 Coll., The Civil Code (hereinafter referred to as the “Civil Code”), as amended,

#### **LIBRARY STOCK**

### **Article 3 Structure of Library Collection**

- (1) The Library creates a specialized collection of information resources in the printed form and the electronic form to suit its information profile as related to the ITB’s accredited degree programs and scientific and research pursuits. The profile is regularly updated.
- (2) The Library collection, registered pursuant to Sections 4 to 6 of The Ministry of Culture Decree No. 88/2002 Coll., consists of printed texts, audio documents and digital documents on machine-readable media.
- (3) The electronic information resources comprise bibliographic and full-text databases available as required in the relevant licensing agreements, and systematically organized references to freely available sources of information.
- (4) The Library expands its collection as suggested by the heads of faculties, departments and units in accordance with allocated funds, purchases financed outside the Library’s budget (grants) and donations.

### **Article 4 Availability of Library Stock**

- (1) When professionally processed, the Library collection is made available to be loaned on-site (on the Library premises) and off-site (outside the Library premises) for a specific period of time.
- (2) The electronic information resources are available on the internal ITB network and via the Internet in compliance with the relevant licensing agreements.
- (3) The specialized Library collection is financed by the relevant ITB faculties, units and departments and is administered by an authorized employee of such section who is also responsible for making the collection available to internal users.
- (4) The China Centre administers its collection independently and makes it available to visitors according to its own internal rules.

#### **LIBRARY USERS**

### **Article 5 Categories of Users**

- (1) With regard to the specialized character of the Library collection and electronic information resources specified in Article 3, any natural person over 15 years of age may become a registered user of the Library (hereinafter referred to as the “user”).

- (2) In accordance with the Library function specified in Article 1, Library users are divided into the following categories:
  - a) ITB staff members,
  - b) all ITB students (including Erasmus students),
  - c) the public,
  - d) other libraries, scientific and academic institutions within interlibrary loan services.
- (3) The above mentioned user groups access the Library collection and the information resources under different conditions. The conditions are specified in the Loan Rules section.

## **PUBLIC LIBRARY AND INFORMATION SERVICES**

### **Article 6 Providing Public Library and Information Services**

- (1) Pursuant to Section 4 of the Library Act, the Library provides public library and information services (hereinafter referred to as the “services”) only to duly registered natural persons. No statute of a collective user has been introduced.
- (2) The Library collection is made available to legal entities through interlibrary loan services in accordance with the applicable regulations.
- (3) Specific rules for providing individual services are specified in the Loan Rules section.

### **Article 7 Types of Services Provided**

- (1) Loan services:
  - a) on-site loans on the Library premises,
  - b) off-site loans outside the Library premises.
- (2) Reservations
- (3) Interlibrary services:
  - a) interlibrary loan services, including international loan services,
  - b) copies of documents.
- (4) Information services:
  - a) referencing and readers’ advisory services,
  - b) bibliographic and information services,
  - c) consulting services,
  - d) searching services.
- (5) Electronic services:
  - a) services available on the Library website,
  - b) electronic communication with the Library users,

- c) access to electronic information resources.
- (6) Reprographic services (Copy centre):
- a) printing,
  - b) scanning,
  - c) copying,
  - d) plastic comb binding or fixed binding of theses,
  - e) providing digital photographs for identity cards, including card issuance,
  - f) laminating A3 and A4 documents.
- (7) Sale services:
- a) sale of university textbooks and other books or reading materials,
  - b) sale of minor office supplies.

### **Article 8 Payment for Services**

- (1) The public library and information services specified in Section 4 (1) of the Library Act are provided free of charge by the Library staff, except for the services described in Section 4 (2) of the Library Act, for which a fee is charged equal to the actual costs incurred in providing the services.
- (2) For some other services provided, there are fees charged in the amount specified in the Price List of Fees and Paid Services (hereinafter referred to as the "Price List") which is laid down in Attachment 2.

### **LOAN RULES**

### **Article 9 Loan Services – Basic Provisions**

- (1) The procedure of borrowing the Library stock is governed by Sections 2193 – 2200 of the Civil Code.
- (2) Library loans are provided according to the Library function specified in Article 2 of these Library Regulations and the applicable provisions of the Copyright Act.

