

Charles University, Faculty of Arts
Dean's Measure no. 19/2019
Circulation Rules and Regulations of
the Library of the Faculty of Arts of Charles University

Article 1
Introductory Provisions

1. The Library of the Faculty of Arts of Charles University, including all of its affiliated units (the "CU FA Library" and "CU FA" or the "faculty") is a library, in accordance with Section 2a of Act no. 257/2001 Sb., on Libraries and the Terms of Operating Public Libraries and Information Services, as amended (the "Library Act"), with the status of a specialized library, pursuant to Section 13(1) of the Library Act, and as a part of the Library of Charles University, it is registered in the library database administered by the Ministry of Culture of the Czech Republic under ref. no. 3498.
2. These Circulation Rules and Regulations are issued based on the authority set out in Article 7(2) of the Measure of the Rector of Charles University, no. 36/2019, the Library and Circulation Rules of Charles University, as amended (the "CU Library and Circulation Rules"), in conjunction with Section 4(7) of the Library Act.
3. These Circulation Rules and Regulations are issued in accordance with Article 20(2), in conjunction with Article 17(4), of the Constitution of the Faculty of Arts of Charles University, as amended (the "Faculty's Constitution"), and in accordance with Article III(7) of the Charter of the CU FA Library.
4. These Circulation Rules and Regulations supplement the CU Library and Circulation Rules and regulate other relations between the CU FA Library, including all of its affiliated units, and its users (individual and collective) when providing library and other information services.
5. The director of the CU FA Library may issue with the consent of the Dean of the Faculty, upon proposal of the head of the affiliated unit, visiting rules for this affiliated unit, which stipulate in more detail the rules of operation relating to the specific conditions of this affiliated unit.
6. The CU FA Library provides the following services in particular to its users:
 - a) Lending of documents, whereas a document means any information resource in written, visual, audio, audio-visual, electronic, or digital form;
 - b) Access to electronic information resources, whereas electronic information resources means documents preserved in electronic form and accessible through a computer network or via other technologies of digital data distribution;
 - c) Lending of electronic devices, whereas an electronic device means portable computers, e-book readers, and tablets.

Article 2

Users

1. A user of the CU FA Library is a person who is currently using the library collections, technical devices, data, or other services provided by the CU FA Library, including its affiliated units (“user”).
2. A user who wants to use services other than on-site loans in the open stacks must register in accordance with the CU Library and Circulation Rules.¹

Article 3

Rights and Obligations of Users

1. Users or other persons present in the premises of the CU FA Library are required to uphold the CU Library and Circulation Rules and these Circulation Rules and Regulations of the CU FA Library. In addition, they are required to comply with the guidelines of the employees of the CU FA Library issued in accordance with these documents.
2. If a user or other person present in the premises of the CU FA Library violates any of the provisions of these documents or the guidelines of the employees of the CU FA Library, they may be expelled from these premises in justified cases by the employees of the CU FA Library, and the provision of services to this user may be restricted or suspended for the time strictly necessary. The Dean of the Faculty decides on such restriction or suspension of services provided by the CU FA Library upon proposal of the director of the CU FA Library. However, this does not absolve the user of the liability arising from the valid legal regulations and these rules and regulations or of the obligation to provide compensation for any damage incurred.
3. Users are required to uphold copyright laws and any rights associated therewith.
4. User and other persons present in the premises of the CU FA Library may only have access to certain areas. Other areas are not accessible to the public.
5. Smoking and the use of alcoholic beverages and narcotic substances are not permitted in the premises of the CU FA Library. Food and drinks may not be consumed outside designated areas.
6. Access to the premises of the CU FA Library is not permitted for persons under the influence of alcohol or narcotic substances, unclean persons, armed persons, and animals, unless it involves assistance dogs accompanying persons with disabilities.
7. Users are required to remain quiet and to maintain cleanliness and order in the premises of the study rooms. It is not permitted to speak loudly or to otherwise make noise and use mobile telephones and other similar devices that could bother other users.

