

## **OPERATING RULES OF THE CAMPUS LIBRARY AT MASARYK UNIVERSITY**

*(amended version effective from 2 June 2025)*

*In accordance with the MU Directive No. 11/2014 (the Masaryk University Library Rules),  
we hereby publish these Operating Rules:*

### **Article 1**

#### **General Provisions**

- (1) The Masaryk University Campus Library (the "MUCL") is a specialised department that provides information and library services. It performs coordination, specialised, information, educational, analytical, research, methodical and advisory activities. It acquires, records, processes and stores the library collection and information resources for all modes of study at the Faculty of Medicine (FoM), Faculty of Pharmacy (FoPh) and the Faculty of Sports Studies (FSpS), for the Departments of Chemistry, Biochemistry, Botany and Zoology, and Experimental Biology, the National Centre for Biomolecular Research (NCBR), the Research Centre for Toxic Compounds in the Environment (RECETOX) at the Faculty of Science (FoS) of MU and the Central European Institute of Technology (CEITEC) and for the professional, educational and scientific work of the institutes and clinics of these parts of MU based at the University Campus in Bohunice.
- (2) The MUCL fulfils the role of the central library for the network of department libraries at the FoM, FoPh and the botany and zoology programme at the FoS. Its mission is to coordinate their activities. The MUCL is recorded in the register of libraries under Section 5 and Section 13 (1) of Act No. 257/2001 Coll. regulating libraries and the statutory conditions for providers of public library and information services, as amended (the "Library Act") as a specialised library with a specialised collection.
- (3) The MUCL library collection consists of specialised monographs, textbooks, lecture notes and other study literature, serials, audio-visual data carriers and electronic information sources (the "Documents").
- (4) These Operating Rules and their annexes (the "MUCL OR") regulate the rights and obligations of users when using the services, the operation of the MUCL department libraries (Annex No. 6) and the operation of the MUCL during conferences held on its premises (Annex No. 8).

### **Article 2**

#### **MUCL Library Collections and Information Resources**

- (1) The MUCL library collections consist of paper and electronic documents (the "Documents") pertinent to biological, pharmaceutical, medical, chemical, sports and other related sciences, and additional selected Documents on general, technical and human sciences to meet the study and scientific needs of the university units listed in Article 1 (1).
- (2) The collections of paper Documents consist of the following:
  - a) Old prints – A historical collection consisting of Documents dated before 1860 or Documents of unique historical value for the particular field. The storage and use of this collection are subject to a special system of protection;

- b) The preservation archive of printed material issued by the FoM;
  - c) Serials – A collection of scientific and specialised periodicals;
  - d) Books – A collection consisting of textbooks, lecture notes, monographs and other Documents;
  - e) Manuscripts – A collection containing successfully defended bachelor's and master's theses, doctoral dissertations and other types of theses as well as closing reports and other manuscript Documents;
  - f) Offprints – A collection of separate copies of specialised articles;
  - g) Microfiches.
- (3) The collections of electronic Documents consist of the following:
- a) Electronic Documents on machine-readable media (CDs, DVDs, video cassettes, etc.);
  - b) Electronic Documents on MU servers (bibliographic, full text, etc.);
  - c) Electronic Documents on third-party servers for which the library has purchased a licence or for which it shares a license with other departments on a contractual basis.
- (4) Replenishment of collections:
- a) The library collection is replenished as required to meet the needs of the study and science and research programmes at the FoM, FoPh, FSpS, FoS and CEITEC, primarily through purchases using the funds allocated to the MUCL by these faculties and the finances generated by the university units through their activities. Documents are also acquired through donations and the exchange of publications with universities and other scientific institutions in the Czech Republic and abroad.
  - b) The Documents are acquired in accordance with the acquisition strategy of each faculty.
  - c) Publications purchased from budgetary or extra-budgetary financial resources of the FoM, FoPh, FSpS, FoS and CEITEC must be submitted to the MUCL for registration immediately after purchase. Registration is not compulsory for Documents that quickly become obsolete, such as manuals, administrative handbooks etc.
- (5) Library records of collections:
- a) Before inclusion in the MUCL collection, all Documents must be processed; in particular, they must be entered into the accession register according to Section 4 and Section 5 of the Decree of the Ministry of Culture No. 88/2002 Coll., to implement the Library Act (recorded) and into the general electronic catalogue (catalogued). The entry in the accession register must correspond to the record of the acquisition in the accounting records.
  - b) The library collections are processed centrally for all the entities listed in Article 1 (1). The library is obliged to process new acquisitions as quickly as possible.
  - c) When documents are withdrawn from the MUCL collection or lost, an entry is made in the register of withdrawn items in accordance with Section 4 and Section 6 of the Decree of the Ministry of Culture No. 88/2002 Coll. and the Documents are offered to other libraries in accordance with Section 17 of the Library Act.
- (6) Storage and access to the collections:
- a) Once items are processed and become part of the library collection, they are stored in accordance with the provisions of Section 18 of the Library Act either in the open stacks for free access or as closed stacks in closed storerooms. The collection is made available to users:

