RULES AND REGULATIONS

Library of the Institute of Philosophy of the Academy of Sciences of the Czech Republic, v. v. i.

I. Basic provisions

1. Pursuant to Act No. 283/1992 Coll. on the Academy of Sciences of the Czech Republic

in its amendments, the Status of the Academy of Sciences of the Czech Republic of 24 May 2006 (Article 49d) and the Establishment Document of the Institute of Philosophy of the Academy of Sciences of the Czech Republic, v. v. i. of 28 June 2006, I issue these Rules and Regulations:

- 2. The Library of the Institute of Philosophy of the Academy of Sciences of the Czech Republic, v. v. i. (hereafter "the Library" and "the Institute") is, according to the Act No. 257/2001 Coll. on libraries and terms of operating public library and information services (i.e., the Library Act), a basic library with a specialised collection. The main activities of the Library are providing information and library services to the workers of the Institute helping them to carry out their scientific tasks.
- 3. In the meaning of the Library Act the Library facilitates equal access for everybody to public library and information services and to other services that ensures. The details

of providing public library and information services as well as other services are stated in these Rules and Regulations.

II. Library collection

- 1. The Library collection comprises library documents corresponding to scientific tasks of the Institute, especially documents concerning philosophy and related disciplines in particular logic, classical and medieval studies, studies and editing of John Amos Comenuis' work, theory of science and global studies. The specialised collection of the Library is systematically completed through purchase, exchange of documents and other means of acquisition in cooperation with the libraries of the same or similar thematic specialisation.
- 2. The Library collection is located and managed on the premises of the Library and in the reference libraries found in the departments of the Institute.

Library and information services III.

- 1. Within the meaning of the Library Act the Library
 - a) makes available library documents from its collection, or by means of inter-library services, from the collection of another library,
 - b) provides oral bibliographic, referential and subject information and literature searches,
 - c) obtains information from external sources,

 - d) facilitates access to information on the Internet to which the Library has free access.
- 2. The Library provides services referred to in Paragraph 1 free of charge to the extent and in consideration of user definition specified by these Rules and Regulations.
- 3. For reimbursement of the cost and considering user definition set in these Rules and Regulations the Library
 - a) makes available library documents from the collections of other libraries within the framework of international inter-library loan services,
 - b) makes available library documents from the collections of other libraries by facilitating the provision of their reproductions within the framework of interlibrary reprographic services,

 - c) provides reprographic services in compliance with the Copyright Act.

Users of library and information services IV.

- 1. The Library provides library and information services to
 - a) internal users, i.e., employees of the Institute (hereafter "internal users"), b) external users, especially scientific employees of other institutes of the AS CR, other scientific and research workplaces and universities, co-workers of teams and departments of the Institute and the general public (hereafter "external users").
- 2. The director of the Institute can give the statute of the internal user to former employees of the Institute and others.

Loan regulations V.

1. General provision

The Library determines the manner and terms of accessing its collection in accordance with its main activities and in consideration of requirements for protecting library collections.

2. User registration, processing and protection of personal data

- A registered user is defined as a person over 15 years old who has been registered (after filling out a registration form and paying a registration fee according to the Fees and Services List) and has a valid library card based on
 - a) an employee card for internal users,
 - b) a valid identity card for external users (for foreigners a valid identification document); besides this the Library can require other documents (e.g., proof of

address, the purpose for using services of the Library, etc.).

- 2. The user is obliged to inform the Library on any later changes of data given during registration. If the Library is obliged to find these changed data itself, the incurred cost will be assumed by the user.
- 3. Registration of an internal user is valid for the duration of his contract of employment with the Institute. Registration of an external user is valid for one year from the date of the issue of his library card. Renewal of the registration period is permitted when requested by the user.
- 4. The Library processes personal data of the registered users in accordance with the Act No. 101/2000 Coll. on personal data protection in its amendments. This data is processed for the purpose of protecting Library property, providing high-quality

services to users, evaluating statistically Library activities, and fulfilling the obligations imposed on the Library by generally-binding legal regulations.

- 5. The Library processes personal data on the basis of the written consent of the registered user.
- 6. The basic data, which the applicant for registration is obliged to provide, comprises: name and surname, date of birth and permanent address. Contact address, e-mail and phone may not be filled out.
- 7. Processed data is stored on the card index and in the database of the library system, in the service areas of the Library, where access to unauthorised persons is restricted by the usual technical and organizational means.
- 8. The registered user may at any time make a written request for the termination of the processing of his personal data by the Library. If there are no obligations towards the Library on the user's side, the Library will comply with his request at once.
- 9. The personal data of the registered users are removed from the library's files even without their request if two years have passed since the end of the last registration period and, at the same time, if one year has passed since the user's last debt towards the Library was settled.

