



# **LIBRARY REGULATIONS**

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**LIBRARY HOURS**

**MONDAY TO FRIDAY, 9:00–19:00**

## IMPORTANT CONTACTS

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<b>Borrowing services</b>	tel.: +420 221 403 254 e-mail: servis@knav.cz
<b>Inter-library services</b>	tel.: +420 221 403 259 e-mail: mvs@knav.cz
<b>Computer study room</b>	tel.: +420 221 403 337 e-mail: pcstudovna@knav.cz
<b>Research services</b>	tel.: +420 221 403 300 e-mail: reserse@knav.cz
<b>Bibliography section</b>	tel.: +420 221 403 251 e-mail: biblkn@knav.cz
<b>Reference services</b>	tel.: +420 221 403 302 e-mail: infoknav@knav.cz
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# CONTENTS

DEFINITION OF BASIC TERMS	5
Article 1	
LIBRARY MISSION STATEMENT AND ACTIVITIES	
1.1 Introductory stipulation	
1.2 Library collection, composition and additions	
1.3 Services of the Academy of Sciences Library (ASL)	
Article 2	
USERS OF LIBRARY AND INFORMATION SERVICES	
2.1 Issue of library card	
2.2 Validity of library card	6
2.3 Loss of library card	
2.4 User rights and obligations	
Article 3	
ASL BORROWING REGULATIONS	7
3.1 Access to documents	
3.2 Procedures of ordering, borrowing, returning documents	8
3.3 Borrowing times, extensions	
3.4 Late return fees	9
3.5 Accessible study room collection	10
3.6 Replacement of lost, damaged or destroyed documents	
3.7 Inter-library services	
3.7.1 Detailed information on ASL inter-library services	
3.8 Electronic information sources	
3.9 Regulations for computer use and Internet use within the ASL computer study room	11
3.10 Rules for using the Internet within the ASL study room for users using their own equipment	
Article 4	
CONCLUDING STIPULATION	
Appendix no. 1 – Price list of services and fees	12
Appendix no. 2 – Inter-library services	17
Appendix no. 3 – Regulations for computer use and Internet use within the ASL computer study room	20
Appendix no. 4 – Rules for using the Internet within the ASL study room for users using their own equipment	23

## DEFINITION OF BASIC TERMS

1. The **library collection** is the collection of all library items, which the Academy of Sciences Library of the Czech Republic, v.v.i (hereinafter ASL) makes accessible to its users.
2. The **library item or document** is any independently documented item from the ASL collection.
3. **Free selection** is the part of the library collection that is accessible to a user without handling by an ASL librarian.
4. An ASL **visitor** is, with the exception of its employees, everyone who spends time in any ASL areas.
5. An ASL **user** is everyone who at the given moment in some way is using the library collection, technical equipment, data or other services rendered by ASL - either personally or through another person, the Internet, by telephone, etc.
6. **In-house borrowing** is the borrowing of a library item, which may only be used in defined areas of the ASL.
7. **External loan** denotes borrowing, for which ASL provides consent for a registered user to use a library item even outside the areas of ASL under the terms established hereunder.
8. **Borrowing period** is the period, for which a user may use a borrowed library item. ASL determines the borrowing period for which the item is borrowed. If this is not performed, the borrowing periods as established in the Library Regulations apply.

Article 1

## LIBRARY MISSION STATEMENT AND ACTIVITIES

### 1.1 Introductory stipulation

The Academy of Sciences Library of the Czech Republic (hereinafter ASL) provides library services in accordance with deed and regulation no. 341/2005 Coll., on public

research institutes, and regulation ČNR no. 283/1992 Coll., on the Academy of Sciences of the Czech Republic, regulation no. 257/2001 Coll., on libraries and operation conditions of public library and information services (hereinafter library regulation).

### 1.2 Library collection, composition and additions

ASL collects and administers a collection of national and foreign literature and other information sources in a cross-disciplinary way for all scientific fields. The theme and type composition of the library collection (primary and secondary) corresponds to the orientation of scientific research; in this way the library collection is systematically supplemented through purchases, exchanges, and so on in co-operation with libraries of the same or related thematic orientation. In addition to the classical documents, the library and information collection also includes electronic information collections and sources.

