

extension. After the expiry of the third extended loan period, the user must return the item.

3.3.3 The borrowing time for on-site loans of items ordered from the ASL depository is done under the same conditions, with a maximum of one extra basic loan period. These items may not be taken from the study room and are kept for the user at the services section of the study room.

3.3.4 Users are allowed to borrow a maximum of 15 items at a time.

### **3.4 Late return fees**

3.4.1 If users do not return the items by the due date, they must pay a fine for the late return (late fee), which is determined according to the number of borrowed items and number of days late, that is the number of calendar days following the due date for each late return (see ASL Price List of Services and Fees). The user must also return the borrowed items or provide monetary compensation for them.

3.4.2 ASL is not obliged to send reminders to users about the return of borrowed items. In the event that a reminder must be sent to the user for a late return, the user will be obliged to pay not only for the late fee, but also for the expenses incurred in sending the reminder (see ASL Price List of Services and Fees).

3.4.3 The obligation to pay the late fee arises on the first day after the return date and extends until the day the item has been returned or payment for compensation for loss or damage has been obtained for the unreturned or damaged item.

3.4.4 The user pays for late fees in cash at the circulation desk and a receipt is issued. ASL users will have their library card suspended until all outstanding fees are paid.

3.4.5 In the event that the outstanding fees amount to a total of over 1000,- CZK (one thousand Czech Crowns), ASL is entitled pursuant to Government Decree no. 142/1994 Coll., until the balance of the amount owed is paid. The user pledges to pay the owed amount along with the late payment interest.

3.4.6 Payment of late payment interest contract fine does not affect the rights of ASL for compensation of loss or damage.

### **3.5 Accessible study room collection**

3.5.1 Users can make use of the accessible collection for on-site study either on their own or with the assistance of an ASL employee.

3.5.2 The borrowed documents are not reshelved by the user, but placed in locations meant for re-shelving.

3.5.3 Documents of the accessible collection cannot be reserved.

### **3.6 Replacement of lost, damaged or destroyed documents**

3.6.1 Users bear full responsibility for the state of documents lent to them. If users return a document in a damaged state, they are obliged to compensate all expenses incurred in conjunction with removing such damage. It is irrelevant whether the users caused the damage deliberately or through negligence, or whether a third

party caused the damage. The same applies in the event that the users lose the document, whether by theft or any other form of loss or damage, even if not caused by the users (as in an act of God).

3.6.2 As compensation for damaged or lost documents, ASL can accept replacements from users in the form of another print of the same publication or a newer edition of the same publication. ASL can also accept a different publication or financial compensation. The amount of financial compensation is governed by the current market price of the borrowed document or price of creation of a copy. ASL will decide on the method of compensation.

3.6.3 ASL has the right to full compensation for loss even in the event that the loss, damage, or destruction involves only one part of a multi-volume piece, if the damage incurred results in the reduction of the value of the collection as a whole.

3.6.4 In disputable cases, the form and amount of compensation is determined by ASL management.

3.6.5 If the user does not return the borrowed items or does not pay compensation in the aforementioned manner, ASL will use legal means to extract compensation for damage by means of the court. The user is required to also pay for costs related to such extraction.

3.6.6 Until the time of payment of all outstanding claims, ASL has the right to prevent users from using all services by blocking the library card.

### **3.7 Inter-library services**

ASL provides national and international inter-library services to registered users and libraries. Through inter-library services, it is possible to obtain a loan item, a copy of a document, or a part of one. Copies of documents (or parts of them) from the ASL collection and from documents obtained by ASL from other libraries are meant solely for the personal use of users in accordance with copyright law.

#### **3.7.1 Detailed information on ASL inter-library services**

See appendix no. 2 of Library Regulations.

### **3.8 Electronic information sources**

3.8.1 Electronic information sources (hereinafter EIS) are made accessible through the ASL web pages. Access to the licensed EIS is made possible in the computer study room or through the portable devices of users connected to the computer network in the ASL study room. EIS, which in its licence contract includes remote access, can also be reached by registered users from their own computers outside of ASL.

3.8.2 Remote access is made possible only on the basis of verification of authorized users. The regulations for remote access are also presented on ASL web pages and users confirm this every time they log on.

3.8.3 For the remote use of EIS, a library card is required. EIS can be used only by the users who requested the service and who have the valid library card.

