

## Appendix No. 2

### Uniform Loan Rules

#### Definitions:

Term	Meaning
User group	A category in which users are put and for which special rules for the lending of documents are defined.
Loan rules	A category in which units are put and for which special rules for the lending of documents are defined. Every unit is put into one category.
Loan period (days)	The number of days for which a document in the given combination of a user group and loan rules may be borrowed. If the calculated date of return falls on a day when the library is closed (weekend, national holiday), the system uses the first open day following the calculated date.
Grace period (days)	The number of days after the calculated date of return when the system does not charge a fine. On the day following the expiry of the grace period, the system charges a fine for each open day after the calculated date of return. If it is "0", the system charges a fine as of the first day after the calculated date of return.
Time of return (hours)	Time in HH:MM format by which the document is to be returned.
Grace period (hours)	Time in the HH:MM format after the calculated time of return when the system does not charge a fine. A minute following the expiry of the grace period, the system starts charging a fine for each open day after the calculated date of return. If it is "00:00", the system charges a fine as of the first minute after the calculated time of return.
May be extended?	Defines if the document in the given combination of a user group and loan rules may be extended. If it is "Yes", the document may be extended for the maximum period provided in column Maximum loan period. If it is "No", the document may not be extended (it may be borrowed only for the basic loan period).
Maximum loan period	The number of days for which a document in the given combination of a user group and loan rules may be borrowed (including the extension). May be given in days or months.
Fine (CZK/day)	An amount in CZK which is charged for every open day after the calculated date of return (to the date of actual return). If it is "0.00", the system does not charge any fine.
Limit of loans	The number of documents which the user in the given combination of a user group and loan rules may borrow at the same time. If it is "999", the number is not limited.
Limit of requests	The number of documents which the user in the given combination of a user group and loan rules may request at the same time. If it is "999", the number is not limited.
Overall limit	The total number of documents which the user in the given user group may borrow or request at the same time. If it is not provided the total number of documents is not given.

## Loan Rules for Individual User Groups

A user assigned to a specific user group may borrow only units with the loan rules provided in the relevant table. He may not borrow units with different loan rules.

User group	01 - Student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of requests	Note
01 - In-house	1	0	12:00	00:15	No		50.00	5	0	
03 - Grant	365	10	24:00	00:00	Yes	36 months	3.00	30	0	Loan for the period of grant
04 - Regular	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
07 - Short-term	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
08 - Study	150	0	24:00	00:00	Yes	10 months	3.00	30	5	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
11 - Faculty	14	0	24:00	00:00	Yes	2 months	3.00	30	10	
21 - In-house (store)	1	0	12:00	00:15	No		50.00	5	5	
22 - Electronic device	14	0	24:00	00:00	Yes	28 days	100.00	1	1	
24 - Regular (store)	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
27 - Short-term (store)	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
30 - Strictly in-house (store)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
<b>Overall limit</b>								<b>30</b>		

User group	02 - Doctoral student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of requests	Note
01 - In-house	1	0	12:00	00:15	No		50.00	8	0	
03 - Grant	365	10	24:00	00:00	Yes	36 months	3.00	30	0	Loan for the period of grant
04 - Regular	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
07 - Short-term	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
08 - Study	150	0	24:00	00:00	Yes	10 months	3.00	30	5	
09 - Specific	365	10	24:00	00:00	No		3.00	30	0	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
11 - Faculty	14	0	24:00	00:00	Yes	2 months	3.00	30	10	
21 - In-house (store)	1	0	12:00	00:15	No		50.00	8	5	
22 - Electronic device	14	0	24:00	00:00	Yes	28 days	100.00	1	1	
24 - Regular (store)	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
27 - Short-term (store)	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
30 - Strictly in-house (store)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
<b>Overall limit</b>								<b>30</b>		