### 1.3 Services of the Academy of Sciences Library (ASL)

1.3.1 ASL provides public library and information services to physical and legal persons.

1.3.2 ASL fulfils the function of specialized library.

Article 2

## USERS OF LIBRARY AND INFORMATION SERVICES

### 2.1 Issue of library card

2.1.1 Users of ASL services (hereinafter simply user) are eligible to gain all the rights and obligations upon issue of the library card if they are:

- citizens of the Czech Republic and over 15 years of age;
- citizens of another country and over 15 years of age;
- a library with the registered seat in the CR.

**2.1.2** Conditions for issuing a library card include

- submittal of a valid identification card,
- payment of the registration fee and fee for preparing the card (see appendix no. 1 of the Library Regulations – Price List of Services and Fees),
- providing current photography,
- signature on the declaration of familiarization with the Library Regulations and commitment to abide by them,
- agreement by the user with including personal data in the ASL database.

**2.1.3** Employees of the Academy of Sciences of the Czech Republic, upon presentation of a document proving the existence of an employment relation, shall only pay a fee for creating the card.

**2.1.4** Identification documents:

- citizens of the Czech Republic submit a valid ID card;
- EU foreign nationals submit a passport or driving licence;
- non-EU foreign nationals submit a passport or a valid driving license for the personal use of ASL services, and documents authorizing them for long-term or permanent residency in the Czech Republic for borrowing that is not done in person.

## **2.2 Validity of library card**

**2.2.1** The library cards is non-transferable and the user is responsible for all damage caused to ASL through the user's misuse.

**2.2.2** Card validity:

- 365 days (type A);
- 183 days (type B).

**2.2.3** After the expiration of card validity, the user loses the right to provision of ASL's services. The card may be renewed under the condition that the user upholds the Library Regulations.

An AS CR employee identity card is valid for a period of three years. For renewing the card, it is necessary to present a document proving

the existence of an employment relation with AS CR.

**2.2.4** The user shall fill out in the user application for ASL services the necessary data for issuing a library card. The user is required without delay report changes to information (mainly address, first or last names) to the ASL, even in the event that the library card has indeed become expired, but the user has not yet fulfilled the responsibility of returning borrowed items or paying a claim by ASL. If the ASL is forced to ascertain this data itself, the user shall cover any costs that may arise.

**2.2.5** By the change of first and last names the library card becomes invalid, and issuance of a new card is free of charge.

## **2.3 Loss of library card**

**2.3.1** In the case of the loss of the library card, the user must immediately notify an authorized ASL employee. ASL will block the library card that is registered for the ASL user. The user is responsible for all documents that are borrowed with this card up to the day of the report of card loss, including the return of their return to ASL or compensation for damage.

**2.3.2** In the case of repeated losses, ASL reserves the right to refuse issuing a new library card. For the reissue of a new library card, the user must pay a replacement fee (see appendix no. 1 of the Library Regulations – Price List of Services and Fees).

## **2.4 User rights and obligations**

**2.4.1** Users have the right to access information and use ASL services as per the authorization stated on their library card.

**2.4.2** Users are required to uphold and follow the Library Regulations and instructions given by ASL employees. Users who do not uphold the Library Regulations or cause disturbances to other users of services (infectious diseases, drunkenness, dirty clothing, loud behaviour, etc.) can be refused ASL services.

**2.4.3** Entrance to the study room is permitted upon the removal of outdoor clothing and bags (which can be kept in the cloakroom). It is not permitted to bring back-packs or any other bags that exceed A4 format to the study room; notebook computer cases are allowed (as long as they are not back-pack style). Final decisions on what can be brought in are made by authorized ASL employees.

**2.4.4** Users must not leave valuables in the cloakroom. Personal items can be stored in the cloakroom lockers, which however are not designed for storing valuables (including notebooks). Every time upon leaving the ASL, the user is required to return the locker key. ASL is responsible for items stored in lockers only to the extent stipulated in the Czech Civil Code.

**2.4.5** ASL provides users with lockers in the computer study room where it is possible to store personal study materials for necessary periods of time. Keys for these lockers are kept in the borrowing section of ASL. You are not allowed to store documents belonging to the reference material collection, food, valuables, money, etc. ASL is not responsible for materials stored here.

