
Rector's Directive No. 19/2022

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| Title: | Charles University Library and Circulation Rules |
| To implement: | – |
| Lead Office: | Charles University Library |
| Effect: | 15 May 2022 [Rector's Directive No. 36/2019 is repealed.] |

Charles University Library and Circulation Rules

These Charles University Library and Circulation Rules (“the Rules”) are issued under section 4 (7) of Act No. 257/2001 Sb., regulating libraries and terms of operating library and information services for the public (“the Libraries Act”), as amended, and to implement the Libraries Act.¹

Article 1 – Introductory Provisions

1. The system comprising the Central Library of Charles University (“the CLCU”) and the libraries, institutes of scientific information, and scientific information centres of faculties and other units (“the sectional libraries”) is collectively called the Charles University Library (“the CU Library”).
2. The CU Library is entered in the register of libraries of the Ministry of Culture of the Czech Republic under registration number 3498 in accordance with section 5 of the Libraries Act.
3. The CU integrated library system (“the system”) is an information system used to implement library and information services. Its user interface is an UKAŽ discovery system (“UKAŽ”).
4. Electronic information resources (“the EIR”) are specialised licensed resources for science, research, and instruction available via internet. The licence may allow the user to access the resources on a permanent or temporary basis.

Article 2 – CU Library Mission and Activities, Library and Information Services

1. The CU Library is a specialised library under section 13 of the Libraries Act. The basic task of the CU Library is to provide library and information services required for study and scholarly and other creative activities at Charles University.
2. The CU Library provides library and information services under section 4 of the Libraries Act. The CU Library may also provide additional library and information services under section 4 (3) of the Libraries Act.
3. Basic library and information services are provided free of charge. The CU Library may request the reimbursement of costs in cases regulated by the Libraries Act in section 4 (2) to (5). The List of Fees forms an integral part of these Rules.
4. The CU Library makes information about its physical and electronic collection available to users via UKAŽ, which forms part of the system. Registered users may manage their account and use other services (such as requests and loan renewals).
5. The management and inventory control of the library collection is carried out in accordance with section 16 of the Libraries Act and the related regulations, as amended. Document withdrawal is carried out in accordance with section 17 of the Libraries Act and the related regulations, as amended.
6. EIR are made available to users in conformity with the licensing terms and must be used exclusively for non-commercial purposes in instruction, study, science, and research and for personal use. Without the express consent of the stakeholder, machine-aided automated downloading of ER content is explicitly prohibited.

Article 3 – Users of the CU Library, their Registration and Rights

1. The users of the CU Library are:

| Code | User | Description | Registration period in the system |
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¹ <https://www.zakonyprolidi.cz/cs/2001-257>

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| 01 | Student | Student of bachelor's or master's programme of study at any CU faculty | 6 years |
| 02 | Ph.D. student | Student of a Ph.D. programme of study at any CU faculty | 6 years |
| 03 | Internship student | Foreign intern at Charles University | 6 months |
| 11 | Employee | Academic staff and scholars or other employees at any CU faculty or unit | 6 years |
| 12 | CU co-operator | Employee of another institution co-operating with Charles University (e.g., faculty hospitals, Czech Academy of Sciences) | 1 year |
| 22 | Public | Anybody not mentioned above (CU Alumni club, external users of services, the public) | 1 year |
| 31 | ILL ² | Artificial legal person entered in the register of libraries of the Ministry of Culture of the Czech Republic | 6 years |

2. Library and information services may be used on the condition that the user consents to respect the Charles University Library and Circulation Rules and its appendices. Such consent is granted via an electronic application for the use of the CU Library. Registration in the system is created upon the granting of the consent. The registration enables the user to use the account in the discovery system, to monitor loans, make requests, save searches carried out, and other services.
3. The users of library and information services use one of the CU identity cards issued under the Rector's Directive entitled Introduction and Use of Identity Cards at Charles University,³ as amended, which serve for personal identification. In the case of external users, only so-called "personalised" identity cards⁴ which provide personal data are admissible.
4. The user is obliged to report the loss of the card to a sectional library immediately; such library will subsequently prevent the use of library and information services based on the ownership of the lost identity card. This does not relieve the user of the obligation to identify the card as lost in CU web applications.⁵
5. The CU Library processes a user's personal data in accordance with Act No. 110/2019 Sb., on the protection of personal data and the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), known as GDPR (General Regulation).⁶
6. Users may apply for an extension of registration in any sectional library of CU.
7. The registration period may be shortened in the following cases:
 - a. Successful completion, termination, or withdrawal from study;
 - b. Termination of employment at Charles University.
8. Upon the expiration of the registration period some services of CU Library will be restricted. These include in particular loan services and services available via UKAŽ.
9. The user account is cancelled if:
 - a. A period of 1.5 years elapses from the termination of registration and no user obligations are related to the account; or
 - b. The user requests cancellation of the account; or

² ILL – an abbreviation for Interlibrary Loan, a loan service for users of other public libraries to access the CU Library collection.

