

Rector's Decree				
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Name:	Library Regulations for using Library Services of the University library of the Technical University of Liberec			
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Library Regulations

Technical University of Liberec

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1. General terms

The General Terms and Conditions for using the library services of the Technical University of Liberec Library is a summary of rules which apply to all users. The basis for the Library terms are:

- Act No. 257/2001 Coll., on libraries and conditions for the operation of public library and information services (Library Act),
- Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to other Acts (Higher Education Act), as amended,
- Decree No. 88/2002 Coll. Decree of the Ministry of Culture on the implementation of Act No. 257/2001 Coll.,
- Act No. 121/200 Coll. Copyright Act, Rights related to Copyright and Amending Certain Acts (Copyright Act),
- Regulation of the European Parliament and of the Council (EU) 2016/689 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/ES (general regulation on the protection of Personal Data),
- Act No. 101/200 Coll., Act on the Protection of Personal Data and on Amendments to Certain Acts.,
- Act No. 89/1995 Coll., On the- State Statistical Service, as amended in Act No. 275/2012 Coll. The status of the Technical university of Liberec.

The university library (hereinafter referred to as UKN) is a facility of the Technical University of Liberec (hereinafter, TUL). The Library Rules regulate the rules for the provision of information and library services for academic staff, other TUL employees, TUL students, the public and the Library Network of Interlibrary Loan Services and International Interlibrary Loan Services (ILLS, IILLS - Czech terms MVS, MMS respectively).

UKN provides ordinary services free of charge. Fixed fees are charged for additional services. (See Appendix 1).

2. Users of UKN services

UKN users are divided into 4 categories:

- A. Employees of the TUL
students of Bachelor's, Master's and PhD programmes and participants of the lifelong
- B. learning courses of the TUL
- C. external user
- D. network of libraries involved in Interlibrary Loan Services and International Interlibrary Loan Services (MVS, MMS in Czech)

Rights and obligations for users of the UKN services

- By completing and signing the application, a contract for the provision of library services is formed between the user and the TUL, which includes the user's obligation to comply with the rules set out in this Library Code. The provision of the Civil Code No. 89/2012 Coll. as amended, § 2193-2200.
- Users are required to notify the UKN of any change in personal data registered by the UKN
- Users are required to comply with the UKN Library Regulations, adhere to library staff guidelines, and respect the regulations posted on devices installed in the UKN. Users are required to submit to all measures aimed at protecting TUL property.
- The UKN collection is protected by a security system. If security devices report an alarm when the user leaves the library, library staff have the right to view all books and magazines.
- Users of the UKN have the right to fully use the handbooks, magazines, and devices that are placed in the library.
- It is not permitted to remove any information materials, devices and other equipment from the UKN premises.

- If the user does not abide by these provisions, he or she may be temporarily or permanently deprived of the right to use the library services. This is not forbidden under the applicable regulations (the Civil Code, this Library Code, the Copyright Act) or the obligation to compensate for any damage caused.
- Serious offences of internal users (categories A and B) against the Library Regulations are dealt with in conjunction with the leadership of the respective faculties or other TUL workplaces.
Comments and complaints about the working of the UKN can be submitted orally, in written form or electronically (knihovna@tul.cz) to the director of the UKN.

3. Loan rules

Students and employees of the TUL use their identification licence (ISIC, ITIC, TUL card, Anette card) to use the UKN services. Other users must acquire a library card with an assigned number and code after showing a valid identity card and filling in an application form.

The loss of the library card must be reported without delay to knihova@tul.cz or at the reference service at the information desk. Upon request, a duplicate will be made after the user has paid a set fee. (See appendix 1).

The validity of the library card must be extended each year. Upon registration or borrowing for the first time, the user will choose a personal identification number (PIN), which will be entered when borrowing an item or signing into the library account in the library catalogue.

Upon finishing their studies, students are required to submit an End-of-Studies Form validated by the library, which is confirmation that the student has no documents borrowed or does not owe any user fees. The user is deleted from the libraries records on the basis of this valid Form.

Obligations stated in the previous paragraph apply to TUL employees likewise, who are required to submit an End-of-Employment Form at the TUL Personal Department validated by the library, confirming that they have no documents borrowed and that they do not owe any user fees.

After submitting a library card or any other TUL identity card, the user has the right to borrow any information source they require from the UKN collection. The number of borrowed items is limited to twenty. The user, who has pending fees in the library, does not have the right to borrow any documents from the library's collection.

The UKN provides an Interlibrary Loan Service (MVS) and an International Interlibrary Loan Service (MMS) for library users.