¹ Article 3 of the CU Library and Circulation Rules

8. Users of the CU FA Library are required to store in the cloakroom or other designated spaces their outer clothing and other items of a personal nature or similar items if the affiliated unit of the CU FA Library has at its disposal a cloakroom or other spaces designated for storing outer clothing and other items of a personal nature. It is prohibited to store in these spaces or to leave in stored items larger amounts of money, jewellery, and other valuables. The CU FA Library is not responsible for damage to any items stored in spaces that are not designated for storage or for items left without the supervision of the user in the premises of the CU FA Library.
9. When leaving certain spaces belonging to the CU FA Library, a user may be asked by an employee of the library to present for inspection items that are being taken out of the premises. A user will be automatically asked to present items for inspection if the signal sounds when exiting the security gate. The user is required to undergo such inspection and to wait for the security guard or Czech police officer to arrive.
10. Unauthorized transport of documents or an attempt to transport documents out of the premises of the CU FA Library is deemed as theft and will be resolved in accordance with the generally binding regulations. For students of the faculty, such an act is a reason for commencing disciplinary proceedings, and for student of another unit of Charles University, such an act is a reason to inform this unit of such an act. For employees of the faculty, such an act could have legal consequences, and for employees of another unit of Charles University, such an act is a reason to inform this unit of such an act.

Article 4 **Lending Services**

1. The lending of documents is governed by the CU Library and Circulation Rules², these Circulation Rules and Regulations of the CU FA Library, as amended, the provisions on lending and on the compensation of damage in Act no. 89/2012 Sb., the Civil Code, as amended (the "Civil Code"), Act no. 262/2006 Sb., the Labour Code, as amended (the "Labour Code"), and Act no. 111/1998 Sb., on institutions of higher education and on changes and amendments to other acts (the Higher Education Act), as amended.
2. Documents may be borrowed as a part of the on-site, off-site, and interlibrary loan schemes.³ The respective responsible employee of the affiliated unit of the CU FA Library decides on the categorization of documents in the specific lending schemes.
3. On-site lending occurs when a user takes into their possession a document designated as such.
4. A user may not take a document borrowed on-site outside the premises of the CU FA Library, even if they are a registered user, unless the CU FA Library gives the user its explicit consent to do so by recording the lending as an off-site loan.

² In particular, Article 5 of the CU Library and Circulation Rules

³ See Annex 2 to the CU Library and Circulation Rules

5. Off-site lending occurs when the borrowed document is taken over by a user and the loan is assigned in the record of loans to a specific user.
6. If an affiliated unit of the CU FA Library has detached storage facilities, a user must order the requested document in the respective unit of the CU FA Library, either in person, by phone, or electronically.⁴ The document will be provided to the reader by the earliest possible term depending on the conditions of the respective unit of the CU FA Library in relation to space and personnel. As a rule, this is the following business day. The user will be informed that the document is accessible at the respective unit of the CU FA Library by e-mail. The user is required to pick up the requested document no later than five business days after delivery of the notice that the document has been prepared.
7. A user may reserve the future loan of a document, with the exception of documents designated for on-site use. If the same document is reserved by more than one user, the user whose reservation was made first has priority. The user will be informed that the document is accessible at the respective unit of the CU FA Library by e-mail. Documents reserved by a user that were returned by another user will be ready for the user for a period of five business days after the date the reader was sent the notice about the completed reservation.
8. The user is required to inspect the borrowed documents when picking them up, and if the user detects any damage, they are required to report it immediately to the employee present at the CU FA Library, who will record it. Damage means such damage that significantly reduces the possibility of proper use of the document. Damage is not ordinary wear and tear relating to the age of a document.
9. A user is required to return a borrowed document as soon as they no longer need it or by the due date, whichever occurs first.
10. Returning a loan is only possible at the respective unit of the CU FA Library where it was lent or by placing it in the bibliobox in the building of the faculty where this unit of the CU FA Library is located. On-site, specific, and grant loans may not be returned to a bibliobox.
11. The CU FA Library provides loans to collective users only by interlibrary loan, pursuant to Article 7 of these rules and regulations.

Article 5

Interlibrary Loan Services

The CU FA Library arranges the lending of library documents as a part of interlibrary loan services ("ILS") and international interlibrary loan services ("IILS") and copies of documents as a part of the interlibrary reproduction services ("IRS") in accordance with the guidelines set out by a measure of the Ministry of Culture, no. 88/2002 Sb., for implementing the Library Act, Act no. 257/2001 Sb., on libraries and the terms for operating public libraries and information services (the Library Act), as amended.