3. Users' rights and obligations

- 1. The users of the Library are obliged to
 - a) follow the Rules and Regulations of the Library and instructions given by the library staff,
 - b) conform to management measures necessary to maintain order and protect property of the Library,
 - c) be responsible for damages to property of the Library caused by themselves according to provisions of the Civil Code,
 - d) act in accordance with the Copyright Act when using information resources and services provided by the Library. The users are personally responsible for possible breach of the Copyright Act.
- 2. If the user does not comply with the Rules and Regulations of the Library, his right to use library services can be withheld temporally or permanently, which does not divest him of responsibility or duty to recompense for the incurred damages.
- 3. The right to use library services may be withheld to those users who could cause aggravation or nuisance to the others (drunkenness, extreme uncleanliness, persons suffering from contagious diseases, etc.).
- 4. For safety reasons, the movement of visitors in the Library may be monitored by a

camera system. On entering the Library visitors are taken to be familiar with this fact.

4. Loans

- 1. The Library provides in-house and external loans of library documents to both internal and external users.
- 2. All types of library documents can be borrowed on-site in the study room of the Library (in-house loans).
- 3. Excluded are these external loans
 - a) issues and volumes of journals,
 - b) publications and journals from reference libraries in the study room or

departments of the Institute,

c) manuscripts, old printed books, picture publications, complex and separate volumes of collected works by significant authors of the discipline, valuable publications (included selected electronic documents), the loss or damage of which would cause a significant or irreparable damage to the Library,
d) documents held only in one copy applicable to external users.

4. The head of the Library or a person in charge may decide on exceptions from the restriction of external lending in special well-substantiated cases.

5. Loan periods

- 1. The basic loan period for the internal user is three months. It is possible to renew three times (each renewal is for three months).
- 2. The basic loan period for the external user is one month with an option to renew
 - twice (for a total of two months).
- 3. The basic loan period pursuant to Paragraph 1 and 2 can be renewed only if the borrowed document is not requested by another user.
- 4. The Library can similarly require a borrowed document for a time period that is necessary for administrative purposes, especially for revision of the library collection.
- 5. An internal user is obliged to return all loans before his planned absence from the Institute if this should be longer than three months. If the absence is not longer than one year, the user can request the loans to be available immediately after his return to the Institute.

6. Number of loans

- 1. A registered user may have on loan simultaneously a maximum of
 - a) fifty library units pertaining to the internal user,
 - b) three library units applicable to the external user (provided that external loan has been permitted).
- 2. The head of the Library or a person in charge may make exceptions in number of loans in special well-substantiated cases.

7. Process of lending

1. The Library finds and lends ordered library documents in the shortest time possible as follows from operating conditions of the Library and the number of requested documents. A registered user may order a maximum of twenty library units (call

numbers) at one time.

- 2. A user ordering a library document is obliged to state the call number of the document and other identification data if necessary.
- 3. It is possible to reserve library documents for a maximum of two users but reservations of internal users are processed first.
- 4. The Library does not give any information about users having documents on loan.

5. A prepared library document may be on reserve for a maximum of two weeks after informing the user of this fact, and then it is released to another user if requested or it is returned to depository of the Library.

8. The responsibility of user

- 1. The user is responsible for the borrowed library documents for the total duration of the loan.
- 2. The user is not authorized to re-lend the borrowed library documents.
- 3. The user is responsible for any damage of a library document during the period of his loan and he is obliged to cover the repair expenses or to compensate for its loss (see chap.V, article 11).

9. Deposit

The Library may ask for a deposit on external loans to guarantee the return of a borrowed library document. A receipt issued by the Library for the deposit must be presented at the return of the loan. If the user does not return the document in compliance with loan regulations, the Institute will keep the deposit which does not exempt the user from returning the document in question.

Demanding of delayed or lost loans 10.

- 1. If the user fails to return a borrowed library document within the specified time, he receives up to three overdue notices sent at two-week intervals, the cost of which will be charged to him. The amount of the fine is set in the Fees and Services List.
- 2. The Library may refuse to provide further services after posting two disregarded notices to the external user or after posting three disregarded notices to the internal user until the user remedies this situation.
- 3. After posting three disregarded notices
 - a) for the external user, a letter by the director of the Institute will follow but if the borrowed document is still not returned, the Library will enter into litigation. All cost of litigation will be charged to the defendant;

 - b) for the internal user, his behavior may be sanctioned by the director's decision as insubordination.
- 4. However, sanctioning stated in Paragraph 3 does not exempt the user from paying overdue charges.
- 5. The overdue charges may be imposed even if the user was not reminded according to Paragraphs 1 and 3.

