

IMPORTANT CONTACTS

Information	tel.: +420 221 403 208 e-mail: infoknav@knav.cz
Borrowing services	tel.: +420 221 403 254 e-mail: servis@knav.cz
Inter-library services	tel.: +420 221 403 259 e-mail: mvs@knav.cz
Computer study room	tel.: +420 221 403 337 e-mail: pcstudovna@knav.cz
Research services	tel.: +420 221 403 300 e-mail: reserse@knav.cz
Bibliography section	tel.: +420 221 403 251 e-mail: biblkn@knav.cz
Reference services	tel.: +420 221 403 302 e-mail: infoknav@knav.cz
Reprographic and library services	tel.: +420 221 403 263 e-mail: rozmnozovna@knav.cz

LIBRARY OF THE ASCR, v. v. i.
Národní 3, 115 22 Prague 1
Czech Republic

www.knav.cz

LIBRARY HOURS
MONDAY TO FRIDAY, 9–19

CONTENTS

DEFINITION OF BASIC TERMS	5
Article 1	
LIBRARY MISSION AND ACTIVITIES	
1.1 Introductory Provisions	
1.2 Library Holdings, Its Compositions and Enlargement	
1.3 ASL Services	
Article 2	
USERS OF LIBRARY SERVICES AND INFORMATION SERVICES	6
2.1 Issuance of Library Card	
2.2 Validity of Library Card	
2.3 Loss of Library Card	
2.4 User's Rights and Obligations	7
Article 3	
ASL CIRCULATION RULES	8
3.1 Access to Documents	
3.2 Ordering, Loaning, Reserving and Returning Documents from ASL Depositories	9
3.3 Loan Periods and Extensions	10
3.4 Late Return Fees for Off-site Loans	
3.5 Freely Available Literature in ASL Study room	11
3.6 Compensation for Unreturned, Lost, Damaged, or Destroyed Documents	
3.7 Inter-library services	
3.8 Electronic information sources	
3.9 Regulations for computer use and Internet use within the ASL computer study room	12
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 ASL Services and Fees	14
Appendix no. 2 – Inter-library services	19
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
Appendix no. 5 – Forms of Compensation for Unreturned, Lost, Damaged or Destroyed Documents	24

DEFINITION OF BASIC TERMS

- 1. Library holdings** is the sum of all physical volumes that Academy of Sciences Library (hereinafter ASL), a public research institution, makes available to its users.
- 2. Physical volume, document or item** is any individually registered physical volume from the ASL holdings.
- 3. Open shelf stock** are those parts of the library holdings that are accessible to users without the assistance of an ASL employee.
- 4. Depositories** are closed warehouses where parts of the ASL book holdings are stored.
- 5. Visitor** to ASL is anybody who is present anywhere on the ASL premises, except the employees.
- 6. User** of ASL is everyone who, in a given moment and in any way, utilizes the library holdings, its technical equipment, data, or any other services provided by ASL, be it personally or through an intermediary, by Internet, by telephone, or by similar means.
- 7. One-day ticket** is a ticket that entitles the visitor to enter the ASL study room and utilize the ASL on-site services during the opening hours, for one day.
- 8. Document order** is a request to retrieve a document from a depository in the name of a user.
- 9. Document reservation** is an order for a document that is on order already, or checked out by another user.
- 10. On-site loan** is the loan of a library unit that can be utilized only in the designated areas of ASL.
- 11. Off-site loan** is the loan in which ASL allows the user with a valid library card to utilize the physical volume even outside the ASL premises under conditions described below.
- 12. Loan period** is the time during which the user may utilize the physical volume checked out by him/her. The loan period is set by ASL at

the checkout. If that is not done, the loan periods listed in the Library Code apply.

Article 1

LIBRARY MISSION AND ACTIVITIES

1.1 Introductory Provisions

Academy of Sciences Library (hereinafter ASL) provides library services in accordance with its founding charter, Act 341/2005 Sb. about public research institutions, Act 283/1992 Sb. about Academy of Sciences of the Czech Republic, and Act 257/2001 Sb. about libraries and the conditions of offering public library services and informational services (hereinafter Library Act).