**2.4.6** The user is required to undergo a check by ASL employees upon arrival and when leaving. Upon entering and exiting the ASL control area (into the study room or borrowing room, the user must present their library card and show all materials that are being brought in or out, or the user must permit any other type of check that is necessary for the protection of any property administered by ASL.

**2.4.7** The user may not pass on library items and documents to others. The user vouches for the materials for the whole time that they are borrowed. Loss of borrowed library items and documents must be immediately reported by the user to ASL and compensated for as per the Library Regulations.

**2.4.8** Users are obliged to maintain order, peace and tidiness in all areas of ASL. Before entering the study room users must turn off

the sound of their mobile phones. Smoking and loud telephone conversations are not allowed in the study room or the borrowing room. Eating is possible only in those areas that are explicitly meant for this. Only drinks in closable containers can be brought into the study room.

**2.4.9** The user is responsible for loss or damage to ASL property to the extent that is stipulated in these Library Regulations and based on the stipulations set in the Czech Civil Code.

**2.4.10** If users fail to uphold the stipulations of the Library Regulations, they can be temporarily or even permanently removed of the rights to use ASL services. Nevertheless, this does not absolve the user of responsibilities or obligations of paying compensation for losses incurred and other claims of ASL based on the Library Regulations and valid legal codes. In the case of suspicion that a criminal offence has been committed within the confines of ASL, the user is obliged to wait for the arrival of the police, and until such time, to obey the instructions of the building security or ASL staff.

**2.4.11** Photographing or filming on the premises of the study room or the borrowing room are not allowed. In special cases, exceptions can be made by the director of ASL (this also involves copyright laws) on the basis of a written or verbal request.

**2.4.12** Requests for refunds or complaints related to ASL services, as well as suggestions for improvements, can be made by the user at any time to any authorized ASL employee, or by sending them by post or by email to the ASL mailing address, to [knavcr@knav.cz](mailto:knavcr@knav.cz), or the address of specific sections.

Article 3

## **ASL BORROWING REGULATIONS**

### **3.1 Access to documents**

**3.1.1** Borrowing items from the ASL book or information collection is free of charge for users with valid library cards or those with

single entry permission. The means of access to the collection and borrowing procedure are determined by ASL in accordance with its mission statement and with consideration to the requirements necessary for the protection of the library collection. ASL is authorized to bind its external loans of certain items to the payment of a deposit in cash in Czech Crowns as a security measure (hereinafter „deposit“). If the user does not uphold the established conditions of the loan, ASL will satisfy any claims to damages caused to materials by violation of responsibilities, and will pay from it other fees based on these Library Regulations. Entitlement of ASL to compensation for any damages exceeding the amount of the deposit remains unchanged. An authorized ASL employee will decide on the responsibility to leave a deposit and the amount thereof.

**3.1.2** Users can make photocopies of ASL documents for their own personal use; however, further dissemination is prohibited. The copies may be used only in accordance with copyright law, and any infringement thereon is the responsibility of the user.

**3.1.3** From the ASL historical collection, which is composed of archival documents, manuscripts, incunabula, old prints and rare modern prints, it is possible to obtain digital copies using photographic or scanning devices in such a way that the manipulation of the copied item does not damage or risk deteriorating the physical state of the given document. Digital copies are done by an authorized ASL employee who must consult the reproduction procedure with an employee of the Department of Historical Bibliography.

**3.1.4** Users are not permitted to copy documents of the historical book collection with their own photographic equipment.

**3.1.5** Digitalization and reproduction services are done for a fee (see appendix no. 1 of the Library Regulations – Price List of Services and Fees).

**3.1.6** The following items are not loaned out beyond the ASL study room:

- documents from the freely accessible collection of the study room and all ASL reference collections;
- collection of books up to 1950, archival documents, bibliophile editions, unique publications and publications with call numbers beginning with the letters J, S, T, U, and X, as well as those documents which could suffer any sort of irreplaceable loss or damage;
- periodicals;
- digital data carriers.

### **3.2 Procedures of ordering, borrowing, returning documents**

**3.2.1** Users find the requested items on their own in the electronic catalogues of the ASL web pages or right on the premises of ASL.

