

The Library Rules of the Library of the Institute of Computer Science of the Czech Academy of Sciences

I. Basic Provisions

A. The Legal Framework

I hereby issue these Library Rules in accordance with Act 283/1992 Sb. of the Czech National Council on the Czech Academy of Sciences, as amended, Act 341/2005 Sb. on public research institutions, the Statutes of the Czech Academy of Sciences of 24 May 2006, and the Deed of Foundation of the Institute of Computer Science of the Czech Academy of Sciences, of which the library is part, of 28 June 2006, and in accordance with Act 257/2001 Sb. (the Library Law).

B. Links to Other Laws

The library provides library and information services to members of staff of the Institute of Computer Science of the Czech Academy of Sciences and the general public in accordance with Act 257/2001 Sb. on libraries and the conditions of operation of public library and information services (the Library Law). The activities of the library are also affected by the following legal regulations:

- Decree of the Ministry of Culture 88/2002 Sb. on the performance of Act 257/2001 Sb. (the Library Law).
- Act 37/1995 Sb. on non-periodical publications.
- Decree 252/1995 Sb., by means of which certain of the provisions of Act 37/1995 Sb. on non-periodical publications are implemented.
- Act 121/2000 Sb. on copyright, rights associated with copyright and the amendment of certain laws (the Copyright Law).
- Act 101/2000 Sb. on the protection of personal details and the amendment of certain laws.
- Act 89/2012 Sb., the Civic Code.

The staff of the library are subject to the [Code of Ethics of Czech Librarians](#).

C. The Purpose of the Library

The library's purpose is to gather, process, store and make available scientific information contained in its specialised holdings focusing on the requirements of the research performed at the institute.

D. Library and Information Holdings

The subject matter and composition of the primary and secondary library holdings correspond to the focus of the research performed at the Institute of Computer Science. The library holdings profiled in this way are supplemented by purchases and donations in accordance with the recommendations of the Library Board at the Institute of Computer Science. The library holdings include both traditional information carriers and electronic information sources and holdings.

E. Library and Information Services

The library provides its services preferentially to members of staff of the Institute of Computer Science and also makes library documents available free of charge to the general public (primarily scientific professionals) to which it also provides basic bibliographic, reference and factual information. The library:

- provides consultation services relating to catalogue and database searches.
- uses and provides national and international inter-library loan services.
- creates, develops and updates its own website on which it informs users of information sources and services and other library activities.
- promotes information sources and services by means of regular presentations designed, first and foremost, for members of the institute.

In addition to its basic services, the library also keeps records on the publication activity of members of academic staff of the Institute of Computer Science, thereby contributing to the creation of the database of records of publications of the Czech Academy of Sciences (ASEP).

F. Users of Library Services

The basic category of users are **internal users**:

- employees of the institute.
- postgraduate and diploma students with part-time employment at the Institute of Computer Science.
- guests on study residences at the Institute of Computer Science who submit proof of their residency at the institute and its length in the form of a certificate from the head of the pertinent department.
- former employees of the institute.

Internal users are registered at the library on the basis of their signature on their “**Reader’s Application**” (see Supplements 1a and 1b).

Members of staff of other institutes and units of the Czech Academy of Sciences (CAS) and universities and members of the general public may become **external users** on the basis of the submission of personal documentation and, in the case of corporate bodies, written verification.

Library users are obliged to observe the library’s Loan Rules.

II. The Loan Rules of the Library of the Institute of Computer Science of the Czech Academy of Sciences

1. Loan Services

For the purpose of protection of the library holdings entrusted to the management of the Library of the Institute of Computer Science, a loan is, in accordance with universally binding regulations, defined as a contractual relationship between the library and the user (hereafter merely a “loan”) in accordance with the provisions on the loan of movables according to Act 89/2012 Sb., the Civic Code.

The library allows on-site and off-site loans.

Off-site loans may be made in person or through the inter-library loan service.

The library offers the use of **electronic information sources** over its own website and respects the conditions stipulated by specific operators of databases and electronic services.

Library users are aware of the fact that:

- the use of data is permitted exclusively for academic, study or teaching purposes or for the user's own needs in accordance with Act 121/2000 Sb., the Copyright Law.
- the systematic or regular downloading of the entire contents of electronic information sources or large parts of them, and in particular the copying of entire editions of electronic journals, is prohibited.
- it is prohibited to further copy, distribute or otherwise reproduce any data obtained or to make it available to third parties (regardless of whether this is free or for a charge).

Licensed electronic information sources are made available to external users on the basis of the signing of the declaration "Access to Licensed Electronic Information Sources" (see Supplements 2a and 2b).

2. Periods of Loan

a) Internal users

There is no time limit to the period of loan for internal users.

The librarian has the right to request the return of a loan after a certain period if another library user is interested in the loan item and the library does not have another copy available.

Dictionaries, encyclopaedia, new editions of periodicals and other information sources of a reference nature that are not contained in the library holdings in a sufficient number of copies are loaned to internal users **for a maximum of 3 days.**

The conditions stipulated by the loaning library are observed on loans of documents obtained through an inter-library loan service.

b) External users

Documents are loaned to external users of the library **as on-site loans, with certain exceptions**, on Wednesday from 1.00 to 4.00 p.m.