### **Article 10 Registration of Users**

- (1) In order to protect the Library collection and other property, to guarantee the quality and speed of provided services and to meet all duties following from Act No. 89/1995 Coll., an electronic database of registered Library users is created and maintained. Processing the users' personal data is carried out in conformity to Act No. 101/2000 Coll., Internal regulations and directives of the ITB, according to these Library Regulations and other generally applicable legislation.

- (2) Internal users are allowed to use the Library services after submitting their ITB student card or ITB staff identity cards. Data for electronic registration are taken over from the ITB information system, hence it is necessary that all users know and enter a secondary password.
- (3) Public Library users are allowed to use the Library services after submitting a library card issued by the Library upon the initial registration after payment of a handling fee has been made according to the applicable Price List.
- (4) Public Library users are registered in the electronic Library database as anticipated in Act No. 101/2000 Coll., after they so agree and present their citizen's identity cards (foreign nationals submit their passports and long-stay residence permits / visas), with their name, surname, academic degree, permanent address and date of birth being entered into the electronic database.
- (5) In addition, and upon the approval of the user, communication between the Library and the user can be facilitated by entering supplementary information, e.g. contact address, e-mail address, a telephone number.
- (6) The user's personal data are stored within limited access of the relevant Library staff members in relation to performing their work tasks and for the necessary time according to Act No. 101/2000 Coll., i.e. the user registration period extended by three years. In the event that the user has a debt or obligations to the Library, his / her personal data are stored over the owed obligations (debt) period extended by three years, yet no longer than three years after the court decision has been finalized.

## **Article 11**

### **User Rights and Obligations**

- (1) Only the user who has been duly registered and possesses a valid identity card or library card has the right to use all Library premises, stock and services in accordance with these Library Regulations.
- (2) A designated ITB's e-mail address is used for Library communication with internal users (e.g. information on reservations, sending reminders). By sending a message to the email address, the message is considered as delivered.
- (3) Upon the initial registration, the user is obliged to become acquainted with the Library Regulations, which is confirmed by signing the "Declaration" form. At the same time, the general public user gives their written consent to processing of their personal data. Declaration templates are to be found in Attachment 1.
- (4) The user is obliged to immediately report the loss of their identity card or library card to the Library staff members. On failing to do so, the card's misuse cannot be compensated.
- (5) The user is obliged to report any changes in the registered personal data (changes of names, address, etc.). They are also responsible for messages or notifications being delivered to their e-mail address (full mailbox, non-existing mailbox, etc.).
- (6) In addition, the user is obliged to behave quietly on all Library premises, not to use a mobile phone for making or receiving phone calls, maintain order, not to damage Library equipment and respect instructions given by the Library staff members.

- (7) It is forbidden to enter the Library for persons being under the influence of alcohol and drugs, wearing foul items of clothing or being armed. On all Library premises, the user is obliged to maintain cleanliness and order, observe the prohibition of smoking, alcohol and drug consumption, and the consumption of food and beverages in non-closable containers.
- (8) The user has the right to express their comments or make complaints and suggestions concerning activities of the Library. They may submit them orally, in writing or electronically to the Head of the Library who is obliged to respond within 7 working days.
- (9) In the event of a serious violation or a repeated violation of the Library Regulations, the user may be temporarily or permanently restricted in their user rights, or immediately expelled from the Library premises. This does not relieve them of their liability under the applicable regulations or the obligation to compensate for any damage.
- (10) ITB staff member registration in the electronic Library database is terminated on the date of termination of employment, whilst ITB student registration in the database is terminated on the date of termination or interruption of studies. All obligations towards the Library must be settled no later than on the date of termination.

## **Article 12**

### **Types of Loans and Loan Periods**

- (1) The Library provides off-site loans outside its premises and on-site loans on its premises:
  - a) off-site loans include: publications stocked in more than one copy, periodicals,
  - b) on-site loans include: publications stocked in only one copy, rare or irreplaceable publications, study materials and university textbooks on CD.
- (2) The loan period for off-site loans is dependent on the user category and a publication type:
  - a) ITB staff members
    - all non-periodical publications: 1 month;
    - periodicals: 1 week.

