



**The Library and Lending Regulations
for the VŠFS Library Services Centre**

Prague

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The Library and Lending Regulations for the VSFS Library Services Centre

I. The basic provisions

Article 1: The standing and mission of the VSFS Library Services Centre

1. The Library Services Centre (hereafter simply referred to as the “LSC”) at the VSFS constitutes the basic library with a specialised library collection according to section 13 of Act no. 257/2001 Coll. (the Library Act) which provides public information and library services.
2. The LCS performs the function of the central library and manages the library network which includes:
 - The VSFS Library Services Centre Centrum, Prague 5 – Vltavská 12
 - Knihovna Studijního střediska Karlovy Vary – T. G. Masaryka 541/3
 - The Most Study Centre Library – Pionýrů 2806
3. The LSC provides all its users with the public information and library services set out in subsections 1 and 3 of section 4 of the Library Act upon the basis of the equality underpinned in section 6, subsection 4 of the Library Act and also in Articles 1 and 3 of the Charter of Fundamental Rights and Freedoms, upon the basis of the right to information guaranteed by Article 17 of the Charter of Fundamental Rights and Freedoms and upon the basis of Freedom of Information Act no. 106/1999 Coll..
4. It is the mission of the LSC to secure the activities of the VSFS, especially the teaching and scientific research work. The library fulfils this mission by means of activities which especially involve the collection, processing, preservation and administration of the library’s document collection in its classic and electronic form and the subsequent provision of access to the collection via the information and library services.
5. The following legal regulations, as amended, are binding for the library’s activities:
 1. Act no. 257/2001 Coll. (the Library Act)
 2. Czech Ministry of Culture Regulation no. 88/2002 Coll. concerning the implementation of Act no. 257/2001 Coll. governing libraries and the conditions for the operation of public library and information services (the Library Act)
 3. Methodical Report of the Ministry of Culture on providing public librarian and information services in such a way which enables an equal access for all people (2012)
 4. Freedom of Information Act no. 106/1999 Coll.
 5. GDPR – EU General Data Protection Regulation 2016/679
 6. Act no. 121/2000 Coll. governing copyright, the rights associated with copyright and the changes to some associated Acts (the Copyright Act)
 7. Act no. 111/1998 Coll. governing universities and the changes and supplementations to some other Acts (the Universities Act)
 8. the Library Regulations also integrated with the university’s other regulations, especially the VSFS Tuition and Examination regulations, Decision of the Rector on making dissertations accessible, Disciplinary Regulations, etc.

II. The library collection

Article 2: The structure of the library collections

1. The thematic profile of the LSC library collection is based on the accredited study programmes and the scientific research plans at the VSFS.
2. The composition of the library collection consists of printed documents (books, textbooks, domestic and international periodicals, university dissertations), audio documents and electronic information sources (hereinafter EIS).
3. The LSC printed library collection is registered in accordance with Czech Ministry of Culture Regulation no. 88/2002 Coll. governing the implementation of Act no. 257/2001 Coll.
4. The basic information source on the library collections is the electronic catalogue which is available on the VSFS website.

Article 3: Supplementing the library collections

1. The supplementation of the library collections is secured centrally at the LSC in Prague.
2. The library collections are mainly supplemented by means of purchases from the LSC budgets. Each VSFS teacher and employee can propose the supplementation of the library collection, whereby the purchase is approved by the given individual's direct superior and subsequently by the Vice Rector for Research and development.

Article 4: The location and administration of the library collections

1. The library collections are located in the VSFS buildings in Prague, Karlovy Vary and Most.
2. The inspection of the library collections is carried out in accordance with section 16, subsection 2, letter a) of Act no. 257/2001 Coll. governing libraries and the operation of public library and information services, i.e. minimally once every 5 years.
3. The prerequisites for the recording of the results of the inspections of the library collections are subject to the rules set out in section 7 of implementing regulation no. 88/2002 Coll. of the Ministry of Culture of the Czech Republic.