The loan period is determined by the type of information source:

Books	1 month (30 days)
Textbooks	2 months (60 days)
Magazines, games	1 week (7 days), the latest issue, only within the library
Non-book documents	2 weeks (14 days), (CD, MC, VHS)
ILS, IILS	depending on the lending library, a maximum of 1 month

The loan period can be extended twice only. The condition for an extension is that no other user has shown interest in the given document (i.e. it is not reserved). The extension of the loan period is also possible through the UKN interface or by telephone.

These materials can be borrowed on site only:

- displayed documents marked with a red strip,
- standards,
- latest magazine issues.

Exceptions can be made by the director of the UKN.

Users can create a copy of source materials if the Copyright Act is not violated by this action.

Registered users of the UKN can use the services of DDD (Digital Document Delivery). E-books acquired using the DDD service are for personal use only. The UKN will make a digital copy of a library unit which is present within the library collection and was issued during the years 1500-1900 upon request. This library unit can only be procured if it is not protected by the Copyright Act. The UKN is not obligated to produce a digitalised copy of a library unit if there is a risk that it will be irreversibly damaged. The user can choose the formats PDF, MOBI, EPUB. The price of a digital copy can be found in the current price list. (See appendix 1).

4. Protection of personal data

The UKN will file and process personal data of the users in accordance with the EU regulations of personal information and other generally binding regulations, on the basis of the duties resulting from the Library Act, a contractual relationship with the users concerning providing library services and on the basis of legitimate interests of the UKN regarding the protection of the library collection and the TUL property.

Personal data is processed for these reasons:

- providing library services, information services and other services for users,
- protecting the UKN collection and property,
- respecting the duties prescribed by the Library Act.

The administrator of personal information is the Technical University of Liberec.

The UKN processes personal information of registered users (and in the case of children under the age of 15, information about the child's legal representative) in the following form:

- identification data (first name, surname, title, date of birth, library card barcode),
- contact information (permanent residence address, correspondence address, e-mail, telephone number if needed),
- work and study information (relationship to the TUL – employee, student, connection to workplace or faculty),
- history of activities (requests, reservations, orders, materials borrowed),
- economic data (fees and debts).

Personal information on students and TUL employees is transferred from the TUL information systems. External users provide personal data by registering and filling in the application form, validated by their signature. The accuracy and veracity of the data is verified by the identity documents provided. Personal data is processed manually by entrusted employees of the TUL and in the automated library system. This information is not provided to any third party. The UKN stores personal data for the duration of 12 months after the end of the validity of the user's registration period and their resolving of all debts towards the TUL.

Every user has the right to obtain confirmation from the UKN that their data has been processed. If personal data has been stored, the user has the right to view this data along with the following information: reasons for processing; category of personal data used; receivers or the category of receivers of this data to whom it would be available; the duration the UKN will store this information. Furthermore a user has the following rights: to amend their personal data; to request the termination of personal data or the limitation of its processing; to submit a complaint to the Personal Data Protection Authority; to obtain an overview and a copy of processed information; to transfer the processed data to a different administrator.

Detailed information on the terms of processing personal data, the rights of persons whose personal data is processed by the UKN, the conditions when the user can exercise their rights, the means and conditions of accessing this data are listed at:

- the UKN webpages
- on the information notice regarding the protection of personal data located at the loans desk

5. Recovery of non-returned items

The user is obliged to return the information source on loan within the given deadline in the state in which it was borrowed. During the entire loan period, the user is responsible for the document. If the user does not return the document in time, they will receive a reminder regarding the fine to be paid. (See appendix 1).

The user will be notified 3 days before the given deadline before the first reminder is sent.

The reminders are generated as follows:

- I. Reminder – sent via electronic post the day after the deadline for returning the material on loan.
- II. Reminder – sent to users of category A via internal post to their workplace, and to other users via post 30 calendar days after the due date for returning the material on loan.
- III. Reminder – sent via registered mail with a return receipt to the user's permanent residence address 60 calendar days after the deadline for returning the borrowed material.
- IV. Internal Notification for the Legal Department - forwarded to the TUL Legal Department 90 calendar days after the deadline for returning the borrowed material. A copy of this notification is simultaneously sent to the user and the corresponding workplace and section.

Recovery through legal action will be undertaken after three ignored reminders. All of the user's library services are also immediately blocked.

6. Responsibility for damage

The user is responsible for the damage caused to the property of the University Library under the general terms and conditions.