**3.2.2** Users order documents on-line, by telephone or by filling in an order form that is then submitted for processing at the circulation desk. The due date, which can vary depending on the physical placement of the item, is determined by the ASL employee.

**3.2.3** Users must pick up ordered documents within five work days of the date specified by the ASL circulation desk employee. After this time, the order is cancelled and the user is charged a fine for failing to pick up the ordered document (see appendix no. 1 of the Library Regulations – Price List of Services and Fees).

**3.2.4** Before taking the borrowed items, users are obliged to examine the loaned items and report any damage to the circulation desk employee, who will make a note of it in the account of the user in the library system. The user is responsible for any additional damage incurred to documents in the item during the loan period and must pay for any expenses involved in repairing the item.

**3.2.5** A library slip is printed out for external loans. Users may also check their account on the Internet, or at the circulation desk, or request a printout of a summary of their account. Users will sign for the borrowed documents on the library slip; for borrowing archival documents, manuscripts, and old



prints, users will provide their signatures in a register of researchers.

**3.2.6** If a requested document is already loaned out, users can reserve the item on-line or at the circulation desk. If the same document is requested by more than one user at the same time, the order of the loans is determined on the basis of the dates of the reservations. There is a fee for the notification that the document is available (see appendix no. 1 of the Library Regulations – Price List of Services and Fees).

**3.2.7** Upon the return of borrowed items from the ASL collection, the user will obtain a document confirming the return of the item. When returning an item with a deposit, users are given back their deposit in full upon the presentation of the deposit slip and verification that the borrowed item is undamaged. If the book is returned after the due date, a fee is charged for late returning (late fee) is deducted from the amount of the deposit, and ASL retains the right to the return of the item.

**3.2.8** Procedures of ordering, borrowing, and returning documents according to section 3.2 do not apply to inter-library services (see 3.7 – inter-library services – appendix no. 2 of the Library Regulations).

### **3.3 Borrowing times, extensions**

**3.3.1** Basic borrowing times:

- external loans (outside of the ASL building) for a period of 30 days;
- on-site loans (from the depository to the study room) for a period of 14 days.

**3.3.2** The borrowing time for external loans can be extended upon the request of the user only if done before the return date and if there is no reservation for the item. The extension can be done on-line or at the circulation desk. Extensions can be made a maximum of three times, for the basic loan period starting from the date of each 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 appendix no. 1 of the Library Regulations – 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 appendix no. 1 of the Library Regulations – 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 1 000,- 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 reshelfed 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 the 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.

**3.8.7** Non-registered users may gain access data for remote access without visiting ASL in person. Those interested should send a completed Reader's application by post <http://www.lib.cas.cz/download/prihlaska.pdf> to the address of ASL CR and a copy of both sides of their identity card, where they will express consent with providing a copy of the text of their ID: "I hereby consent to providing a photocopy of my Identity Card to the Academy of Sciences Library of the CR v.v.i.", and attach their signatures.

In return, applicants will receive data for paying registration by post to the address of their permanent residency (see Appendix no. 1 – ASL Price List for Services and Fees), as well as access data for remote access. Remote access is active for 365 days from the date of sending the letter to the user, but the user has to pay the registration fee by no later than 14 days after delivery. If users do not do so, the access data will be deactivated without the chance for renewal for a period of one year.

### **3.9 Regulations for computer use and Internet use within the ASL computer study room**

**3.9.1** Users making use of the computers and Internet within the ASL computer study room are required to comply with the general provisions of the ASL Library Regulations, particularly the Regulations for computer use and Internet use within the ASL computer study room (see Appendix no. 3 of the ASL Library Regulations).

### **3.10 Rules for using the Internet within the ASL study room for users using their own equipment**

**3.10.1** Users making use of an Internet connection within the ASL study room on their own devices are required to comply with the general provisions of the ASL Library Regulations, especially the Rules for using the Internet within the ASL study room for users using their own equipment (see Appendix no. 4 of the ASL 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 use and Internet use within the ASL computer study room;

Appendix no. 4 – Rules for using the Internet within the ASL study room for users using their own equipment.

**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 2010, the validity of the Library Regulations of 1 September 2009 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 2010.