In exceptional cases, it is possible to agree on extension with the head librarian.

- b) students, public
  - university textbooks, textbooks: 1 month, 2 months for specific selected publications,
  - other professional books and publications: 1 week,
  - periodicals: 1 week.

The loan period may be extended for students writing their theses.

- c) legal entities through interlibrary loan service
  - publications: 2 weeks to 1 month;
  - periodicals: not available for off-site loans.

- (3) Off-site loans may be repeatedly extended unless the requested publication has been reserved by another user.
- (4) The Library provides reservations of publications. The ITB Information System automatically sends a notification on reserving a publication to the user's email address. The publication has to be collected within 14 days, otherwise the reservation is cancelled.
- (5) The number of off-site loans is determined by the user category:
  - a) ITB staff members may simultaneously borrow the maximum of 30 publications,
  - b) ITB students and the general public users may simultaneously borrow the maximum of 10 publications for the loan period specified in (2).

### **Article 13**

#### **Loan and Return Procedures**

- (1) The Library collection is not freely available; it is stocked on the Library premises and administered only by the Library staff members.
- (2) The Tritius automated library system is used for recording in-stock publications and loan reporting.
- (3) The user is obliged to search for a particular publication beforehand in the electronic Library catalogue available on the Library's website and make a note of the publication's signature mark.
- (4) The list of required signature marks is then presented to a loan desk member of the Library staff who proceeds to locate the publication on-site in the Library stock.
- (5) Provided the publication is available, it is then registered as a loan by the loan desk staff member. The user's account is accessed on submitting their identity card, or by scanning a specific barcode on the external user's library card. The loaned publication is saved to the user's account by scanning a specific barcode of the publication.
- (6) The loaned publication may also be removed from the user's account by using their identity or library card and scanning the publication's barcode.
- (7) Prior to loaning, the user is obliged to inspect the publication and report any defects to the loan desk staff member. Defects may be in the form of damage significantly reducing the possibility of using the publication. The publication's normal wear corresponding to its age is not seen as a defect.
- (8) Prior to leaving the Library premises, the user may be asked to submit to an inspection of objects by the Library staff, or if necessary, to wait for the arrival of the Police of the Czech Republic. Unauthorized removal of publications from the Library or an attempt to do so is seen as a crime of theft.
- (9) The user is obliged to observe the loan period and must not lend the loaned publication to other persons. The user is responsible for the loaned publication for the entire duration of the loan period until the publication is returned. The user is also obliged to prevent the publication from any damage, loss or removal. Any forms of underlining, inscribing, tearing off sheets, etc. are also considered as damage
- (10) The user is obliged to return the publication in the same condition as it was handed to them.



- (11) When an on-site loan is requested, it is not registered as a regular loan in the Library system by the loan desk staff member, but it is temporarily loaned to the user on the Library premises in return for their identity card. After the publication has been returned undamaged to the loan desk staff member, the card is handed back to the user.

#### **Article 14**

##### **Recovery of Unreturned Loans**

- (1) Prior to loan period expiration, the user is notified electronically about the upcoming expiration of loaned publication(s). Once the loan period has been exceeded, the Library system automatically generates its first reminder, followed by its second reminder and third reminder, which are sent to the user's e-mail address. The fourth reminder is an attempt at reconciliation and is sent by registered mail with advice of delivery. If the publication(s) still remain unreturned, a legal action in the form of enforcement is taken.
- (2) Following from the above mentioned, the user is obliged to pay fees according to the applicable Price List for each reminder.

#### **Article 15**

##### **Interlibrary services**

- (1) Shall a particular document not be available at the Library stock, upon the request of a user, the Library may arrange loaning the document or publication from other library by means of interlibrary services pursuant to Section of the Library Act and Sections 2 and 3 of The Ministry of Culture Decree No. 88/2002 Coll.
- (2) Subsequently, the lending library determines the loan's nature and its loan period.
- (3) On providing for copies and international interlibrary services by the Library staff, the user is charged with fees equal to the costs actually incurred in the provisions.