Article 5: The methods of granting access to the library collections

1. After undergoing expert processing in the electronic catalogue, the library collections are made available for in-house use in the study room or for use outside the library by means of loans for a specified period.
2. The basic opening hours are (this applies for the Vltavská LSC):

Mon - Fri	from 7:30 am to 12:15 pm, from 12:45 pm to 6:30 pm
Sat	from 8:00 am to 12:00 pm

III. The library and information service users

Article 6: The user categories

1. Every citizen of the Czech Republic (physical entity) over the age of 15 or every foreigner with a residency permit for the Czech Republic can become a registered library user.
2. The library users are divided into internal and external users.
3. Internal users are the students, graduates (VSFS Graduate cardholders), students of the Erasmus program, teachers and other employees from the VSFS. The library services are free of charge for these users with the exception of the collection of fines for the return of overdue books according to the valid Fee and Service Pricelist.
4. External users – the public. The library services for these users are charged according to the valid Fee and Service Pricelist.
5. Personal data will be processed in accordance with the GDPR 2016/679. Information on Personal Data Protection is in Annex 2.
6. In the registration procedure, personal data stated in Information on Personal Data Protection will be required by LSC VŠFS.

Article 7: The users' rights

1. Each correctly registered user is entitled to use all of the areas of the study rooms and the libraries in Prague, Karlovy Vary and Most, as well as their collections and services. Unregistered users may only be enabled to make one-off use of the library collections inside the library based on the consent of the on-duty librarian.
2. A new user is entitled to request initial instructions and a tour of the library.
3. The users are entitled to submit proposals, complaints and comments on the functioning of the library and to do so both orally and in writing. The users make oral submissions to the on-duty librarian, while written submissions are made to the librarian's direct superior – the head of the LSC. An electronic Book of Requests and Complaints is available on the library web page.
4. Internal and external users have the right to manage their reader's accounts via the on-line catalogue.

Article 8: The users' obligations

1. The users are obliged to acquaint themselves with these Library and Lending Regulations upon first entering the area of the library.
2. The users are obliged to immediately inform the library of any changes in their personal information, their residency information and mainly in any contact details.

3. The users may be requested to present an identification document (a student's card or a personal identity card) upon every visit to the library.
4. The users are obliged to respect the instructions received from the library employees.
5. When in the library, the users are obliged to behave in a manner which is in accordance with these Library and Lending Regulations and with the rules of polite behaviour.
6. Internal users are obliged to settle their obligations towards the library before concluding their employment or studies. The library is obliged to issue the users a confirmation of this fact at their request.
7. The consumption of foodstuffs or beverages (with the exception of pure water) is prohibited in the library. The use of mobile telephones is also prohibited.

IV. Public library and information services

Article 9: The provision of public library and information services

1. The LSC provides all of its registered users with public library and information services in accordance with section 4 of the Library Act.
2. The rules for the provision of the lending services are designated by the Lending Regulations which form an integral part of these Library Regulations.

Article 10: The types of the provided library and information services

1. Lending services
 - self-service loans for use in the library
 - loans for use in the library mediated by a library employee
 - loans from the freely available collections for use outside the library
 - loans mediated by a library employee from the protected collection for use outside the library
 - making dissertations public under the Act on Universities
2. Information services
 - advisory: information on the library's operations, services, collections and catalogue
 - location information: ascertaining the availability of the information sources and collections
 - bibliographic: information of a bibliographic nature
 - the library also provides (I)ILL services and the processing of expert searches for teachers
3. Electronic services
 - electronic communication with the users and electronic support for the users, the publication of new items in the collection (www, Twitter, Skype, Facebook VŠFS)
 - access and methodical support of EIS: Proquest central, EBSCO eBooks, ASPI, Monitora
 - access to internet on PCs in study rooms

4. Promotional, educational, cultural and instructive services
 - informative fliers about the library, the provided services and the library collection
 - methodical support in citation issues and issues of academic and scientific publishing (mainly through the library web page)

Article 11: The service fees

1. The library provides the basic services set out in section 4, subsection 1 of the Library Act free of charge.
2. The library applies fines in the case of the late return of any loaned documents and does so at the amount set out in the Pricelist which constitutes an annex to these Library Regulations.