In the open-stack MUCL study rooms;

By the MUCL staff from closed MUCL storerooms;

In the department libraries at the FoM, FoPh and FoS (regulated by Annex No. 6).

- b) The library collection is subject to ordinary and extraordinary audits pursuant to Section 16 of the Library Act. Audits of department library collections at the FoM, FoPh and FoS are initiated by the bursar of FoM, FoPh and FoS, respectively, on the proposal of the head of the MUCL. Audits of the MUCL collections in building B09 are initiated by the director of the Management of the University Campus at Bohunice on the proposal of the head of the MUCL.

### Article 3

#### **MUCL Services**

- (1) The MUCL provides in-house services in study rooms during opening hours to all users without restriction. These services are regulated by the rights and obligations of MUCL users (Article 5), the Computer Study Room Policy (Annex No. 3) and the Copying Services Policy (Annex No. 4).
- (2) Loans of Documents to users for use outside the MUCL premises are provided under the valid Lending Rules (Annex No. 1).
- (3) Loans of Documents from the collections of other libraries are provided to users as interlibrary loans in accordance with Section 14 of the Library Act.
- (4) Bibliographic, reference, consultation and information services are provided upon request by the MUCL staff to all users without restriction in accordance with Section 4 of the Library Act.
- (5) Education services under Section 13 (2) of the Library Act focus on increasing information literacy and are provided by the MUCL staff to interested users from the university units listed in Article 1 (1).
- (6) In accordance with Section 13 (2) of the Library Act, the MUCL provides the following research and analytical services:
  - a) Written literature reviews using its own databases. The MUCL also assists users to obtain written literature reviews from databases that the library does not own, in accordance with Section 4 (3) of the Library Act. This service is only offered to users from the university units listed in Article 1 (1) with a doctoral degree in accordance with Section 47 of Act No. 111/1998 Coll. regulating higher education institutions and amending other acts, as amended (the "Higher Education Act"). The service is also offered to users with a master's degree, provided that the results are used to publish a paper where one of the university units listed in Article 1 (1) is named as the author's affiliation. The MUCL may ask the user to reimburse the costs incurred by the library under Annex No. 5;
  - b) Citation analysis. This service is only offered to users from the university units listed in Article 1 (1) with a doctoral degree in accordance with Section 47 of the Higher Education Act. The service is provided free of charge to users requesting the service for the first time for their habilitation or professor appointment procedure. Users will be charged for repeated use of the service to update a previously requested and provided analysis for the respective procedure according to the Fee and Service Price List (Annex No. 5). Users requesting the service for their research plan or project must present an affirmation that the requested citation analysis will be used for an MU plan or project. Users who request the service for their habilitation or professor appointment procedure are given priority by the MULC;
  - c) Information support to ensure compliance with journal transparency and best practice principles. This service is only offered to users from the university units

listed in Article 1 (1) with a master's degree in accordance with Section 46 of the Higher Education Act. The service is free of charge;

- d) Information support for review writing. This service is only offered to users from the university units listed in Article 1 (1) with a master's degree in accordance with Section 46 of the Higher Education Act. As a general rule, the service is provided free of charge. The MUCL may ask users to reimburse the costs incurred by the library under Annex No. 5.
- (7) The rules for using the library copying services are set out in Annex No. 4.
- (8) The MUCL provides public library and information services listed in Sections 4 (1) and (3) of the Library Act to all registered users within the intention of Section 2 (a) of the Library Act in such a way as to guarantee equal access without discrimination.
- (9) The MUCL provides basic library and information services listed in Section 4 (1) of the Library Act free of charge.
- (10) The library is entitled to request reimbursement of costs incurred when providing the services listed in Section 4 (2) and (3) of the Library Act.
- (11) The library is entitled to request reimbursement of costs for the administration required to maintain a register of the library users (Section 4 (5) of the Library Act).
- (12) When providing Documents as an interlibrary loan under Section 14 (4) of the Library Act, the library is entitled to request the reimbursement of costs incurred for the transport of the library Document.
- (13) The fees and payments charged by the library for the services provided under Clauses 2 to 4 of this Article and for other services are listed in the Fee and Service Price List (Annex No. 5).
- (14) The library may request an advance payment for services provided at a charge.