#### **Article 16**

##### **Information Services**

- (1) The information services specified in Section 7 (4) a) to d) are provided orally, via telephone or e-mail by the Library staff.
- (2) Searching services are provided in writing only to the ITB employees upon their request.

#### **Article 17**

##### **Electronic Services**

- (1) The following online Library services are available only for the registered users:
- a) accessing online Library catalogue,
  - b) accessing personal loan account,
  - c) accessing paid electronic sources of information from the ITB IP addresses.
- (2) Inside the Library and the related study and reading room equipped with computers and Wi-Fi network adapters, the users are allowed to use the Internet, freely available electronic sources of information and information resources prepaid by the ITB.

## **Article 18**

### **Reprographic Services**

- (1) All copying services, plotter printing and bindings are provided by the Copycentrum situated in the Library premises.
- (2) The prices of reprographic services are determined by the Price List, which is a part of Attachment 2 of this Regulation and in the Library premises.
- (3) While making copies, the user is obliged to comply with the Copyright Act. Copies made for personal use may not be used for any other purposes.

## **Article 19**

### **Instructions for Using Computer Technology in Library and Study and Reading Room**

- (1) Prior to commencing the activities inside the Library, the users are obliged to inspect the conditions of their Library working place. If any defect is found, the users are obliged to inform the Library staff immediately.
- (2) The way of working is determined precisely by the installed software of the relevant computer. It is prohibited to use any software other than the software provided. Likewise, the user is not allowed to copy or distribute any parts of the operating system, installed applications or programs.
- (3) All information and data obtained in any form and on any medium are solely for the personal use of the user and for the study purposes. They may not be redistributed, reproduced, copied, lent, distributed (even on the computer network), sold or otherwise used, particularly not for commercial purposes.
- (4) The user must not knowingly disrupt the work of other Library or computer network users or the operations and performance of the network as a whole, e.g. by overloading network resources, using the computers to gain access to other computers or other networks, or to spread viruses.
- (5) The user bears full responsibility for any damage caused by their intervention in the computer or network configurations being used, or any other improper manipulation with the computer equipment, including damage caused by computer viruses entered by the user.
- (6) The user is obliged to report any defects detected while working to the Library staff.
- (7) The user may not visit websites whose content is in violation of the applicable legislation.

## **SANCTIONS FOR NON-COMPLIANCE WITH THE LIBRARY RULES AND REGULATIONS**

### **Article 20**

#### **Compensation for General Damages**

- (1) The user is responsible for damages caused to the Library property according to the generally applicable regulations.

- (2) The user is obliged to immediately report any loss or damage to a loaned publication and pay the damage within a time period specified by the Library staff who also determine the method of compensation or replacement.
- (3) The compensation or replacement is possible:
  - a) by the user's supplying an intact copy of the same publication published in the same edition;
  - b) by the user's supplying an intact copy of the same publication published in a different edition;
  - c) in cash.
- (4) The amount of financial compensation is determined by the Library on the basis of the market price of the publication at the time of the damage and the amount of handling charge according to the applicable Price List.
- (5) Until the method of compensation for the damage or loss and the settlement of all claims is resolved, the Library has the right to suspend providing the user with all services offered.
- (6) The Library staff do not hold liability to the user for any damage caused to their personal belongings left in areas not designated for doing so, or for any belongings left unattended by the user on the ITB Library premises.

#### **Article 21**

##### **Fees for Offenses against the Library Rules and Regulations**

- (1) Charges for dunning and collection of unreturned publications.
- (2) Charges for loss of the library card (the external borrower).
- (3) Charges for the loss or serious damage to a borrowed publication or document.

#### **FINAL PROVISIONS**

#### **Article 22**

##### **Exceptions to the Library Rules and Regulations**

- (1) All exceptions to the Library Rules and Regulations shall be allowed by the ITB Rector in justified cases.

#### **Article 23**

##### **Updates on the Library Rules and Regulations**

- (1) The Library Rules and Regulations may be updated in the event of changed Library requirements and needs.

#### **Attachments:**

[Attachment No. 1 – Template of Declaration](#)

[Attachment No. 2 – Price List of Charges and Paid Services](#)