1.2 Library Holdings, Its Composition and Enlargement

ASL compiles and administers a collection of domestic and foreign literature plus other information sources representing a cross-section of scientific disciplines. The structure of these holdings (primary and secondary) in terms of form and content reflects a focus on scientific research. The holdings so characterized are being systematically enhanced by purchases and exchanges in cooperation with libraries of the same or similar orientation. This collection of books and information contains, besides classical documents, also electronic data bases and informational resources.

1.3 ASL Services

1.3.1 ASL provides public library services and information services to individuals and other public libraries located in the Czech Republic.

1.3.2 ASL functions as a specialized library.

Article 2

USERS OF LIBRARY SERVICES AND INFORMATION SERVICES

2.1 Issuance of Library Card

- 2.1.1** After obtaining a library card, the user of ASL services (hereinafter user) with all the rights and obligations may be:
- a citizen of the Czech Republic older than 15 years of age,
 - a foreign national older than 15 years of age,
 - a library located in the Czech Republic.
- 2.1.2** Requirements for issuing the library card are as follows:
- presentation of a valid identity document,
 - payment of a registration fee and a card issue fee (see Appendix 1 – Price List of ASL Services and Fees),
 - submission of a current photograph,
 - signing a statement that the user is acquainted with the Library Code and committed to observe it,
 - user's consent for inclusion of his/her personal data in the ASL database.

2.1.3 Employees of Academy of Sciences of the Czech Republic (hereinafter AS CR) with a proof of employment at AS CR (such as an employee card or a work contract) pay only the card issue fee (see Appendix 1 – Price List of ASL Services and Fees).

- 2.1.4** Identity cards:
- Czech citizens present a valid identity card with full legal capacity,
 - foreign nationals present a passport or a driver's license (EU citizens may also present an identity card) to utilize the ASL services on site. For external loans, foreign nationals present documents legalizing their long-term residency in the territory of the Czech Republic, and a personal ID card showing the place of permanent residence.

2.2 Validity of Library Card

2.2.1 The library card is non-transferable and the user is responsible for all ASL losses arising from its misuse.

2.2.2 The library cards are of the following types:

- external, authorizing the cardholder to utilize both on-site and off-site services of ASL,
- internal, authorizing the cardholder to utilize only the on-site services of ASL,
- employment-based, issued to the employees of AS CR institutes.

2.2.3 The card is valid for:

- one year (365 days) or
- half-year (183 days).

2.2.4 When the card validity expires, the cardholder loses the right to receive ASL services. The card may be renewed contingent upon the user's compliance with the Library Code. The AS CR employee's card is valid for 3 years and its renewal requires a proof of continued employment with AS CR.

2.2.5 To obtain a library card, the user has to complete an application with requisite information. The library will issue or renew the library card only upon presentation of an identity document. A single-day ticket may be issued under the same conditions for a one-time visit to the library without the library card. The user must promptly report to ASL all changes in personal data (especially the change of residence or name/surname), even when the library card is no longer valid but the user has not fulfilled his/her duty to return the borrowed item or settle an ASL claim. If ASL is forced to research this information, the cost incurred will be borne by the user.

2.2.6 A change of a name or surname invalidates the library card; a new card will be issued free of charge.

2.3 Loss of Library Card

2.3.1 The user must report the loss of his/her library card without delay to an appropriate ASL employee. ASL will then block the subject card in the ASL user list. The user is responsible for the documents checked out on this card prior to the date of loss notification, until they are returned to ASL or the damage is resolved.

2.3.2 In case of a repeated loss, ASL has the right to withhold a new library card. To have a new (replacement) card issued, the user has to pay the applicable fee (see Appendix 1 – Price List of ASL Services and Fees).

2.4 Users' Rights and Obligations

2.4.1 The users have the right to obtain information and to utilize those ASL services to which they are entitled as cardholders.

2.4.2 The users have to observe the Library Code and follow the instructions of ASL employees. The user must refrain from any deliberate or negligent conduct that might be injurious to ASL property and to the health or property of others; the user must be considerate to his/her surroundings, behave quietly and peacefully, not to restrict, bother, or endanger others (for example by disorderly conduct, verbal abuse, noise, infectious diseases, drunkenness, unsanitary clothing, etc.). The users who do not observe the general provisions of Library Code are excluded from the right to receive ASL services (see Library Code, par. 2.4.10).

2.4.3 Entry into the study room may be conditioned on leaving the outer clothing, wet articles, or bulky luggage in the cloakroom. A final determination and decision regarding an entry with luggage rests with ASL employees.