V. The Lending Regulations

Article 12: The types and numbers of loans, the loan period

1. The LSC makes its library collections available both in the form of loans for use outside the library (take-home loans) and loans for use inside the library.
2. The loan deadline and the number of loans are set for each user category and document type.
 - internal user – student: a maximum loan of 5 documents
 - internal user – a student of the Erasmus program – a maximum loan of 5 documents
 - internal user – graduate: a maximum loan of 5 documents
 - internal user – teacher/employee: a maximum loan of 12 documents (in justified cases even more – based on the approval of the head of LSC)
 - external user: : a maximum loan of 5 documents
 - the following are only loaned for in-house use in the study rooms: encyclopaedias, audio-visual documents – except for loans of teachers, dictionaries, bound yearbooks of periodicals, university dissertations and theses (in printed or electronic form) and the last free copy of any titles in the library collection
 - other non-periodical documents are loaned for use outside the library for a period of 14 days and with the option of extensions depending on potential requests (reservations) for the title (extensions are not provided, if the book has been reserved)
 - loans for use outside the library for a period of 1 semester may only be made to internal users-teachers/employees
 - a user may only loan one copy of the same title
3. The on-duty librarian may limit the lending of certain titles or only permit them to be lent for use within the library due to the protection of the library collection or with regard to the better use of the collection.
4. The lending period for a document cannot be extended in the following cases:
 - once the maximum possible number of extensions has been exhausted,
 - if the title has been reserved.
5. All of the documents which meet the requirements for document reservation (i.e. the document is currently held by another user and the library only has available one volume for use in the library) can be reserved for loan. A user may have a maximum of 3 reservations.

6. If the loan period is exceeded, the user is obliged to pay a fine for late return – the amount of the fine is published in the Pricelist which constitutes an annex to these Library and Lending Regulations.

7. If the lending period is exceeded, the library may send the user a reminder at the user's postal or email contact address and it may contact the user over the phone or through a text message. The library is not under any obligation to send the reminders: in the case of internal users, their email address in the information system, or an email address stated at the registration, is considered to constitute their basic contact information.

8. A request for the extension of the lending period may be realised in person, electronically by email or ICQ or by telephone. The user may also extend the period online through the library catalogue.

Article 13: The procedures during the lending and return of documents

1. The users make their own searches for the documents available for lending from the freely accessible library collections.

2. The lending of a document is only possible, if the user does not have any outstanding obligations towards the LSC or any overdue book units.

3. When accepting the loaned document, the user is obliged to inspect it and to report any eventual damage to it.

4. The librarian carries out the registration of the loans by searching for the reader in the system, confirming the reader's identity and scanning the document's barcode or its accession number.

5. The user is obliged to adhere to the lending period and to the rules for the extension thereof. The user may not lend the loaned document to any other individuals. The user is liable for the loaned document throughout the entire period of the loan and up to the moment of the return of the document.

6. The return of the document takes place with the scanning of the document's barcode or accession number and the user does not have to confirm his or her identity. Books may be returned by post in exceptional circumstances: in this case, however, the library is not liable for their possible non-delivery or loss.

7. The user is obliged to pick up any reserved documents within 2 workdays at the latest or according to the instructions set out in the Reservation Notification.

Article 14: Loans for use in the library

1. The documents marked with an orange label are designated exclusively for use within the library.

2. Any such loaned documents must be scanned into the library system.

3. The users do not return any documents loaned for use in the library to their shelves: they always return them to the librarian.

Article 15: Compensation for the loss of documents

1. The user is obliged to immediately report any damage, destruction or loss of a document to the library employees and to compensate the damage within the deadline set by the library. The library will decide on the method of compensation.
2. The library is entitled to suspend the provision of all services to the user until such time as the method of compensating for any losses has been resolved and all of the receivables have been paid.
3. A lost document may be replaced
 - with an identical edition of the same title
 - with a newer edition of the same title
 - with another title which corresponds to the library collection and which the library is willing to accept as an adequate replacement
 - with financial compensation which is equal to the acquisition price plus 50%
4. A photocopy may also be accepted as a replacement for a lost document, but this copy cannot be further loaned in accordance with the Copyright Act and it will only further serve as an archive copy to ensure the completeness of the library collection.