⁴ Only at certain libraries. See <http://www.ff.cuni.cz/knihovna/seznam-knihoven-a-svi/seznam-dilcich-knihoven/>

Article 6
Interlibrary Loan Services for Internal Users

1. Upon request, an employee of the CU FA Library arranges for an internal user the loan of a requested document from another library in the Czech Republic or abroad as a part of ILS only if the topic corresponds to the branch specialization of the faculty and is not in the collection of any of the libraries of the faculty.
2. The CU FA Library only arranges ILS from libraries outside Prague.
3. If a requested document is not available in the Czech Republic, it can be requested from abroad via IILS.
4. Documents acquired by ILS and IILS are lent only to internal users and only as an on-site loan.
5. ILS is provided to internal users free of charge.
6. There are charges for reproduction services through ILS, and these are governed by the price list of the respective library providing the service.
7. There are charges for IILS, and these are governed by the valid price list of the National Library of the Czech Republic.
8. Requests for ILS, IRS, and IILS are made by a user by e-mail to the address mvs@ff.cuni.cz. The user states in the e-mail their first name and surname, the number of their university ID card, the bibliographical specification of the requested document, and the unit of the CU FA Library where they would like to study the document. If any of this information is missing, the services will not be provided. The user will be informed by e-mail when the document is accessible in the respective unit of the CU FA Library.
9. The period needed to secure a document from libraries in the Czech Republic is two to six weeks, and from abroad, six weeks to three months.
10. As a rule, the loan period for a document is one month. In justified cases, the loan period may be shorter. An ILS extension can be requested at least one calendar week before the end of the loan period. For IILS, the foreign library determines the loan period for the document, which as a rule, is also one month.

Article 7
Interlibrary Loan Services for Collective Users

1. Libraries in the Czech Republic that are registered under the Library Act at the Ministry of Culture of the Czech Republic may request ILS from the library collections of the CU FA Library.
2. The CU FA Library only arranges loans via ILS of literature that the requesting library does not have in its collections.

3. The requesting library provides users with access to library documents lent by ILS only on-site in its study rooms.
4. ILS for libraries is provided free of charge, including requested copies of documents up to 20 pages.

Article 8

Accessing and copying final qualification theses

1. A user may make excerpts or copies of final qualification theses at their own expense and only in person and for their own needs. In doing so, the user is required to act in accordance with the legislation of the Czech Republic, in particular, Act no. 121/2000 Sb., on copyrights, on the rights relating to copyrights, and on changes to certain acts (the Copyright Act), as amended.
2. A thesis may not be taken out of the premises of the CU FA Library, even for the purpose of photocopying. If there are no photocopying facilities in the respective unit of the CU FA Library, the document may be transferred to a unit with photocopying facilities to be photocopied.
3. Copies can be made using the equipment available in the CU FA Library as well as the user's own devices (e.g. a camera).
4. The CU FA Library does not provide photocopies of final qualification theses via ILS or IILS.

Article 9

Access to Electronic Information Resources

1. The CU FA Library provides users with access to electronic information resources on computers located in their premises and via remote access in accordance with the provided licences based on authorization using their ID cards and passwords.
2. A user can use electronic information resources only for their own needs, and they must comply with copyrights and other related rights.

Article 10

Borrowing Electronic Devices

1. The CU FA Library offers internal users the service "Borrowing Electronic Devices".
2. The terms for borrowing electronic devices are governed by a loan agreement that the CU FA Library and the user enter into, the relevant provisions of the CU Library and Circulation Rules, these Rules and Regulations for borrowing documents, and the Civil

Code. By entering into the agreement, the user undertakes to comply with the terms of use for the borrowed electronic device.

3. The borrowing of electronic devices is recorded in the library system.
4. A reader is required to pay any penalty for the late return of a borrowed device in accordance with the CU Library and Circulation Rules.