2.4.4 The user may not leave precious items, cash, jewelry, and other valuables in the cloakroom. Personal belongings may be stored in cloakroom lockers, however these are not intended for storage of precious items, cash, jewelry, and other valuables (including laptop computers). Whenever the user departs, he/she has to return the locker key. ASL is responsible for the items stored in the cloakroom and in the lockers during the daily operating hours only to the extent prescribed by the Civil Code.

ASL is not responsible for damage or loss involving articles brought onto the library premises, including the study room, but not left in the cloakroom or locked in the lockers. Doing so is at every user's own risk and peril.

2.4.5 ASL gives its users the possibility of using lockers in the computer study room, where study materials may be stored as long as absolutely necessary. The locker keys are kept permanently in the Loan Services Department (hereinafter LSD). It is not allowed to store items from the study room reference sets, food, money, valuables, etc. in the lockers. ASL is not responsible for the objects stored therein.

2.4.6 The user has to submit to an incoming and outgoing check conducted by authorized ASL personnel. At the incoming and outgoing check (into the reading and lending rooms), the user has to present the library card and all materials brought in and out for inspection, and possibly submit to other control measures essential to safeguard ASL-managed assets.

To protect the health and property of all users, visitors, guests, employees and other people on library premises, their movement is monitored by a camera system. The camera system, part of the security, fire and emergency measures, is installed in accordance with Act 101/2000 Sb. and duly registered with the Office for Personal Data Protection.

2.4.7 The user may not lend the borrowed library units and documents to others. He/she is responsible for them during the entire time they are checked out to him/her. The user has to report the loss of borrowed library units and documents to ASL promptly and arrange for a compensation per the Library Code (see Library Code, section 3.6).

2.4.8 The users are required to comport themselves quietly and peacefully in all ASL areas, maintain order and cleanliness, and turn off acoustic signals of mobile phones and similar devices before entering the study room. Smoking and loud telephoning are not permitted in the study room and the loaning room areas. Eating is permitted only in the designated areas with vending machines for food and beverages. Drinks brought into the study room must be in re-closeable containers.

2.4.9 The user is responsible for damage to ASL property to the extent defined by the Library Code and the provision of the Civil Code.

2.4.10 Should a user fail to observe the Library Code, the attendant on duty will point out the infraction and ask for correction. If the attendant's advice is not heeded, the user may be disallowed on the premises for the rest of the day. In case of repeated infractions of the Library Code, the attendant has the right to place a six-month ban on the user's access to ASL services. If the user, after a six-month ban on access to ASL services, violates any provision of the Library Code again, his/her right to ASL services may be permanently rescinded. The decision to impose a permanent suspension of ASL services is made by the library director. In special cases, the user may be permanently barred from ASL services even without a preceding six-month ban on access to ASL services. Neither temporary nor permanent suspension of the right to ASL services exempts the user from responsibility and from his/her obligation to compensate ASL for the damage caused, and to settle other ASL claims according to the Library Code and the applicable provisions of the law. Should there be a suspicion that a user committed a criminal act on the premises of ASL, he/she must await the arrival of police while obeying the instructions of building security and/or ASL personnel.

2.4.11 Photographing and filming in the study room and the loaning room areas are not allowed. If necessary, the ASL director can approve an exception based on a written or verbal request (same for reproduction rights).

2.4.12 The problems and complaints concerning ASL services, as well as suggestions for improvements, can be communicated to the staff on duty at any time, or sent by mail to ASL, or e-mailed to knavcr@knav.cz, or to an address of the appropriate department.

2.4.13 In the event of the ASL closing due to operational, technical or other

reasons the user is not entitled to claim for refund of the registration fee or its proportional part.

Article 3

ASL CIRCULATION RULES

3.1 Access to Documents

3.1.1 To users with a valid library card or a one-day ticket, documents from the ASL holdings are loaned free of charge. The method of giving access to ASL collections, and the possibility of lending documents in consonance with its own mission and with regard to asset protection requirements is determined by ASL.

3.1.2 On-site loans are made from all available ASL holdings except for the historical book collection, where the possibility of an on-site loan has to be approved by the Department of Historical Bibliography.