11. Replacement of lost, damaged or destroyed documents

- 1. The Institute's proprietary right to the documents of the library collection is inviolable.
- 2. Loss or damage of a library document must be reported immediately to the Library and replaced within the period stated by the Library in accordance with the provisions of the Civil Code on reimbursement of unreturned or damaged documents.
- 3. The Library states the possible means of replacement as follows
 - a) another copy of the same work in the same edition and binding,
 - b) a copy of the same work in another edition,
 - c) reimbursement of cost for acquiring of a bound reproduction of another copy of the same work and edition,
 - d) reimbursement of current price of the document that was established by expert opinion provided by the Library,
 - e) another publication.
- 4. The Library is entitled to request the replacement in full even if that loss, destruction or damage pertains only to a part of a multi-volume work, provided that this work has been devalued as a whole.
- 5. The head of the Library decides on the manner of replacement according to the Paragraphs 3 and 4 considering objective prospects for getting a replacement as well as the value of it for the preservation of the integrity and quality of the library collections, in respect to the expert opinion.
- 6. By making compensation according to the Paragraphs 3 and 4 the user is not exempt from paying all expenses that the Library incurred in connection with the loss and replacement of the library document.
- 7. If the user does not compensate as stated in Paragraphs 3 and 4 the Library will enter into litigation. All cost of litigation will be charged to the defendant according to valid regulations.
- 8. The Library may refuse to provide all its services until the user will have paid for all debts.

12. Special provision

Terms and the manner of using and making available documents acquired from a grant project by an internal user who is an investigator of a grant project or a member of a project team are stated with special measure issued by the director of the Institute.

VI. Other services

1. Reference and advisory services

- 1. The Library provides to the users without charge
 - a) information on Czech and foreign literature related to the discipline and methodical help with literature searching,
 - b) information of biographic, factual or encyclopaedic nature.

2. The information is usually provided verbally.

2. Inter-library services

- If the requested document is not present in the library collection, the internal user can ask the Library for assistance to obtain a loan through the inter-library loan service, within the framework of international inter-library loan service (the loans from abroad are arranged by the Library of the Academy of Sciences of the Czech Republic).
- 2. The loan period and other lending terms for publications borrowed through the interlibrary loan services are stated by the requested library and the users confirm them with their signature on a special loan card.
- 3. The Library ensures inter-library loan services according to the provisions valid for these services. The documents provided through inter-library loan services to libraries reside in Prague must be collected in person.

3. Electronic services

- 1. Within the framework of electronic services the Library makes available the licensed databases through the computer network of the Library, documents on digital media from the library collection and free accessible scientific data published on the Internet (on-line catalogues of the other libraries, search engines of scientific texts etc.).
- 2. Pursuant to licence agreements, data obtained from the licensed electronic resources may be used only for personal study or teaching and scientific purposes. To use them

for any non-academic or commercial purposes is not allowed. Data cannot be further copied, reproduced, distributed or made available to third parties. Systematic and *en masse* downloading of the entire content of the electronic resources, or their substantial parts is not permitted.

- 3. The users of the Library may use for study purposes computer equipment in the study room and loan register.
- 4. Users can connect to the Internet with their portable devices in the study room.

- 5. When using computer equipment of the Library the user
 - a) is not allowed to use computer equipment other than the above purposes,
 - b) is not allowed to use other software than that provided by the Library,
 - c) is not allowed to copy and distribute parts of the operating system, installed applications and programs,
 - d) is not allowed to make a digital copy of the information obtained from the licensed electronic resources available through the computer network of the

Library; the library staff can ensure eventual printout for a fee set in the Fees and Services List;

- e) is not allowed to make a copy from digital media included in the library collection if it is not permitted in licence agreements,
- f) is obliged to use all obtained information and data only for his personal and study purposes,
- g) is fully responsible for the damages caused by his incorrect handling with the devices of computer equipment including damages caused by computer viruses.

4. Reprographic services

- 1. The Library may decide to replace the requested loan of document by provision of its reprographic copy.
- 2. Copying services are provided only from documents in the library collection, or from materials borrowed by the Library through inter-library services. Requirements of the internal users for copying more than 50 pages of the text are accepted only if the current operating capacity of the Library is sufficient.
- 3. The Library can ensure making of reprographic copy from the collections of domestic and foreign libraries when requested by the users.
- 4. User, for whom the reprographic copy was made, is obliged to use it in accordance with the Copyright Act.

5. Services fees

The Library provides services to the internal users free of charge. Services to the external

users are charged under the Fees and Services List.

VII. General and concluding provisions

- 1. The Library provides library and information services and other services in the full extent at the workplace in Prague 1, Husova Street No. 6. Extent, place and terms of providing library and information services in other partial libraries of the Institute are stated in their own Rules and Regulations.
- 2. Only the director of the Institute or a person authorized by him can make exceptions to the Library Rules and Regulations.
- 3. Integral part of the Library Rules and Regulations is supplement Fees and Services List.
- 4. These Rules and Regulations are in effect as of January 15, 2009.

In Prague on January 8, 2009

PhDr. Pavel Baran, CSc.

Director of the Institute of Philosophy AS CR, v. v. i.

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