User group	03 - Internship student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of requests	Note
01 - In-house	1	0	12:00	00:15	No		50.00	5	0	
04 - Regular	30	0	24:00	00:00	Yes	2 months	3.00	10	10	
07 - Short-term	7	0	24:00	00:00	Yes	21 days	3.00	10	5	
08 - Study	30	0	24:00	00:00	Yes	2 months	3.00	10	3	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
11 - Faculty	14	0	24:00	00:00	Yes	28 days	3.00	10	10	
21 - In-house (store)	1	0	12:00	00:15	No		50.00	5	5	
24 - Regular (store)	30	0	24:00	00:00	Yes	2 months	3.00	10	10	
27 - Short-term (store)	7	0	24:00	00:00	Yes	21 days	3.00	10	5	
30 - Strictly in-house (store)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
<b>Overall limit</b>								<b>15</b>		

User group	11 - Employee									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of requests	Note
01 - In-house	1	0	12:00	00:15	No		50.00	8	0	
03 - Grant	365	10	24:00	00:00	Yes	36 months	3.00	999	0	Loan for the period of grant
04 - Regular	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
07 - Short-term	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
08 - Study	150	0	24:00	00:00	Yes	10 months	3.00	30	5	
09 - Specific	365	10	24:00	00:00	Yes	36 months	3.00	999	0	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
11 - Faculty	14	0	24:00	00:00	Yes	2 months	3.00	30	10	
14 - ILL Regular	30	5	24:00	00:00	No		0.00	5	0	Document loaned from another library through ILL
21 - In-house (store)	1	0	12:00	00:15	No		50.00	8	5	
22 - Electronic device	14	0	24:00	00:00	Yes	28 days	100.00	1	1	
24 - Regular (store)	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
27 - Short-term (store)	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
30 - Strictly in-house (store)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
<b>Overall limit</b>										

User group	12 - CU co-operator									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of requests	Note
01 - In-house	1	0	12:00	00:15	No		50.00	8	0	
03 - Grant	365	10	24:00	00:00	Yes	36 months	3.00	999	0	Loan for the period of grant
04 - Regular	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
07 - Short-term	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
08 - Study	150	0	24:00	00:00	Yes	10 months	3.00	30	5	
09 - Specific	365	10	24:00	00:00	Yes	36 months	3.00	999	0	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
11 - Faculty	14	0	24:00	00:00	Yes	28 days	3.00	10	10	
14 - ILL Regular	30	5	24:00	00:00	No		0.00	5	0	Document loaned from another library through ILL
21 - In-house (store)	1	0	12:00	00:15	No		50.00	8	5	
22 - Electronic device	14	0	24:00	00:00	Yes	28 days	100.00	1	1	
24 - Regular (store)	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
27 - Short-term (store)	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
30 - Strictly in-house (store)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
<b>Overall limit</b>										

User group	22 - Public									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of requests	Note
01 - In-house	1	0	12:00	00:15	No		50.00	2	0	
04 - Regular	30	0	24:00	00:00	Yes	3 months	3.00	15	10	
07 - Short-term	7	0	24:00	00:00	Yes	21 days	3.00	15	5	
08 - Study	30	0	24:00	00:00	Yes	3 months	3.00	15	5	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
21 - In-house (store)	1	0	12:00	00:15	No		50.00	2	2	
24 - Regular (store)	30	0	24:00	00:00	Yes	3 months	3.00	15	10	
27 - Short-term (store)	7	0	24:00	00:00	Yes	21 days	3.00	15	5	
30 - Strictly in-house (store)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
<b>Overall limit</b>								<b>15</b>		

User group	31 - ILL									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of requests	Note
01 - In-house	14	0	24:00	00:00	No		0.00	999	999	
03 - Grant	30	0	24:00	00:00	No		0.00	999	999	
04 - Regular	30	0	24:00	00:00	Yes	2 months	0.00	999	999	
07 - Short-term	14	0	24:00	00:00	No		0.00	999	999	
08 - Study	30	0	24:00	00:00	Yes	2 months	0.00	999	999	
09 - Specific	30	0	24:00	00:00	No		0.00	999	999	
11 - Faculty	30	0	24:00	00:00	No		0.00	999	999	
21 - In-house (store)	14	0	24:00	00:00	No		0.00	999	999	
24 - Regular (store)	30	0	24:00	00:00	Yes	2 months	0.00	999	999	
27 - Short-term (store)	14	0	24:00	00:00	No		0.00	999	999	
<b>Overall limit</b>										