#### Article 4

##### **MUCL Service Users**

- (1) Only users duly registered with the library have the right to use all the public premises, collections and services of the library in accordance with these Operating Rules. Unregistered users are only allowed to use the print collections available in the MUCL study rooms and only onsite.
- (2) New users who register with the MUCL must review the MU Library Rules (the "MU LR") and the operating rules of the MU libraries they use.
- (3) By signing the MU Library Registration Form (Annex No. 2) or concluding the Agreement on MU Library Services on the INET MU platform, users confirm that they agree with and undertake to observe all the provisions of the relevant internal regulations of the MUCL and MU and the generally binding legislation.

#### Article 5

##### **User Rights and Obligations**

- (1) All users are required to keep quiet at all MUCL premises, switch off the sound on their mobile phones and similar devices, avoid disruptive behaviour and follow the instructions of the MUCL staff.
- (2) The MUCL documents in the study rooms are freely accessible. It is prohibited to bring weapons to the study rooms and to enter under the influence of alcohol or illegal drugs. Consumption of food and beverages in containers without a lid is forbidden.

- (3) Within the premises of the MUCL Library, it is imperative for users to maintain silence, order, and cleanliness, to conduct themselves with respect towards other patrons and individuals, and to adhere to the directives of library staff. Users are expected to adjust their conduct in each library area according to its designated purpose. Visitors who cause disturbances through noise, odor, inappropriate, or aggressive behavior may face restrictions or exclusion from library services. Furniture and equipment in individual rooms must not be relocated or removed from the MUCL premises and should remain undamaged.
- (4) Users must return the books they remove from the collection to the designated locations (labelled book trolleys). In the case of any doubt, users may return the books to the staff at the lending desk.
- (5) It is forbidden to remove any items from the library collection from the MUCL premises without correctly registering the loan at the lending desk and to remove any other MUCL property without permission from the MUCL staff. Emergency exits from the MUCL may only be opened when a fire alarm is sounded. Visitors in breach of either of those rules may be asked to sign a report on attempted theft of MU property or a report on breaching the MU security measures, as appropriate.
- (6) Users of MUCL services must follow the instructions of the MUCL staff and respect the measures introduced to protect the Documents and property of Masaryk University, the property of third parties made available to the MUCL and the property of the university units listed in Article 1 (1).
- (7) Users who significantly or repeatedly breach the obligations outlined in the MU Library Rules, these Operating Rules, the internal regulations of MU, or related generally binding legal regulations, or who fail to adhere to the instructions of MUCL staff, may have their user rights within the library system under the jurisdiction of the MUCL temporarily or permanently restricted. Additionally, they may be prohibited from entering the MUCL.

#### Article 6

##### **Final Provisions**

- (1) The head of the MUCL is authorized to interpret the stipulations of these Operating Rules.
- (2) Any modifications and amendments to the MUCL OR and its annexes are submitted for approval to the MUCL Library Board upon the recommendation of the head of the MUCL. Following approval by the deans of the FoM, FoPh, FoS, and FSpS, as well as the director of CEITEC, these changes are issued by the director of the Management of the University Campus at Bohunice.
- (3) In justified cases, the head of the MUCL or an authorised employee may grant exceptions from the Operating Rules.
- (4) These Operating Rules contain the following Annexes:
  - Annex No. 1 "MUCL Borrowing and Lending Policy";
  - Annex No. 2 "MU Library Registration Form";
  - Annex No. 3 "Computer Study Room Policy";
  - Annex No. 4 "Copying Services Policy";
  - Annex No. 5 "MUCL Service Payments and Fees";
  - Annex No. 6 "Operation of MUCL Department Libraries";
  - Annex No. 7 "Book Drop Box Policy";
  - Annex No. 8 "Operation of the MUCL During Conferences in Study Rooms".

- (5) These Operating Rules come into force on the date of signature by the Director of the Management of the University Campus at Bohunice.
- (6) These Operating Rules become effective on 2 June 2025.