VI. Recourse in the case of the failure to adhere to the Library Regulations

Article 16: Disciplinary measures

1. The library is authorised to decide to ban a user and to impose fines in the case of the failure to adhere to the rules set out in these Library Regulations. In the case of internal users-students, the library may submit the given user to the VSFS Disciplinary Committee for further proceedings in the case of repeated infractions against the Library Regulations.
2. The library will issue a ban on entry into the library for a period of one semester in the following cases:
 - discovery during the theft or damaging of the information materials, documents and other property assigned to the administration of the library
 - the breach of any rules set out by law, especially the Copyright Act
 - rough and aggressive behaviour which fails to respect the standards of polite behaviour and is directed towards other users or the library employees
 - failure to respect the Library and Lending regulations, for example a breach of the ban on consuming food and beverages, the use of a mobile telephone and so on.
3. The library may especially impose a fine in the following cases:
 - the damage, loss and/or destruction of a loaned document
 - the failure to adhere to the lending deadlines
 - the destruction or damage of any other property assigned to the administration of the library
4. The library is authorised to inform the university's academic departments of the obligations of any internal users-students during and prior to the completion of their studies.

VII. The concluding provisions

Article 17: Exemptions to the Library Regulations

1. The Head Librarian authorises any exemptions.

Article 18: The effectiveness of the Library Regulations and their annexes

1. The Pricelist for the LSC services constitutes an annex to the Library Regulations as well as Information on Personal Data Protection.
2. All of the executive employees are obliged to acquaint their subordinates with these Library and Lending Regulations.
3. The non-adherence to or breach of the Library and Lending Regulations will be considered to constitute a breach of work discipline.
4. These Library and Lending Regulations may be changed or supplemented by means of an Amendment approved by the Rector.
5. These Library and Lending Regulations will come into effect on 25. 5. 2018.
6. This hereby annuls the Library and Lending Regulations dating from September 2018.

In Prague 25th May 2018

Bohuslava Šenkýřová
The VSFS Rector

Annex 1:

The pricelist for the services provided by the VSFS Library Services Centre

1. Registration fees
 - a) internal users (VSFS students, students of the ERASMUS program, graduates, teachers and employees) - free
 - b) external users (the public) - 200 CZK/year
2. The VSFS Library Services Centre's lending services
 - a) the fine for the late return of documents - 10 CZK/day and item
 - b) the reservation of documents
 - internal users - free
 - external users - free
3. Compensation for the damage and loss of documents
 - a) loss, the damage of the identification label, signatures, barcodes – 20 CZK
 - b) other damage to a document (ripped pages, underlining the text, etc.)
 - the acquisition price of the document
 - c) the loss of the entire document - the acquisition price + 50%
4. Advisory, location information and bibliographical services
 - a) services for internal users - free
 - b) services for external users - free

Annex 2:

Information on Personal Data Protection

Personal data administrator of LSC VŠFS users is *Vysoká škola finanční a správní, a.s.*

LSC VŠFS processes personal data of registered users up to this extent:

Obligatory identification data: *name, surname, UČO of internal users, ID or passport number of external users, date of birth, permanent address*

Optional contact data: *address, e-mail, phone number*

Service data: *reader's card number, history of borrowing, reservations statement, reminders, etc.*

Accounting data on realized financial transactions and their purpose, place, time and other details.

Registered users are obliged to announce changes of their identification and contact personal data without undue delay.

The library processes personal data for a purpose of providing library, information and other services to registered users, informing users, and further on for a purpose of property and library collections protection. Contact data are used for a purpose of better communication with the user. The user is not obliged to state his/her contact data.

Rights of users as personal data subjects

The user has the right to access, correct or delete personal data, or limit the processing, and the right to object to processing.

The library, at registered user's request, shall provide him/her with a copy of the processed personal data, or provide a preview of the reader's application and other documents deposited with it.

User requests for personal data protection are handled by the library without undue delay, no later than one month after receiving the request.

Time of retention of personal data

The library stores the personal data of registered users during registration and two years after. If recovery of financial or material claims is necessary, the processing time will be based on the need for evidence. A registered user may request the liquidation of his/her personal data if he/she has no debt to the library and does not want to continue to use its services any longer.

A registered user may also request to delete his / her lending history without terminating his/her registration.

Security of personal data

Documents are kept in such a way as to prevent unauthorized access by ordinary means.

Access to these documents is restricted to employees who work with them in their work tasks.

The library stores the personal data in the *Verbis* computer database. Access to these data is protected by a system of access accounts, passwords and rights set to the extent necessary for the performance of individual employees' tasks.

More information

The library processes personal data in accordance with General Data Protection Regulation 2016/679 (GDPR).

Supervision of the protection of personal data is carried out by the Office for Personal Data Protection, which you can contact in case of a complaint. However, we will be glad if you first contact us with your personal data: knihovna@vsfs.cz