Article 11 Computer and Copying Equipment

1. Users may use their own computer and copying equipment in the premises of the CU FA Library and may connect them to the Internet via a wireless connection, as long as this does not interfere with the use of the services of the CU FA Library by other users.
2. Computers and copying equipment may be available to users in the premises of the CU FA Library.
3. The computers and copying equipment are intended only for those purposes compatible with the function of a library.
4. Users have access to the computer network based on their ID card and password. Use of the computer network is governed by separate rules that are issued by the CU FA Computer Laboratory.
5. The CU FA Library does not operate reproduction equipment and is not responsible for its operation. The operating rules for this equipment are governed by instructions that are placed on or near the equipment.
6. Users are prohibited from changing the configuration of computers, installing programs, and copying installed applications and programs.
7. A user is responsible for any damage or destruction caused to the computer hardware and software and reproduction equipment in accordance with the respective provisions of the Civil Code or the Labour Code.

Article 12 Discharge of debts

1. For reasons worthy of special consideration, a user may be discharged of a debt that was incurred in relation to a loan from the collections of the CU FA Library⁵ up to an amount of CZK 50 by the head employee of the unit of the CU FA Library where the debt arose. A higher amount may be partially or fully discharged only by the director of the CU FA Library.

⁵ See in particular Article 5 paragraph 6 and Annex 4 of the CU Library and Circulation Rules.

2. For discharging a debt of more than CZK 50, the user must make a request in writing and substantiate all the essential facts presented in the request.
3. Reasons worthy of special consideration are, in particular, social hardships and the adverse health condition of the user.
4. There is no legal entitlement to the discharge of a debt.

Article 13

Publication of the CU Library and Circulation Rules and the Circulation Rules and Regulations of the CU FA Library and their Amendments

1. The CU Library and Circulation Rules and the Circulation Rules and Regulations of the CU FA Library are published:
 - a) at all units of the CU FA Library in an accessible location;
 - b) on the web pages of the CU FA Library at the address <http://knihovna.ff.cuni.cz>.
2. Changes to the CU Library and Circulation Rules and the Circulation Rules and Regulations of the CU FA Library are published sufficiently in advance of their effective date in the same manner as the CU Library and Circulation Rules and the Circulation Rules and Regulations of the CU FA Library and are also sent by e-mail to users. By continuing to use the services of the CU FA Library after the notification of changes to the CU Library and Circulation Rules and the Circulation Rules and Regulations of the CU FA Library, a user is acquainted with these changes and accepts them.

Article 14

Exceptions to the Circulation Rules and Regulations

1. The director of the CU FA Library decides on the exceptional provision of services and on other exceptions to these rules and regulations in specific cases upon request of a user or on its own initiative.
2. There is no legal entitlement to the provision of exceptions.

Article 15

Transitional Provisions

1. Compensation for damage incurred in relation to loans provided prior to the effective date of these Circulation Rules and Regulations are governed in accordance with the Borrowing Rules of the CU FA Library effective upon borrowing a document associated with a contractual penalty or other sanction payments.
2. Contractual penalties or other sanction payments to which the CU FA Library is entitled prior to the effective date of these Rules and Regulations are governed by the Borrowing

Rules of the CU FA Library effective upon borrowing a document associated with a contractual penalty or other sanction payments.

3. Other relations between users and registered users and the CU FA Library are governed by the CU Library and Circulation Rules and these Rules and Regulations.

Article 16

Final Provisions

1. These Rules and Regulations are valid for all units of the CU FA Library, and they are obliged to comply with them.
2. Any issues arising from these Rules and Regulations and their interpretation are resolved by the director of the CU FA Library or in cooperation with the CU FA committee for information resources.
3. Each unit of the CU FA Library is required to set their operating hours and to publish them in a visible location in its premises and on its web pages, provided they exist, and is also required to provide them for publication on the web pages of the CU FA Library as a whole.
4. The legal relations of users and the CU FA Library are governed by the laws of the Czech Republic. Any disputes arising from the legal relations between users and the CU FA Library are resolved before the courts of the Czech Republic.
5. Dean's Measure no. 5/2014, the Borrowing Rules of the Library of the Faculty of Arts of Charles University in Prague, and Dean's Measure no. 25/2016, Amendment to Measure no. 5/2014, are hereby rescinded. The stipulated measures are replaced by the CU Library and Circulation Rules and these Rules and Regulations, and this change does not affect the registration of users.
6. A draft of these Rules and Regulations was deliberated by the Academic Senate of the Faculty, in accordance with Article 17(4) of the Constitution of the Faculty, which commented on it on 12 December 2019.
7. This measure comes into force on the day of its publication and comes into effect on 16 December 2019.

Prague, 13 December 2019

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