Brno, 2 June 2025

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Ing Pavel Brančík  
Director of the Management of  
the University Campus at Bohunice

## **Annex No. 1**

### **MUCL Borrowing and Lending Policy**

#### **Article 1**

##### **Registered Users**

- (1) The library provides services to registered users. Users must present their library card or be identifiable through the MU IS platform.
- (2) "Registered users" refers to users who have signed the MU Library Registration Form or concluded the Agreement on MU Library Services on the INET MU platform
- (3) Internal MU users use their valid student or employee card as their library card. External users must present a valid ID card or passport and permanent residence permit, as relevant, to be issued a library card. MU alumni card holders use their alumni card as their library card.
- (4) A user card is non-transferable and borrowing books on someone else's behalf is not admissible unless supported by a power of attorney granted by the user to provide a book loan to another person. The authorised person must also present proof of identity. Users must immediately report the loss or theft of a card and are responsible for any card misuse. Long-term loans to users from the university units listed in Article 1 (1) can be collected by another employee of the same unit, who must provide written confirmation of the long-term loan collection, ensure that the user they represent signs the loan confirmation and deliver the signed confirmation to the MUCL.
- (5) The library provides its services to registered and non-registered, internal and external users according to the valid Masaryk University Library Regulations.;
- (6) For the purposes of electronic communication, the library uses the university email addresses when communicating with internal users. For communication with external users, the library uses the email address given in their registration form.
- (7) Students are required to immediately settle their outstanding obligations to the MUCL whenever they interrupt, complete or otherwise terminate their studies at MU.
- (8) Termination of employment at MU (employment contract and other types of employment, such as an agreement to complete a job) results in the termination of the user's registration and the employees are required to immediately settle their outstanding obligations to the MUCL.

#### **Article 2**

##### **Document Lending**

- (1) Loans from the library collections are governed particularly by the provisions regulating loans for use in Section 2193 and following of Act No. 89/2012 Sb. (the Civil Code), as amended. Users must protect the loaned Documents against damage and loss and bear full responsibility for returning the Documents intact.
- (2) The automated library system will send users an email reminder before the loan period expiration date as well as an overdue notice once the loan period expires. The library is not obliged to send either loan expiration date reminders or overdue notices and the failure to send or deliver such notices does not relieve users of the obligation to return loans within the loan period and pay any contractual fines.
- (3) Users who exceed the loan period of an item will pay a contractual fine as set out in Annex 2 to the Masaryk University Library Rules ("Price List of Fees and Contractual Penalties of MU Libraries").
- (4) No further loans will be allowed until all outstanding obligations to any of the MU libraries are settled.

- (5) All loans are registered in the automated library system.
- (6) Users are prohibited in particular from underlining the loaned Documents, making notes in them, removing parts of the Documents and damaging and defacing the Documents in any other form.
- (7) Before borrowing a Document, users are required to check its condition and completeness and report any defects to a library employee. Users are responsible for any defects that will be discovered later.
- (8) Users may not lend the borrowed Documents to any other person or another user of the MUCL.
- (9) The lending rules, such as the availability and type of loans, loan periods and the number of Documents that can be loaned, differ based on the type of Document and the user category. The library will decide on any particular loan in line with its mission and the principles of collection protection.
- (10) Loans of certain Documents may be governed by specific rules. The library may also decide to lend a copy of the Document rather than the original.
- (11) Valuable Documents may be loaned by the library against a financial guarantee. Users will be issued a receipt. The amount of the guarantee is to be determined by the head of the library or an authorised librarian with a view to the value of the Document.

#### Article 3

##### **Loan Types**

- (1) Users can borrow Documents from the library collections according to the loan limit matrix shown in Article 4 (Loan Periods and Loan Limit Matrix).
- (2) In-house Documents can be loaned to all categories of users. In-house loans cannot be removed from the library premises, except for in-house+ loans, which can be borrowed for the time when the library is closed (usually overnight or over the weekend) if agreed by the library and if the MUCL owns more than one copy of the title.
- (3) Old prints and other unique and rare Documents that cannot be exposed to excessive wear are only loaned out for justified purposes and with the consent of the head of the MUCL. Documents from the preservation archive are only loaned to librarians to make a copy, which is then loaned to the user who requested the Document.
- (4) Documents from the library collection that are currently on loan can be reserved. Users will be notified by email when the reserved Document is available. The Document must then be collected within 7 days.
- (5) Users are free to browse and locate Documents that are available in the open stacks.
- (6) For loans from closed stacks and special collections, users must submit a request through the automated library system. The requested Documents are usually available within 90 minutes and no later than the next business day.