³ <https://cuni.cz/UK-10771.html>

⁴ [1] See Rector's Directive No. 44/2020, Article 1 – Types of Identity Cards, (1) (d) - <https://cuni.cz/UK-10771.html> (in Czech only)

⁵ Webservice system interface is available at: <https://is.cuni.cz/webapps/>

⁶ <https://www.uoou.cz/gdpr-obecne-narizeni/ds-3938/p1=3938>

- c. The user seriously breaches the Library and Circulation Rules under Article 4 (6).

Article 4 – Basic Rights and Duties of CU Library Users

1. Users have the right to use library and information services under these Library and Circulation Rules of Charles University and under the operational rules of the relevant sectional libraries.
2. Users have the right to submit comments, complaints, and suggestions regarding the operation of the CU Library to the sectional libraries' heads, the CLCU director, or by means of the Charles University official notice board.⁷
3. Users are obliged to protect the CU Library collection and equipment. Users are obliged to use the EIR exclusively in accordance with Article 2 (6).
4. Users are obliged to return all borrowed documents and to cover all payments they owe the CU Library after the termination of their relationship with CU. After a change in their relationship to CU, users are obliged to settle their obligations under Appendix No. 2 Uniform Loan Rules. Users may obtain a summary of their obligations by logging into their account, or they may request a statement of their obligations in any sectional library after submitting their identity card.
5. Users are obliged to provide compensation for any damage they cause to the CU Library in accordance with the relevant legislation.
6. The user's right to use library and information services in the CU Library may be suspended by the CLCU director in the case of serious or repeated breaches of these Rules. This provision also applies to the user's access to the database of copyrighted works not available on the market; see Article 7 of these Library and Circulation Rules. The CLCU director will make a decision based on the opinion of the sectional library management that proposed the suspension and the opinion of the relevant faculty management. The official opinion is sent to the user by the CLCU director.

Article 5 – Circulation Rules

1. Loans in sectional libraries which make use of the system are governed by the Uniform Loan Rules, as amended, forming Appendix No. 2 to the Charles University Library and Circulation Rules.
2. Users must not lend the borrowed documents to other persons. Users are obliged to inspect the borrowed documents and report any defects discovered to the library staff immediately. A loan may not be carried out if the user has undischarged obligations to the CU Library (unreturned documents, unpaid fees, etc.). A loan may be renewed unless another user has requested the document. The loan renewal may be performed only before the expiry of the loan period and providing that the maximum loan period has not been exceeded.
3. Users are obliged to return the borrowed documents in the same condition in which they were borrowed, considering normal wear. Documents must be returned to the sectional library from which they were borrowed.
4. Users are informed via email that their request has been processed. Documents may be collected only in the sectional library in which they have been prepared for the user. The requested document may be collected by the date provided in the email.
5. A grant loan is intended for grant holders. It may be lent only to the investigator for the grant period. Study loans are intended primarily to students of the sectional library faculty. Faculty loans are intended primarily to the students and employees of the given faculty.
6. If users fail to return the borrowed documents within the set time, they may be sent overdue notices. Overdue notice fees and fines for exceeding the loan period are provided in the List of Fees. The fine for exceeding the loan period is not linked to the sending of an overdue notice. The CU Library may decide to recover the default loans or money claims including accessories in court. The costs of such recovery proceedings are provided in the List of Fees.
7. Users are obliged to cover all fees and fines arising from the use of CU Library services.

Article 6 – Loss of Documents and Methods of Compensation for Loss

1. Users are fully responsible for the condition of borrowed documents, and they have a duty to inform the CU Library immediately if they cannot return the documents because of loss, destruction, or damage thereto regardless of the fact whether the damage was caused intentionally or by negligence, by a third party or without their fault (force majeure).
2. The CU Library will request that the unreturned, lost, or damaged documents be compensated for by one of the following ways:
 - a. Another copy of the same document of the identical publication and binding (the equivalent compensation);
 - b. The same document of later publication;
 - c. Another document with the same information and financial value; or
 - d. Monetary compensation including accessories.The methods of compensation are provided in the order of preference of the CU Library. The method of compensation and the time for its provision are always decided by the designated person in the sectional library to which the damage was caused.
3. The time for the provision of compensation starts running on the day on which the user has been informed about the decision on compensation. Such decision determines the method and extent of compensation and the time for its provision. The relevant service charges, fines and claims are also determined according to the List of Fees of the CU Library, and other information necessary for the proper performance of the user's duties is communicated.