Not available for an off-site loan (outside the ASL study room and the library) are:

- documents from the open-shelf stock in the study room and from all ASL reference sets,
- library materials up to the year 1950, archival items, bibliophilic prints, unique publication, and publications identified by initial letters J, S, T, U, X.

Also documents that would be at risk of an irreplaceable loss or damage:

- periodicals,
- carriers of original digital data.

3.1.3 In off-site lending, ASL may require a financial deposit as a security that the library items will be properly returned and the lending conditions met (hereinafter security). When such deposit is made, the user will be given a receipt for its payment. If the user fails to comply with the loan conditions, ASL will use this security to satisfy its claim for the damage sustained and the applicable fees per this Library Code. If the ASL damage claim exceeds the security amount, it shall remain valid. The imposition of a security deposit and setting its amount is the responsibility of an authorized employee of ASL.

3.1.4 The user may produce copies of ASL documents. All the data obtained and reproductions of literary works in full or in part (in any form, by any medium) shall serve exclusively for the user's personal use and his/her studies. It is prohibited to use them in any other way, particularly to publicize, reproduce, copy, loan, distribute (even in a computer network), sell or utilize them otherwise, especially for commercial purposes. The user must abide by Act 216/2006 Sb. in its entirety (Copyright Act). The use of reproduced literary works and computer programs from licensed sources is subject to the conditions of contracted license agreements (see Library Code, section 3.8).

3.1.5 The users are not permitted to make copies from the ASL historical book collection consisting of archival items, manuscripts, incunabula, old prints and modern rare prints. The users can place an order for such copies with LSD, whose staff has to consult the Department of Historical Bibliography about the duplication process. If the physical condition of a document from the ASL historical book collection is not suitable for digital copying, the request will be denied. The copies can be made only by ASL employees and only by digitization technologies (copies cannot be made xerographically).

3.1.6 The price of digitization and duplication services is governed by the Price List of ASL Services and Fees. Digital copies from the historical book collection are also subject to a fee for electronic saving or a printed output (see Appendix 1 - Price List of ASL Services and Fees).

3.2 Ordering, Loaning, Reserving and Returning Documents from ASL Depositories

3.2.1 The user can order documents from ASL depositories, after finding its ID code, through the user account in the Aleph library system on ASL website, by e-mail, by telephone, or by submitting a completed order form to LSD staff. The delivery time for a document may vary depending on its physical location and will be indicated by LSD staff.

3.2.2 The user has to collect the documents coming from ASL depositories within eight working days after the document delivery date indicated by LSD staff. The user can find the delivery date and the latest pick-up date for the requested documents through the user account in the Aleph library system on ASL website, by e-mail, or by telephone. After that period of time, the order is canceled, the documents are returned to the depository, and the user is charged a fee for failing to pick up the requested documents (see Appendix 1 – Price List of ASL Services and Fees).

3.2.3 Each off-site loan is tracked by one loan ticket, which is signed by the user and retained by ASL as long as necessary. The user can view his/her account in the Aleph library system on ASL website, or ask LSD staff for a printed summary of his/her account. For on-site loans of archival documents, manuscripts, and old prints, the user has to sign a researcher sheet.

3.2.4 Before signing the loan ticket, each user is obliged to inspect the library unit being checked out and report any defects immediately to an LSD staff member who will note them in the user account in the Aleph library system. The user is responsible for all defects found in the documents when checked in and obligated to absorb all costs associated with their correction.

3.2.5 Items ordered from the ASL depositories for an on-site loan are available to the user only in the study room. The on-site loan period starts the day the document is delivered to LSD. Such documents shall remain in LSD throughout the loan period in the name of the user. When checking them out into the ASL study room, the user shall leave his/her library card (or another form of identification) with LSD staff. The library card will be returned to the user when the on-site borrowed items are transferred back to LSD.

3.2.6.1 A return receipt for off-site loan items is issued by ASL only at user's request. The user has to ask for the receipt before handing over the off-site loan items to the LSD attendant.

3.2.6.2 The user must return the off-site loan items either personally or through an intermediary (or possibly by insured mail) before the loan period expires, or when the items are no longer needed. If the user does not return the library unit in time, he/she is has to pay a late return fee (see Appendix 1 – Price List of ASL Services and Fees).

3.2.6.3 When returning items borrowed against a security, the security deposit will be refunded to the user in full upon presentation of the security deposit receipt and verification that the document is returned on time and without defects.