3.8.4 Users are obliged to use all data obtained in this way exclusively for their own personal use.

3.8.5 Downloading entire issues of electronic journals is prohibited. The data obtained may not be further copied, reproduced or otherwise disseminated, distributed or made accessible to a third party.

3.8.6 Users agree to use the data obtained through ASL services in accordance with copyright laws and bear the sole responsibility for any possible infraction thereof.

### 3.9 Computer study room and internet

3.9.1 The computer study room is meant to be used with the ASL electronic information sources (database and carriers of digital data of the ASL collection) for the study purposes of users and to access freely accessible data of a scientific nature from the internet.

3.9.2 The use of the services of the computer study room is permitted only for those users who have a valid library card. Unregistered users may use the services of the computer study room for a single-use fee (see ASL Price List of Services and Fees).

3.9.3 Users of the computer study room and internet are obliged to uphold the Regulations for Computer Technology Use (see appendix no. 3 of Library Regulations).

## Article 4 CONCLUDING STIPULATION

4.1 Exceptions to the Library Regulations are permitted by the Director of ASL or an employee authorized by the director.

4.2 The following appendixes are an integral part of the Library Regulations:

- Appendix no. 1 – ASL Price List of Services and Fees;
- Appendix no. 2 – Inter-library services;
- Appendix no. 3 – Regulations for Computer Technology Use.

4.3 ASL reserves the right to update the appendixes to the Library Regulations. The current valid text of the Library Regulations and its appendixes will be published at <http://www.knav.cz> and in the ASL study room. Users are obliged to observe these changes and act accordingly.

4.4 Users vouch with their signature upon the issue of the library card that they are familiar with the Library Regulations, that they agree to the given conditions therein, and promise to uphold them.

4.5 On 31 August 2008, the validity of the Library Regulations of 1 September 2007 loses effect. All rights and responsibilities concerning its validity period continue to be effective for the involved parties.

4.6 The Library Regulations take effect from 1 September 2008.

In Prague on 1 September 2008  
Ing. Martin Lhoták, Director of the Academy of Sciences Library of the Czech Republic

## Appendix no. 1 PRICE LIST OF SERVICES AND FEES

### LIBRARY CARDS

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**Type A** – valid for 365 days:  
Employees of institutes of the AS CR free  
Persons over the age of 70 free  
Persons under the age of 70 150 CZK

**Type B** – valid for 183 days:  
Persons over the age of 70 Free  
Persons under the age of 70 80 CZK

Single-day entry (not using services of the computer study room) 10 CZK  
One-time fee for use of services of the computer study room (1.5 hrs.) for non-registered users 50 CZK

Library card fee 20 CZK  
Fee for replacement library card 50 CZK

**Fees for late returns**  
1 day / 1 document 3 CZK  
1. reminder 10 CZK  
2. reminder 10 CZK  
3. reminder 10 CZK  
Pre-prosecution reminder 400 CZK  
Director's reminder (registered post)

### HANDLING FEES

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Postage for a reservation and reminder by post 10 CZK  
Notification of reservation electronically Free  
Charge for a reservation 10 CZK  
Fine for handling the loss of a publication 50 CZK  
Fine for determining unannounced address changes 50 CZK  
Fine for loss of – cloakroom key 100 CZK  
Fine for loss of – hanger number 50 CZK  
Fine for failing to pick up a reserved or requested item 10 CZK  
Loss of PIN 50 CZK  
Late return of cable for connection to the internet (2nd day, etc.) 50 CZK  
Loss of cable for connecting to internet 100 CZK  
Fee for exaction of compensation of losses (determined by management)

## REPROGRAPHIC SERVICES provided to registered users in the ASL study room

<i>Black and white copies made by ASL employees</i>		
1x A4		2 CZK
1x A4 two-sided		3 CZK
1x A3		4 CZK
1x A3 two-sided		6 CZK
<i>Black and white copies made on the self-serve copy machine</i>		
1x A4		1 CZK
1x A4 two-sided		2 CZK
<i>Copies of one-sided A4 provided by fax</i>		
		5.50 CZK
Added to the fee is the amount corresponding to the number of telephone impulses during sending		
Express service charge		100% of the basic fee
<i>Printing of user's data on the computer printer</i>		
1x A4		2 CZK
1x A4 two-sided		3 CZK
Copying data to diskette		
		15 CZK
Postage for sending documents		
		Based on current Czech Post fees

## INTER-LIBRARY SERVICES

### National Inter-library services

Concluding an AGREEMENT	Czech libraries	Free
Library card – processing fee	Prague libraries	20 CZK

For inter-library services there are still fees for late returns, for exaction of losses, and manipulation fees stated above.