**Ing. Martin Lhoták**

Director of the Academy of Sciences Library  
of the Czech Republic

In Prague on 1 September 2010

## PRICE LIST OF SERVICES AND FEES

### LIBRARY CARDS

Library card fee 20 CZK

#### **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  
Registration for remote access to EIZ 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 admission (not using Internet) 10 CZK

One-day admission to their computer study room (120 min.)  
for non-registered users 50 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  
Director's reminder (registered post) 400 CZK

### HANDLING FEES

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 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  
Floppy disks at 15 CZK each  
Late return of cable for connection to the internet (2nd day, etc.) 50 CZK  
Loss of cable for connecting to internet 100 CZK  
Fees charged for damage to PC peripherals (keyboard, mouse) 500 CZK  
Fee for exaction of compensation of losses (determined by management)

## REPROGRAPHIC SERVICES PROVIDED TO REGISTERED USERS IN THE ASL STUDY ROOM

Black and white copies made by ASL employees

1× A4 one-sided	2 CZK
1× A4 two-sided	3 CZK
1× A3 one-sided	4 CZK
1× A3 two-sided	6 CZK

Black and white copies made on the self-serve copy machine

1× A4 one-sided	1 CZK
1× A4 two-sided	2 CZK

Copies of one-sided A4 provided by fax

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

Printing of user's data on the computer printer

1× A4 one-sided	2 CZK
1× A4 two-sided	3 CZK

Copying data to diskette

15 CZK

Postage for sending documents

Based on current  
Czech Post fees

## INTER-LIBRARY SERVICES AND DOCUMENT DELIVERY

### 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		
1× A4 one-sided	libraries of the institutes of AS CR	Free
	libraries of the CR	2 CZK
1× A4 two-sided	libraries of the institutes of 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 – <http://www.vpk.cz>

### From other libraries outside of Prague

Loan	registered ASL user physical person	Expenses set by the library providing services + 35 CZK postage
Copies	registered ASL user physical person	Expenses set by the library providing services

## INTERNATIONAL INTER-LIBRARY SERVICES

### From abroad

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

### To send abroad

Loan	Slovakia Europe overseas	1 IFLA Voucher / 8 EUR 1 IFLA Voucher / 10 EUR 2 IFLA Voucher / 16 EUR
Copies 1× A4	Slovakia	2 CZK
Copies 1-10 pages	Europe overseas	1 IFLA Voucher / 8 EUR 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

<b>Research</b> for each hour (begun) Employees of AS CR Other		100 CZK 250 CZK
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## 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

### Reproduction rights for publication

– for non-commercial purposes	250 CZK / 1 page
– for commercial purposes	1 000 CZK / 1 page

## SERVICES OF THE LIBRARY AND REPROGRAPHIC CENTRE

### Black and white copy

A4 one-sided	1-99 pcs	2,00 CZK
A4 one-sided	100-999 pcs	1,60 CZK
A4 one-sided	over 1 000 pcs	1,20 CZK
A4 two-sided	1-99 pcs	3,00 CZK
A4 two-sided	100-999 pcs	2,50 CZK
A4 two-sided	over 1 000 pcs	1,90 CZK

A3 one-sided	1-99 pcs	3,50 CZK
A3 one-sided	over 100 pcs	3,00 CZK
A3 two-sided	1-99 pcs	4,50 CZK
A3 two-sided	over 100 pcs	4,00 CZK

A4 book one-sided	page	2,00 CZK
A3 book one-sided	page	4,00 CZK
A4 book two-sided	page	3,00 CZK
A3 book two-sided	page	6,00 CZK

### Colour Copy

A4 one-sided	1-99 pcs	20,00 CZK
A4 one-sided	100-199 pcs	17,50 CZK
A4 one-sided	over 200 pcs	15,00 CZK
A4 two-sided		40,00 CZK

A3 one-sided		43,00 CZK
A3 two-sided		86,00 CZK



## Printing

Matrix A4	one-sided	17,50 CZK
Paper A4	500 pages	225,00 CZK
Colour	20 000 copies	1 900,00 CZK

Cardboard – cover A4	one-sided	3,80 CZK
Cardboard – cover A4	two-sided	6,50 CZK
Cardboard – cover A3	one-sided	6,30 CZK
Cardboard – cover A3	two-sided	10,00 CZK