3.2.7 The procedure for ordering, checking out, and returning documents per par. 3.2 does not apply to inter-library services (see par. 3.7 and Appendix 2 of the Library Code).

3.2.8.1 The user can reserve a future loan of a library unit that is currently checked out by another user or otherwise temporarily unavailable. Unless stated otherwise, the reservation is in effect for three months from the origination date.

3.2.8.2 By making a reservation, the user assumes the obligation to cover the cost of handling the reservation and mailing a confirmation notice with scheduled pick-up time for documents (see Appendix 1 – Price List of ASL Services and Fees).

3.2.8.3 If the same document is reserved by more than one interested party, their priority is given by the date and time of the reservation request.

3.2.8.4 A reservation may be canceled by the user only before it is filled, via the user account in the Aleph library system on ASL website, by phone, by e-mail or in person at LSD.

3.2.8.5 ASL reserves the right to cancel the reservation of a library unit that has become permanently unavailable. This action voids the user's obligation to pay the associated cost per par. 3.2.8.2.

3.3 Loan Periods and Extensions

3.3.1 Standard loan periods are as follows:

– off-site loans (out of the ASL building) is for a period of 30 days,
– on-site loans from the depositories (to the study room) is for a period of 8 working days.

3.3.2 The period of an off-site loan may be extended, before its expiration, at the request of the user, provided that the document in question has not been reserved by another user. The user can extend the loan period via his/her account in the Aleph library system on ASL website, by e-mail, by telephone, or by asking an LSD attendant. At the most, the user can receive three extensions of 30 days each (duration of the basic loan period) from the date the extension was granted. After the three extensions, the document has to be returned.

3.3.3 The period of an on-site loan from ASL depositories may be extended under the same conditions no more than five times, each time by 8 working days (duration of the basic loan period).

3.3.4 The user may have the maximum of 15 concurrent off-site loans.

3.4 Late Return Fees for Off-site Loans

3.4.1 ASL has no obligation to remind the users with off-site loans to return the borrowed items. When it does so and notifies the user by a mailed reminder that the loan is overdue, the user has to pay a reminder fee, in addition to late return fees for the off-site loan (see Appendix 1 – Price List of ASL Services and Fees).

3.4.2 The obligation to pay late return fees for an off-site loan starts on the first day after the loan period expires and ends on the day when the document is returned, or the day when the matter is settled in a manner described in Appendix 5 – Forms of Compensation for Unreturned, Lost, Damaged, or Destroyed Documents.

3.4.3 The late return fees for an off-site loan are charged for each calendar day and each borrowed item (see Appendix 1 – Price List of ASL Services and Fees). The user typically pays the late fees for an off-site loan to LSD in

cash against a receipt for payment. Further ASL services to the user are suspended until all ASL claims are settled.

3.4.4 In the event that the total claim against the user exceeds CZK 1 000 (one thousand Czech crowns) in principle amount, ASL is entitled to demand interest on late payment for the total amount per government directive No. 142/1994 Sb. until the claims are settled. The user agrees to pay the claim with interest on arrears.

3.4.5 The payment of late payment interest shall not affect the right of ASL to collect damages.

3.5 Freely Available Literature in ASL Study room

3.5.1 Documents from the open-shelf stock in the ASL study room are intended exclusively for on-site use (except for documents located in the Oval Study room with the ID codes starting I 830, I 840 and I 850).

3.5.2 The user can select documents from the open-shelf stock in the ASL study room himself/herself, or ask ASL personnel for assistance.

3.5.3 The materials selected from the open-shelf stock in the ASL study room should not be re-shelved by the user, but left on the tables in the ASL study room.

3.5.4 Documents from the open-shelf ASL stock cannot be reserved.

3.6 Compensation for Unreturned, Lost, Damaged, or Destroyed Documents

3.6.1 The user has to report loss, damage, or destruction of a document promptly to ASL, which will decide on the form of compensation and the timeframe in which the user has to perform it. The user is fully responsible for the condition of the borrowed documents. It is immaterial whether the damage resulted from intent or negligence, or was caused by a third party. The same is true if the document is lost by the user, stolen from him/her or otherwise destroyed, even accidentally (force majeure).