### From the ASL collection

Loan	libraries CR	Free
Copies		
1x A4 one-sided	libraries of the institutes of AS CR	Free
	libraries of the CR	2 CZK
1x A4 two-sided	libraries of the institutes of the AS CR	Free
	libraries of the CR	3 CZK
+ postage and sending of copies		
		Based on current Czech Post fees
Copies sent electronically – see Price list VPL ( <a href="http://www.vpk.cz">http://www.vpk.cz</a> )		
<b>From other libraries outside of Prague</b>		
Loan	Registered ASL user	Expenses set by the library providing services + 35 CZK postage
	Physical person	
Copies	Registered ASL user	Expenses set by the library providing services
	Physical person	

## International Inter-library services

### From abroad

Loans	Institutes of the AS CR	300 CZK
	Other registered users	500 CZK
From the British Library and overseas	Institutes of the AS CR	600 CZK
	Other registered users	700 CZK
Copies – for every 5 pages (begun)	Institutes of the AS CR	50 CZK
	Other registered users	60 CZK
From the British Library and overseas – copies per 1 Article	Institutes of the AS CR	350 CZK
	Other registered users	450 CZK

### To send abroad

Loan	Slovakia	1 IFLA Voucher / 8 EUR
	Europe	1 IFLA Voucher / 10 EUR
	overseas	2 IFLA Voucher / 16 EUR
Copies 1x A4	Slovakia	2 CZK
Copies 1-10 pages	Europe	1 IFLA Voucher / 8 EUR
	overseas	2 IFLA Voucher / 16 EUR
Copies for every other 10 pages (begun) + postage for sending the document	Europe / overseas	0.5 IFLA Voucher / 4 EUR
		Based on current Czech Post fees

## RESEARCH SERVICES

Research for each hour (begun)		
Employees of AS CR	100 CZK	
Other	250 CZK	

## COPIES FROM DOCUMENTS OF THE ASL HISTORICAL BIBLIOGRAPHY COLLECTION

Digital copies of documents transferred to DVD/CD		
– 1 page to A4 format (colour scan)	15 CZK	
– 1 page from a digitalized document	10 CZK	
Saving on		
– DVD/CD	80 CZK	
– HDD, transferable memory discs	20 CZK	
Black and white print output	2 CZK / 1 page	

<b>Reproduction rights</b> for publication		
– for non-commercial purposes	250 CZK	
– for commercial purposes	1000 CZK	

## SERVICES OF THE LIBRARY AND REPROGRAPHIC CENTRE

### Black and white copy

A4	single side	1–99 pcs	2,00 CZK
A4	single side	100–999 pcs	1,60 CZK
A4	single side	over 1,000 pcs	1,20 CZK
A4	double side	1–99 pcs	3,00 CZK
A4	double side	100–999 pcs	2,50 CZK
A4	double side	over 1,000 pcs	1,90 CZK
A3	single side	1–99 pcs	3,50 CZK
A3	single side	100–999 pcs	3,00 CZK
A3	double side	1–99 pcs	4,50 CZK
A3	double side	100–999 pcs	4,00 CZK
A4	book single side	page	2,00 CZK
A3	book single side	page	4,00 CZK
A4	book double side	page	3,00 CZK
A3	book double side	page	6,00 CZK

### Colour copy

A4	single side	1–99 pcs	20,00 CZK
A4	single side	100–199 pcs	17,50 CZK
A4	single side	200–299 pcs	15,00 CZK
A4	double side		40,00 CZK
A3	single side		43,00 CZK
A3	double side		86,00 CZK

### Printing

Matrix A4	single side	17,50 CZK
Paper A4	500 pages	225,00 CZK
Colour	20,000 copies	1,900,00 CZK
Cardboard - cover A4	single side	3,80 CZK
Cardboard - cover A4	double side	6,50 CZK
Cardboard - cover A3	single side	6,30 CZK
Cardboard - cover A3	double side	10,00 CZK