7 <https://cuni.cz/uk-125.html>

4. If the designated person in the sectional library decides that the document is to be replaced by another copy of the same document of the identical publication and binding, the same document of later publication, or another document with the same information and financial value, the users have a duty to give the document (replacement) to the staff of the sectional library by the set time limit and to pay the prescribed charges for the library processing of the replacement and the loss of the bar code or the RFID chip⁸ and the fine.
5. If the designated person in the sectional library decides on monetary compensation, the users have a duty to pay the amount determined including the related fees and the fine within the time limit. In accordance with the decision on the method of compensation for the unreturned, lost, destroyed, or damaged document the user will pay monetary compensation in the amount of:
 - a. The current purchase price of the same document of the identical publication and binding if such document is available on the market including the expedient and necessary costs of the acquisition of the document;
 - b. The current purchase price of the same document of later publication if such document is available on the market including the expedient and necessary costs of the acquisition of the document;
 - c. The current purchase price of another document of the same information and financial value which is available on the market including the expedient and necessary costs of the acquisition of the document;
 - d. The fee for every page of the copy of the replaced document including the set fee for the binding of the document (the price of binding). The number of pages is determined according to the bibliographical record in the system. In the case of documents in which the pages are not numbered, the price of the copy made is determined by the management of the sectional library.
6. In the case of documents which are historical, rare, interesting for collectors, a part of cultural heritage, singular copies, or other similar cases, the users are obliged to cover the monetary compensation including accessories of the claim, particularly the late payment interest and the costs of enforcement of the claim in the proper court. In such cases, monetary compensation is determined individually, for example by an expert report or as the auction price of the document, its price in an antiquarian bookshop, the price in auction catalogues, etc.

Article 7 – Access to the Database of Works Not Available in the Market – Rights and Duties of Registered Users

1. Sectional libraries will enable registered users to use the service of the National Digital Library – Works Not Available in the Market” (hereinafter “NDK-DNNT,” the abbreviation of the Czech title) provided under a licensing agreement between the National Library of the Czech Republic and DILIA and OOA-S, the collective administration organisations.
2. Users are entitled to read the displayed documents, use their content for their own personal purposes, for study, instruction, and research purposes (including quotation).
3. Reproduction of displayed documents, i.e., printing, saving on a USB or other storage media, or reproduction in any other way (e.g., using mobile phone or camera) is not allowed.
4. When working with NDK-DNNT it is not admissible to use any forms of robots or other tools for automated content downloading. The access of registered users who use non-standard tools in their searches, browsing, or saving data from licensed resources may be suspended or rejected.
5. To access the NDK-DNNT service, registered users must enter login details. To log in, the registered user uses the same username and password as for logging in to their user account in the system.
6. If a registered user breaches the conditions for the provision of the NDK-DNNT service, the CU Library will apply Article 4 (5) and (6) by analogy.
7. The National Library of the Czech Republic processes and stores the personal data of registered users in relation to the use of NDK-DNNT service for the period of one calendar year following the use of the service. The personal data include identification details, connection sessions, login history, and logs.

Article 8 – Transitional and Final Provisions

1. The CLCU and sectional libraries will publish these Charles University Library and Circulation Rules on their website.
2. Individual faculties and units may issue operational rules for sectional libraries in which they regulate other services and the terms of their provision which are not expressly regulated in these CU Library and Circulation Rules. Operational rules come into effect on the date of their publishing on the website of the sectional library.
3. Users who registered before the legal effect of these CU Library and Circulation Rules automatically become users of all sectional libraries of the CU Library; the length of registration of their identity card in the system remains unaffected.
4. The List of Sectional Libraries is provided in [Appendix No. 1](#) to this directive.
5. The Uniform Loan Rules form [Appendix No. 2](#) to this directive.
6. Information regarding the processing and protection of personal data is provided in [Appendix No. 3](#) to this directive.
7. The List of Fees is provided in [Appendix No. 4](#) to this directive.
8. The Rector’s Directive [No. 36/2019](#) is hereby repealed.
9. These CU Library and Circulation Rules become effective on 15 May 2022.

In Prague on 4 May 2022

⁸ RFID chip forms part of the protective system of the CU Library collection, it is integrated in a sticker and its cost is higher than the cost of a label with the barcode.

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| | Rector |

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******* APPENDICES *******

Appendix No. 1 – [The list of libraries](#)

Appendix No. 2 – [Uniform Loan Rules](#)

Appendix No. 3 – [Information on the Processing and Protection of Personal Data](#)

Appendix No. 4 – [The List of Fees](#)