3.6.2 The forms of compensation for unreturned, lost, damaged or destroyed documents are described in Appendix 5 - Forms of Compensation for Unreturned, Lost, Damaged or Destroyed Documents, which is an integral part of the Library Code. In controversial cases, the form and size of compensation is to be determined by the ASL management.

3.6.3 ASL has the right to suspend further ASL services to the user pending the settlement of all claims.

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 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. 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 – Price List for ASL 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 – Price List of ASL 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;

Appendix no. 5 – Forms of Compensation for Unreturned, Lost, Damaged or Destroyed Documents.

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 2011, the validity of the Library Regulations of 1 September 2010 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 2011.

Ing. Martin Lhoták

Director of the Academy of Sciences Library
of the Czech Republic

In Prague on 1 September 2011

Appendix no. 1

PRICE LIST OF SERVICES AND FEES

LIBRARY CARDS

Library card fee 20 CZK

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

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 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
Fees charged for damage to PC peripherals (keyboard, mouse) 500 CZK
Fee for a lost CD or DVD 50 CZK
The fee for settlement of damages caused by unreturned, lost,
damaged or destroyed library unit (for each library unit) 150 CZK

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

A digital copy acquired via the self-service scanner

Free

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

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 – based on current Czech Post fees	Europe / overseas	0,5 IFLA Voucher / 4 EUR
--	-------------------	--------------------------

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 focument	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	8,00 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_egms.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 appendix no. 1 of the Library Regulations – Price List of ASL 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 ASL 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 appendix no. 1 of the Library Regulations – Price List of ASL 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 ASL 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.

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 ASL 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. Downloading or sharing copyrighted materials (films, music, software, etc.) is not permitted in ASL.

5. Should the user's activities on the Internet or another network service contradict the provisions of Appendix 3, section 4, his/her right to internet access at ASL may be suspended for a period of three months. A subsequent infraction of the provisions of Appendix 3, section 4, may cause the user's right to internet access at ASL be suspended for six months. If the user violates the provisions of Appendix 3, section 4 again, even after the six-months' denial of ASL internet access, his/her right to all ASL services may be permanently rescinded.

6. 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.

7. 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.

8. 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.

9. 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.

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

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

12. 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).

13. 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.).

14. 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.

15. 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 considerably 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.

16. 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.

17. 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.

18. 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.

19. 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 ASL 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. Downloading or sharing copyrighted materials (films, music, software, etc.) is not permitted in ASL.

6. Should the user's activities on the Internet or another network service contradict the provisions of Appendix 4, section 5, his/her right to internet access at ASL may be suspended for a period of three months. A subsequent infraction of the provisions of Appendix 4, section 5, may cause the user's right to internet access at ASL be suspended for six months. If the user violates the provisions of Appendix 4, section 5 again, even after the six-months' denial of ASL internet access, his/her right to all ASL services may be permanently rescinded.

7. 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).

8. 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.).

9. 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.).

10. 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.

11. 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.

12. 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.

Appendix 5

FORMS OF COMPENSATION FOR UNRETURNED, LOST, DAMAGED OR DESTROYED DOCUMENTS

This directive sets the rules and procedures in resolving and enforcing compensations for ASL documents that are unreturned, lost, damaged or destroyed by the users. The directive applies to both on-site and off-site loans.

1. The user is obligated to return the actual borrowed document by the end of the stipulated loan period, in the condition that existed at the checkout. If a loaned document is overdue, ASL can remind the user in writing (not an ASL obligation).

2. If the user communicates, or it otherwise becomes apparent, that the document cannot be returned for some reason, that it is destroyed or damaged, ASL will preferably require the following substitutions by importance and in this order:

- a copy of the publication from the same edition and with the same binding, or
- an identical publication from a newer edition.

3. If it is not possible or practical to submit or to accept a substitution per par. 2 of this directive, ASL may require one of the following replacements:

- a bound or unbound xerographic copy of the publication from the same edition and with the same binding, or
- another publication with the same informational and financial value, or
- a monetary compensation with related expenses.

4. If it is determined that the compensations listed in par. 2 and 3 of this directive are not possible or practical to submit or to accept, ASL may require a monetary compensation.