### Laminated, Passe-partout

Laminated A3	50,00 CZK
Laminated A4	25,00 CZK
Laminated A5	12,50 CZK
Passe-partout A3	375,00 CZK
Passe-partout A4	250,00 CZK
Passe-partout A5	187,50 CZK
Passe-partout A6	125,00 CZK

### Book binding

A4 whole-bound boards + print	312,50 CZK
A3 whole-bound boards + print	437,50 CZK
A5 whole-bound boards + print	187,50 CZK
Thermal binding A4-A5	31,50 CZK
Binding Unibind A4	44,00 CZK
Binding on spiral up to 25 mm	30,00 CZK
Binding on spiral up to 45 mm	38,00 CZK
Collation, completion, gluing and trim	13,00 CZK
Collation, completion, trim and hole punching	15,00 CZK
Collation, completion, gluing and flaps	19,00 CZK
Saddle stitching (2 clips)	6,50 CZK
Corner stitching	1,30 CZK

Collation	1,30 CZK
Folding	1,30 CZK
Perforation	1,30 CZK
Guiding1 line	20,00 CZK
Preparing boards A4	125,00 CZK
All cloth	
Packing out into boards 2 corners	6,50 CZK

## Appendix no. 2 INTER-LIBRARY SERVICES

ASL provides national and international inter-library services through which it is possible to borrow documents or copy articles or belles lettres.

Inter-library services are provided exclusively among libraries and are governed by legislation documents (Regulation no. 257/2001 Coll., Ordinance no. 88/2002 Coll. and Policy on inter-library services issued as a recommendation of ÚKR from 15 March 1999). Ordering documents from foreign libraries and institutes is governed by valid regulations in the area of international inter-library services.

accessible at

[http://www.nkp.cz/pages/page.php3?page=sluz\\_legms.htm](http://www.nkp.cz/pages/page.php3?page=sluz_legms.htm)

Reprographic services provided from the documents of the ASL collection and the documents administered by the library are meant solely for the personal use of the user in accordance with the stipulation of Regulation no. 121/2000 Coll. (copyright law). The library making the request is simply the mediator of the order and the provided copies are for the personal use of the end user.

### 1. National Inter-library services

#### 1.1 Circulation (National inter-library services – NILS)

1.1.1 ASL provides loans from the ASL collection to all libraries in the Czech Republic. Loans can be requested by placing an order through the electronic ASL catalogue, through an inter-library order form on the web pages of ASL (<http://www.knav.cz>), or by e-mail (mvs@knav.cz).

A condition for the electronic order is the signing of a written agreement.

Collective users seated in Prague are issued a library card (see Guidelines for NILS in the ALEPH System and the ASL Price List of Services and Fees).

Collective users seated in Prague borrow documents in person from ASL; others are sent items by post.

National inter-library services of the ASL collection are provided free of charge to all users.

1.1.2 If a requested document is not available in the ASL collection or in other Prague libraries, a registered ASL user – a physical person with a valid library card – can order the document through the Inter-library services from other libraries in the Czech Republic.

Employees of the institutes of the Academy of Sciences of the Czech Republic are provided with these services by the appropriate institute library.

The provision of the loan can be made by filling in and sending an Order Document / copies from Czech libraries (inter-library services) from the ASL web pages at (<http://www.knav.cz>).

Normally loans are made on an on-site basis. The user pays for any possible expenses set by the lending library and the postage for the return of the document (see ASL Price List of Services and Fees).

## 1.2 Reprographic services – copies of articles and belles lettres

1.2.1 The ASL inter-library service provides copies from the ASL collection to all the libraries in the Czech Republic and to those with a user account in the VPL system.

A condition for the electronic order is the signing of a written agreement.

Copies can be ordered through an electronic Inter-library Services Order Form at the ASL web pages or by e-mail (mvs@knav.cz).

Libraries outside of Prague are sent items by post. Prague libraries must collect materials in person.

A condition for ordering and delivering copies from the ASL collection electronically in PDF format is registering at the VPL service centre (Virtual Polytechnical Library of the State Technical Library – <http://www.Vpk.cz>).

Reprographic services are provided for a fee (see ASL Price List of Services and Fees and the VPL Service Price List).