## Book Binding

A3 whole-bound boards + print	437,50 CZK
A4 whole-bound boards + print	312,50 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
Guiding 1 line	20,00 CZK

Preparing boards A4 all cloth	125,00 CZK
Packing out into boards 2 corners	6,50 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

## **PRINTING AND BINDING OF DISSERTATIONS**

### **(STUDENT DISCOUNTS)**

Single-sided printing, black-and-white, A4 paper size	1,60 CZK
Double-sided printing, black-and white, A4 paper size	2,90 CZK
Single-sided colour printing, A4 paper size	20,00 CZK
Three-hour dissertation binding (in canvass) service	250,00 CZK
One-day binding service	200,00 CZK
Three-day binding service	160,00 CZK
Gold lettering of three lines maximum included in the price of binding.	
Gold lettering of each additional line	20,00 CZK
File flap manufacture	20,00 CZK
CD sleeve	2,00 CZK
Pasting in pages + binding into original covers	35,00 CZK

## 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](mailto: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 appendix no. 1 of the Library Regulations – 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 appendix no. 1 of the Library Regulations – 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](mailto: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 appendix no. 1 of the Library Regulations – 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 appendix no. 1 of the Library Regulations – 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 USE AND INTERNET USE WITHIN THE ASL COMPUTER STUDY ROOM**

**1.** The user may make use of the ASL computer study room upon providing a valid library card (unregistered users provide a one-day entry pass to the computer study room; see Appendix no. 1 – Price List of Services and Fees of the ASL) to the service worker in charge (herein referred to as „staff“). Upon completion of their work users will retrieve their library cards (or one-day entry pass to the computer study room) from the staff.

**2.** The user is entitled to a maximum daily limit of 120 minutes on the ASL computers within the computer study room. This limit can not be

further extended. The user may make use of a maximum of four visits per day. Each visit is rounded to the nearest half-hour. Users need to retrieve their library cards from the staff in order to interrupt their daily limit. The ASL reserves the right, in justified cases, to shorten the daily limit of computer use.

**3.** The ASL computer study room is intended for the use of ASL electronic information resources (databases and digital data carriers of the ASL collection) by users for study purposes and for making data of scientific nature freely available on the Internet. The user is required to use Internet information sources in accordance with legal and moral standards. It is forbidden to search, view, print, and distribute web pages with pornographic, sexual, erotic, or ethnically and religiously offensive content, sites that promote racism, violence or that encourage drug use, or sites serving commercial purposes (e.g. advertising, auctions, betting, etc.) or anything other than educational purposes.

**4.** While working within the computer study room the user must comply with the general provisions of the ASL Library Regulations. Within the computer study room the user's cell phone must be set to silent mode. Furthermore, phone calls and the consumption of food and beverages (with the exception of beverages in closable containers) are not allowed within the computer study room. Phone calls and the consumption of food and beverages are permitted only in areas designated at the ASL for that purpose.

**5.** The user may work on the ASL computer network only under the user name that has been issued by the ASL to that user. Users must not attempt, through any means, to gain access rights that have not been granted to them. If the user obtains, by any means (including through hardware or software system error), access rights that have not been granted to them, they must report this immediately to the staff.

**6.** Users within the ASL computer study room are not allowed to use any programs – including portable versions – other than those

which have been provided to them in the offer.

**7.** 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. Users 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.

**8.** Users are not allowed to copy or distribute any parts of the ASL operating system, its installation applications, or programs.

**9.** The copying of electronic media from the ASL collection is forbidden unless licensing conditions permit.

**10.** All obtained data and reproductions of works or their parts (regardless of form or medium) serve 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. Users must abide by Act No. 216/2006 Coll. (Copyright Act) to the full letter of the law. The use of reproductions and computer programs obtained from licensed sources are subject to the conditions of licensing agreements (see part 3.8 of the ASL Library Regulations).

**11.** Users are prohibited from knowingly interfering with the work of other users of the ASL computer network or with the operation and effectiveness of the network as a whole (e.g. excessive overloading of network sources, dissemination of illegal content, targeted attack, or unauthorized access to other computers or networks, the spread of computer viruses or other malicious software, the distribution of junk mail – „spam messages“, etc.).