5. The user shall pay a monetary compensation for an unreturned, lost, destroyed or damaged document in the amount of:

- the actual purchase price of the publication from the same edition and with the same binding, if such publication is available on the market, including reasonable and necessary expenses for its acquisition, or
- the actual purchase price of the publication from a newer edition, if such publication is available on the market, including reasonable and necessary expenses for its acquisition, or
- a fee for each xerographically copied page of the original document plus a fee for binding the document (the cost of binding). The number of pages is as stated in the ASL bibliographical record. The price for photocopying documents

with unnumbered pages will be determined by ASL.

The monetary compensation will be increased by the appropriate handling fees.

6. If the user does not return the document as required by the Library Code, and at the same time remains passive toward ASL, or unreachable, or unresponsive to possible reminders of the loan being overdue, ASL will demand and/or litigate a monetary compensation inclusive of the handling fees and related expenses such as interest on late payment and cost of litigation at an appropriate court of law.

7. If the case of the documents being historical, rare, collectors' items, declared to represent cultural heritage, unique specimens and similar situations, the user shall pay a monetary compensation in the amount that will be determined individually, for example by a price that the document would command in an auction or in an antique bookstore, by a price quoted in auction catalogues, or by an expert appraisal, including the claim-related expenses, particularly the interest on late payment and the cost of litigation at an appropriate court of law.

8. ASL has the right to demand monetary compensation even if the damage affects only a part of the document, and likewise in those cases where the loss, damage or destruction affects a multivolume literary work only partially if it caused a devaluation of the entire set. The amount of monetary compensation is to be determined primarily by an expert appraisal.

9. The type of compensation and its timing is always determined by ASL, which will notify the user of its decision. The period for compensation starts at the moment of notification delivery. It will specify the type, the extent, and the deadline for the compensation, itemize the applicable handling fees per Price List of ASL Services and Fees and possibly other related charges, and provide other information necessary for a proper discharge of the user's obligation.

10. In case that ASL decides – on a replacement by a publication of identical edition and binding, or a newer edition of the same publication, then the user has to deliver the

publication (replacement) to LSD staff and pay the handling fees in cash at that time;

– replacement with a bound photocopy of the same edition, the user is obligated to deliver the bound copy (replacement) to O staff within the specified period and pay the handling charge in cash. The bound copy of the same issue of the replaced document shall have the same size and same orientation and page dimensions as the original. The minimum requirement for binding is glued binding (V2 or higher or binding Unibind);

– on a replacement by an unbound photocopy of the same edition, then the user has to deliver the unbound copy (replacement) to LSD staff within the specified period and pay the applicable handling fees in cash at that time. The unbound copy of the original document from the same edition shall have the same format, orientation, and page size as the original. Loose pages with the copied image shall have an empty margin 12 mm wide on the side intended for binding.

– on a monetary compensation, then the user has to pay the required amount within the specified period, including the applicable handling fees.

11. If a user loses, damages or destroys a CD/CD-ROM/DVD attached to a primary document, he/she is required to pay, within a certain period of time, a flat fee set by ASL, plus the associated handling fees.

12. It is not possible to accept, as a compensation for an unreturned, lost, damaged or destroyed document, a photocopy that does not meet the stated requirements (this means that ASL will not accept a spiral-bound or thermal-bound copy, a copy where two pages of the original are reproduced on one page of the copy, pages that are reduced or enlarged, or a copy that cannot be bound because the dimensional requirement for an empty margin is not met).

13. If a user fails to fulfill his/her obligations and does not deliver a replacement for the loaned document in a proper and timely manner, or does not settle the monetary claim in its entirety including the related expenses as stated above in this directive, ASL will pursue its claims through legal channels. The user is obligated to bear also the costs involved in such litigation.

14. ASL will incorporate the replacement of an unreturned, lost, damaged or destroyed document into the library holdings within two months from the date when the user replaced the original publication as described above.

15. For the purposes of this directive, ASL employees are required to keep the originals of receipts and documents pertaining to the user and his/her loan activity, particularly the application, loan tickets, reminder notices, proofs of sending and receiving correspondence, the correspondence itself, the mail returned and undelivered by the postal license holder, and other relevant documents showing the user's non-compliance with the duties arising from the Library Code and the legal regulations, as necessary to litigate a claim against the user.

16. Handling charges (excerpted from Price List of ASL Services and Fees):

Fee for compensation of a damage caused by not returning, losing, damaging or destroying library units: CZK 150 (for each library unit). Fee for a lost CD/DVD: CZK 50.