1.2.2 ASL provides copies of documents from all scientific fields from other libraries of the Czech Republic if the document is not in the ASL collection.

This service is provided by ASL to all registered users with valid library cards.

To obtain copies it is possible to make the request by filling in and sending a Document Order Form / copies from the ASL web pages.

Reprographic services are done for a fee. The customer pays for copy expenses as set by the lending library.

## 2. International inter-library services (IILS)

2.1 ASL provides loans and copies of articles from foreign libraries from all scientific fields. Through IILS it is possible to request only documents that are not in any collections of libraries in the Czech Republic. This service is provided to all libraries in the Czech Republic, to registered ASL users with valid library cards and users of VPL.

Requests for IILS are normally provided by ASL to scientific research employees of the institutes of the Academy of Sciences of the Czech Republic through the relevant institute library.

2.2 The handling of loans or copies can be requested by filling in and sending an electronic IILS Order Form for Libraries from the ASL web pages. A condition for libraries is the signing of a written agreement.

2.3 Registered ASL users must have valid library cards and services are requested by filling in and sending an Order Form document / copies from abroad (IILS) from the ASL web pages.

A registered user of the VPL system (<http://www.Vpk.cz>) does this through this system.

2.4 Loans and copies are collected in person.

Libraries outside of Prague are sent loans and copies by post. Authorized employees of Prague libraries of the institutes of the Academy of Sciences of the Czech Republic must collect loans and copies in person.

2.5 Loans from foreign libraries have individual borrowing periods that cannot be extended. The user who requested the loan through ASL is responsible for upholding the return date.

2.6 International inter-library services are provided for a fee (see ASL Price List of Services and Fees and the VPL Service Price List).

2.7 ASL provides IILS – loans and copies from documents of the ASL collection – or as an intermediary from the collections of the libraries of the institutes of the Academy of Sciences of the Czech Republic to foreign libraries.

## Appendix no. 3

### REGULATIONS FOR COMPUTER TECHNOLOGY USE

1. The user may not use the ASL computer technology in any other way other than that stipulated in paragraph 3.9.1 of Library Regulations.
2. The user can make reservations in person, by telephone, or by e-mail through a computer station for a particular time period. If the time limit of the reservation is not upheld, it becomes void. In special cases ASL reserves the right to determine a longer time limit for the use of the work station.
3. When keeping to the regulations, the user has a right to a maximum of 90 minutes of access to the computer technology per day. In special cases, staff are authorized to extend this period.
4. In the event that the user grossly and repeatedly infringes on the stipulations of the Library Regulations, does not uphold the service guidelines, or exhibits disruptive behaviour towards other users in the study room, the staff has the right to impose a half year ban on the user for the use of the study room.
5. The user may work on the computer network solely under the user's name that is issued to ASL users. If the user accidentally obtains access rights that belong to someone else, they must immediately report this fact to the staff.
6. Users of the ASL computer study room are not allowed to use any programs that are not provided to them in the offer.
7. Users are not allowed to copy or distribute any parts of the ASL operating system, installation applications, or programs.
8. Users may store the results of their work into their work directory. The content of the work directory will be deleted after the work has been completed.
9. Copying electronic carriers from the collection is not allowed unless it is authorized under licence.
10. All obtained information and data (regardless of form or medium) serves solely for the personal use of users and their study purposes. It is prohibited to further disseminate, reproduce, copy, lend, distribute (by computer network or any other means), or to sell or otherwise profit from materials, especially for commercial use. Misuse of data or other information is punishable (by Regulation no. 256/1992 Coll.).
11. Users are not allowed to knowingly interfere with the work of other users of the computer network or the operation and effectiveness of the network as a whole, for example, above standard burdening of network sources, misusing the network for unauthorized access to other computers or other networks, or for the purpose of spreading viruses.

12. Users bear full responsibility for any possible interference in the configuration of the computer that could in any way influence the operation of the computer or the network. They also bear full responsibility for any damage arising from unprofessional manipulation of computer technology, including damage caused by the introduction of any computer viruses brought in by the user.
13. Operation of the ASL network can be limited or interrupted for reasons of essential technical and software maintenance, or some other serious reasons.
14. ASL users may connect in the study room to the Internet by using a portable device. There is no established time limit for work in the study room on one's own portable device.
15. No refund or compensation are possible in the event of a power outage or technical failure in the study room.