If the damage to the UKN property is caused by:

- A student – the responsibility for the damage and compensation for the damage is discussed within the disciplinary committee of the appropriate faculty,
- An employee – the responsibility for the damage and compensation will be discussed within the Reimbursement committee.
- An external user – the damage caused will be reported to the Police of the Czech Republic.

If the user causes damage to borrowed material, be it through losing the document or its damaging or destruction, he or she is obligated to report it without delay via the email knihovna@tul.cz or at the reference service at the information desk. The user is required to compensate for the damage caused according to the provisions of the Civil Code No. 89/2012 Coll., § 2951 paragraph 1, which states: "Damage is compensated by the restoration to the original state. If this is not reasonably possible, or if so requested by the victim, damage is payable in money".

The manner of compensation is decided by the director of the UKN. A lost document can be replaced:

- by the same document in the same edition and binding,
- by the same document in a newer edition,

- by another document suitable for the library, which corresponds with the original content and is financially comparable to the lost document,
- through financial compensation.

7. Terms and conditions for using computer equipment

Computers and other information technology (hereinafter, computers) are located on the premises of the library. The user can sign in to these devices using their personal password to the LIANE network. After this they have access not only to the internet, but also to licensed Electronic Information Sources (referred to as EIZ in Czech).

The user is not permitted to use or install any programs on the UKN computers besides those that are offered in the selection. The user is not permitted to intervene with the configuration of UKN computers.

The user is not permitted to copy or distribute parts of the operation system of the UKN computers and applications installed on the UKN computers.

The user must not in any way try to obtain access rights or a privileged status that does not belong to them. If the user obtains a privileged status of any access rights not belonging to him in any way (including a hardware or software error in the system), they are obliged to report this without delay to an employee of the library.

The user must not knowingly disrupt the work of other UKN computer users or the performance of the UKN network as a whole e. g. overburdening the sources of the network; using the UKN network to access other computers, networks; to spread computer viruses or “spam messages”.

The user is fully responsible for damage caused by their tampering with the computers, including the damage caused by viruses loaded onto the computer by the user.

The operation of UKN computers can be limited or interrupted for necessary maintenance or on other serious grounds.

By using licensed EIZ the user is permitted to access all data gained by this method solely in the manner defined in the licence agreement. This means the following:

- All use of licenced EIZ is allowed only for non-commercial purposes. This means only for teaching, study or scientific purposes or for the user's personal use.
- The user is permitted to search, browse, display, print and download selected parts; downloading entire editions of electronic magazines is not allowed.
- Users must not convey this data (directly or indirectly) as any kind of paid service (e. g. “document delivery“ or alike) or for any other distribution method (whether it paid or otherwise) .

8. Final provisions

Herewith the following is no longer valid: part A) KNIHOVNÍ ŘÁD Směrnice rektora č. 6/2013 dated, 18. 2. 2017.

9. List of appendices

Appendix 1 – Price list of university library fees valid from the 1. 4. 2018.

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Library cards:

First issue	free
First replacement issue	50,- CZK
Additional replacement issues (repeated loss – for each new library card)	150,- CZK
Lamination of library card	6,- CZK

Reminders:

Reminder per document per day	1,- CZK
Sending email reminder regarding approaching deadline for return of material	0,- CZK
Sending of first reminder via e-mail (the day after the deadline)	0,- CZK
Sending of second reminder via post (a month after the deadline)	15,- CZK
Sending of third reminder via registered mail (2 months after the deadline)	50,- CZK
Internal notification for the rectoral unit	50,- CZK

Losses:

Documents issued before the year 1990	300 % of the original cost
Documents issued after the year 1990	200 % of the original cost

Copying:

Self-service photocopiers

Services provided within the ILS and IILS:

Contributions for payments are dealt with via internal transfers from the respective workplaces. If the applicant is a student, then (following written confirmation from the department) internal transfer from the confirming workplace occurs. Payment in cash may sometimes be made upon receipt of the borrowed material or its copies.

For every successful loan request (ILS and IILS)	10,- CZK	
Borrowing a book (ILS) within the Czech Republic	10,- CZK	
Borrowing a book (IILS) within Europe (excluding UK and overseas countries)	150,- CZK + 10,- CZK	
Borrowing a book (IILS) from the UK and overseas countries	400,- CZK + 10,- CZK	
Copies of requested ILS (national) sources	Per page	2,- CZK + 10,- CZK
Copies of requested IILS (international) sources	Per ten pages	30,- CZK + 10,- CZK for each completed request

Database search/retrieval

1 hour of work conducted by the retrieval specialist	160,- CZK
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Digital Document Delivery

1 digital A4 page	2,- CZK
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