**12.** The user acknowledges that all of their activities at the computer stations are subject to supervision by the staff, which are able to

view the content of the user's screen through their service computer. The staff respect the privacy of users at work, shall not divulge to anyone the contents of their screener with respect to the content of the pages the user has visited on the Internet except in cases in breach of the ASL Library Regulations by the user (see Appendix no. 3, paragraph 3). Should the staff discover any violation to the ASL Library Regulations (see Appendix no. 3, paragraph 3) and the user does not obey to the staff's call to immediately stop violating the ASL Library Regulations, the staff will pass on the information and evidence found to the ASL management for further action and may ban the user from using the study room for the rest of the day. If there is repeat violation of the ASL Library Regulations, the staff have the right to give the user a six-month ban on the use of ASL services. If a user again violates any provision of the ASL Library Regulations after a six-month ban on the use of ASL services, they may be permanently deprived of the right to use the ASL services. The library director makes the decision over a permanent revocation of the right to use the services of the ASL. In exceptional cases a user may be deprived of the right to use the services of the ASL without a prior six-month ban on the use of the ASL services.

**13.** Those users who do not comply with the general provisions of the ASL Library Regulations will be forbidden the right to use the services of the ASL. Users must not damage anything within the library premises; they are obliged to behave considerately in regards to their surroundings, above all to maintain tranquility. They must not limit, bother or endanger other persons (e.g. disorderly conduct, noise, infectious diseases, public intoxication, exceptionally filthy clothing, etc.). If a user fails to comply with these provisions, they will be notified by the staff about their breach of the ASL Library Regulations and that the user may be forbidden to use the ASL services for the rest of the day. Should there be repeat violations of the ASL Library Regulations, the staff have the right to give the user a six-month ban on the use

of ASL services. If a user again violates any provision of the ASL Library Regulations after a six-month ban on the use of ASL services, they may be permanently deprived of the right to use the ASL services. The library director makes the decision over a permanent revocation of the right to use the services of the ASL. In exceptional cases a user may be deprived of the right to use the services of the ASL without a prior six-month ban on the use of the ASL services. According to the ASL Library Regulations and applicable laws a temporary or permanent revocation of the right to use ASL services does not relieve a user of the responsibility and obligation to pay damages and other claims to the ASL.

**14.** If a user provides their personal information or data used for their identification while using the Internet (e.g. information about their private life, their self or third persons, e-mail, purchases at online shopping stores, internet banking, etc.), it is done so explicitly at their own danger, it runs the risk of misuse of this data, the risk of identity theft, and any damage incurred is fully borne by the user. The ASL declares that it is not responsible for the decisions of a user, nor for the dissemination of any information that the user has decided on their own to disclose to third parties on the Internet.

**15.** Users may store the results of their work into their work directory. The contents of the work directory will be automatically deleted the next working day before the opening of the ASL. Users can delete the contents of their work directory at any time during their work by running the "Smazání obsahu pracovního adresáře" program, which is located on the desktop.

**16.** Operation of the ASL network can be limited or interrupted for reasons of essential technical and software maintenance, or some other serious reasons. The ASL is not responsible in the event of computer failure nor for damages that may be caused in the event of computer failure. Users have no legal right to use the computers or Internet within

the ASL computer study room in the event of computer failure.

17. Users have the option to arrange in advance the time and date to use their daily limit of the ASL computers in the computer study room (herein after referred to as „reservation“) in person, by phone, or by e-mail. If the user arrives to the computer study room more than 15 minutes after the start of the arranged time, the reservation is forfeited to them.

Appendix no. 4

## **RULES FOR USING THE INTERNET WITHIN THE ASL STUDY ROOM FOR USERS USING THEIR OWN EQUIPMENT**

1. Registered users can use the wireless internet access within the premises of the ASL study room after logging on to the ASL network if it is available. The ASL does not provide users with the technical support to use this service; there is no time limit to working within the study room using one's own equipment to connect to the Internet. Users may connect to the Internet with their own equipment within the ASL premises; this connection is not a right, especially in the case of technical problems.