External users who are close collaborators of members of staff of the Institute of Computer Science are an **exception to this rule.**

Books may be loaned to these users on an off-site basis (a maximum of 3 books at any one time) **for a period of 1 month.**

The librarian is entitled to shorten the given loan period if there is great interest in a particular book.

Bound journals and other kinds of information source are loaned only on site.

c) Loan liability

Internal users undertake, by means of their signature on their "Reader's Application" (Supplements 1a and 1b), to:

- observe the Library Rules and Loan Rules
and
- acquaint themselves with every new version of the Library Rules and Loan Rules published by the Library of the Institute of Computer Science on its website.

The user's signature on his or her Reader's Application **substitutes for his or her signing of printed loan forms** for individual library items. The library will issue internal users on request with confirmation of the return of a loan. Internal readers also have on-line access to their reader's accounts where they can check all changes made.

External users will confirm the loan of a document by signing the loan ticket, the original of which they will receive after returning the loan (see Supplements 3a and 3b).

The user is responsible for the loaned document for the duration of the loan period.

If a user returns a loaned document by post, he or she is obliged to pack it properly, insure it and send it by registered post. He or she is responsible for the consignment until such time as the library takes possession of it and provides him or her with loan return confirmation.

Should a user fail to return a loan within the stipulated period, even following a reminder, the item in question will be recovered by legal means. The library will have the right to suspend the provision of all services to the user in question until the settlement of debts is made.

The user is obliged to pay all costs incurred by the library in connection with the recovery of the given loan item.

Should a user damage or lose a loan item, the library will rule on the method of replacement of the damaged or lost document. It may demand the same work in the same or newer edition, a different work, or financial compensation.

Employees of the Institute of Computer Science are obliged either to return all loans or to make them available through another employee of the institute if they are to be absent from the Institute of Computer Science for more than 6 months (maternity leave, moving abroad, etc.).

At the end of their employment, all internal users of the Library of the Institute of Computer Science are obliged to return all loans to the library. The librarian will confirm the fulfilment of this obligation on an output note.

Former employees may register at the library in the category “former employees” and use the library holdings with the advantage of an unlimited number of loans with an unlimited loan period (see the section Users of Library Services). Former employees are, at the request of the librarian, obliged to return books without delay if they have been requested by another user. The librarian will send former employees a list of loaned books once a year and request confirmation of the accuracy of their contact details.

All library users must present all loans from the Library of the Institute of Computer Science to the audit committee during audits of library holdings. Notification of such audits will always be given in advance.

III. Final Provisions

The Director of the Institute of Computer Science of the Czech Academy of Sciences or a member of staff accredited by the Director may permit exceptions to these Library Rules.

A Library Board (an advisory body of the Director of the Institute comprised of representatives of scientific departments and the library) is in operation at the Institute of Computer Science. Issues associated with the work of the library at the Institute of Computer Science, particularly issues related to the composition of the library holdings, are considered at meetings of the Library Board.

These Library Rules come into effect on 1 December 2016.

The Library Rules of 1 January 2007 expire at the same time.

Prague, 1 December 2016

RNDr. Michal Chytil, DrSc.,
Director of the Institute of Computer Science
of the Czech Academy of Sciences

Supplements 1a, 1b, 2a, 2b, 3a, 3b



THE LIBRARY

OF THE INSTITUTE OF COMPUTER SCIENCE The Czech Academy of Sciences

Pod Vodárenskou věží 271/2, 182 07 Prague 8, tel: +420 266 053 820, e-mail: knihovna@cs.cas.cz

User Account

Surname, first name:

E-mail:

LOG-IN DETAILS

Barcode of library card:

Password for first log-in:

I confirm with my signature below that I have been acquainted with the Library Rules and Loan Rules of the Library of the Institute of Computer Science of the Czech Academy of Sciences (hereinafter the "Library") and undertake to observe them.

I undertake to acquaint myself with all new versions of these rules published by the Library on its website.

I agree to the inclusion of my personal details in the Library database for the duration of my loans.

Date:

Signature:



THE LIBRARY

OF THE INSTITUTE OF COMPUTER SCIENCE The Czech Academy of Sciences

Pod Vodárenskou věží 271/2, 182 07 Prague 8, tel: +420 266 053 820, e-mail: knihovna@cs.cas.cz

Access to Licenced Electronic Information Sources (EIS)

The usage of licenced electronic information sources is limited by the conditions defined in the pertinent licence agreements.

The Library User

undertakes to observe the following principles:

- to use such data solely for the purposes of research, teaching or study or for his/her personal use in accordance with the Copyright Law, Act 121/2000 Sb.
- not to systematically or regularly download the entire content of electronic information sources or large parts of them, and in particular not to copy whole editions of electronic journals.
- not to copy, replicate, distribute or otherwise reproduce such data or make it available to other persons (regardless of whether this is for a fee or free of charge).

Prague, date:

name, signature

EXTERNAL USER

Surname, first name		E-mail
Address (residence in the Czech Republic) / workplace		Phone number
Author		Shelf mark
Title		Accession number
Date of loan:	Signature (I agree to the conditions stated in the Library Rules of the Library of the ICS, CAS.)	
Return BY	Return TO:	
Prolonged until		