2. Registered users can connect to the Internet via a network cable within designated areas within the premises of the ASL study room. If users do not have their own network cable, they may borrow one from the staff of the computer study room. The user must return the borrowed network cable to the staff on the day it was borrowed no later than 7:00 pm. The user will be charged for the late return or loss of a network cable (see Appendix no. 1 – Price list of services and fees). To use this service it is necessary to be logged into the ASL network. The ASL does not provide users with the technical support to use this service; there is no time limit to working within the study room using one's

own equipment to connect to the Internet. Users may connect to the Internet with their own equipment within the ASL premises; this connection is not a right, especially in the case of technical problems.

3. The user may work on the ASL computer network only under the user name that has been issued by the ASL to that user. Users must not attempt, through any means, to gain access rights that have not been granted to them. If the user obtains, by any means (including through hardware or software system error), access rights that have not been granted to them, they must report this immediately to the service desk in the computer study room.

4. Allowing users to connect to the Internet using their own equipment is intended for the use of ASL electronic information resources (databases and digital data carriers of the ASL collection) for study purposes and for making data of scientific nature freely available on the Internet. The user is required to use Internet information sources in accordance with legal and moral standards. It is forbidden to search, view, print, and distribute web pages with pornographic, sexual, erotic, or ethnically and religiously offensive content, sites that promote racism, violence or that encourage drug use, or sites serving commercial purposes (e.g. advertising, auctions, betting, etc.)

5. All obtained data and reproductions of works or their parts (regardless of form or medium) serve 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. Users must abide by Act No. 216/2006 Coll. (Copyright Act) to the full letter of the law. The use of reproductions and computer programs obtained from licensed sources are subject to the conditions of licensing agreements (see part 3.8 of the ASL Library Regulations).

6. Users are prohibited from knowingly interfering with the work of other users of the ASL computer network or with the operation and effectiveness of the network as a whole (e.g. excessive overloading of network sources, dissemination of illegal content, targeted attack, or unauthorized access to other locations of the ASL network, the spread of computer viruses or other malicious software, the distribution of junk mail – „spam messages“, etc.).

7. Users are responsible for the technical state of their own equipment they use to connect to the Internet at ASL (e.g. for adequate virus protection, for any additional protection that the device offers, etc.). Users are fully responsible for any damages caused to the ASL while connected to the ASL network using inadequately secured equipment (e.g. damage caused to the ASL through the spread of illegal content, attacks on other devices within the ASL network or other networks, the distribution of junk mail – „spam messages“, etc. – from insufficiently secured user devices). At the same time, users bear full responsibility for damages incurred by using the ASL network using their own equipment in contravention of the technical norms and recommendations of the manufacturer of the device (such as damage caused by fire initiated by a user's own device, etc.).

8. If the user connects to the ASL network using their own device and in any way impairs the security of the network or connects to the Internet with their own device in contravention to the general provisions of the ASL Library Regulations, they will be informed by the staff of the violation of the ASL Library Regulations and be asked to disconnect their device. In such situations the staff may ban the user from the ASL for the rest of the day. Should there be repeat violations of the ASL Library Regulations, the staff have the right to give the user a six-month ban on the use of ASL services. If a user again violates any provision of the ASL Library Regulations after a six-month ban on the use of ASL services, they may be permanently

deprived of the right to use the ASL services. The library director makes the decision over a permanent revocation of the right to use the services of the ASL. In exceptional cases a user may be deprived of the right to use the services of the ASL without a prior six-month ban on the use of the ASL services. According to the ASL Library Regulations and applicable laws, a temporary or permanent revocation of the right to use the ASL services does not relieve a user of the responsibility and obligation to pay damages and other claims to the ASL.

9. If a user provides their personal information or data used for their identification while using the Internet (e.g. information about their private life, their self or third persons, e-mail, purchases at online shopping stores, internet banking, etc.), it is done so explicitly at their own danger; it runs the risk of misuse of this data, the risk of identity theft, and any damage is fully borne by the user. The ASL declares that it is not responsible for the decisions of a user, nor for the dissemination of any information that the user has decided on his/her own to disclose to third parties on the Internet.

10. The ASL is not responsible for any loss or reduced quality of Internet access through the user's own device, nor for any damages that may be incurred by the user as a result of these circumstances.