#### Article 4

##### **Loan Periods and Loan Limit Matrix**

- (1) The library offers the following loan periods:
  - a) In-house+ loan – If agreed by the library, the Documents can be loaned out for the time when the library is closed. The Documents can be loaned no sooner than an hour before the lending desk closes and the MUCL switches to in-house study mode and must be returned by midday the next business day;
  - b) Monthly loan – A loan period of 30 days;



- c) Semester loan – A loan period of 90 days;
- d) Long-term loan – A loan for the duration of users' doctoral study programmes or employment at MU. Users will return the loaned item to the library for the interlibrary service for up to one month, for in-house study for the standard reservation period and for any audits of the library collections.

(2) The MUCL loan limit matrix:

|                  | In-house+ loan  | Monthly loan   | Semester loan  | Long-term loan   |
|------------------|---|----------------|----------------|--|
| Student          | <i>By 12.00 noon<br/>the following<br/>business day</i> | <i>30 days</i> | <i>90 days</i> | <i>Loan for the<br/>duration of the<br/>doctoral study<br/>programme or<br/>employment at<br/>MU</i> |
| Doctoral student |   |                |                |  |
| Teacher          |   |                |                |  |
| Employee         |   |                |                |  |
| Specific         |   | <i>60 days</i> |                |  |
| Public           | ---   | <i>30 days</i> | <i>90 days</i> | ---  |

- (3) A monthly and semester loan period can be repeatedly extended up, but for no longer than 180 days for monthly loans and 270 days for semester loans, provided that the item has not been reserved by another user and that the user has no outstanding obligations towards the MUCL. A loan renewal request must be submitted before the current loan period expires. Overdue loans must be returned to the library.
- (4) In justified cases, the library may shorten the loan period or ask for the item to be returned before the loan period expires.

#### Article 5 Number of Loans

(1) The following limits apply to loans:

|   | Monthly and semester loan | Long-term loan |
|---|---------------------------|----------------|
| Student                                     | 20                        | Unlimited      |
| Student of the FoM English study programmes | 20                        |                |
| Doctoral student                            | 20                        |                |
| Teacher                                     | 50                        |                |
| Employee                                    |                           |                |
| Specific                                    |                           |                |
| Public                                      | 10                        | ---            |

- (2) Items will not be loaned to users who have reached the loan limit or have outstanding obligations towards the MUCL.
- (3) Users can only borrow one copy of each title.

- (4) Documents are loaned to institutions located outside the main MUCL address through the interlibrary service for no longer than 30 days.

#### Article 6

##### **Compensation for Damage to Documents**

- (1) Users must immediately report any damage, destruction or loss of a loaned Document. The incurred damage must be compensated in the prescribed manner no later than 1 month from the opening of proceedings for damages. The MUCL has the right to suspend the provision of services listed in Article 3 hereof to the user until the damage is compensated.
- (2) The method of compensation will be specified by the head of the library or an authorised employee depending on the extent of the damage. Appeals against the decision on the amount or method of compensation can be made to the head of the MUCB. The appeal has a suspensive effect.
- (3) The methods of compensating damage to Documents include, without limitation:
- a) Providing a replacement copy of the same or a newer edition;
  - b) Creating a copy of the Document with the same binding as the damaged Document;
  - c) Replacing the Document with a different title as specified by a MUCL acquisition librarian; or
  - d) Occasionally, cash reimbursement of the purchase price (or the value price if acquired in a different manner) of the Document may be allowed.

## Annex No. 2

### Masaryk University Library Registration Form

|   |  |
|---|--|
| <b>MUNI</b>   | PŘIHLÁŠKA UŽIVATELE KNIHOVEN MU<br>K POSKYTOVÁNÍ KNIHOVNÍCH SLUŽEB |
| Masarykova univerzita, Žerotínovo nám. 617/9, 601 77 Brno, IČO: 00216224, DIČ: CZ00216224,<br>ID schránky: 9tmj9e4 (dále jen MU) a uživatel |  |
| Číslo průkazu MU: .....   | UČO (pokud přiděleno): .....                                       |
| Příjmení a jméno: .....   |  |
| Číslo průkazu totožnosti: .....   | Datum narození: .....  |
| Trvalé bydliště: .....  |  |
| .....   | PSČ: .....   |
| Korespondenční adresa (pokud se liší)*: .....   |  |
| .....   | PSČ*: .....  |
| E-mail*: .....  | Telefon / Mobil*: .....  |
| (pokračování na druhé straně)   |  |
| * Vypíšte pro plné využití všech služeb knihoven MU včetně upozorňování na rezervace, končící výpůjční doby apod.                           |  |
| strana 1   2  |  |

|  |  |
|--|--|
| <b>MUNI</b>  | PŘIHLÁŠKA UŽIVATELE KNIHOVEN MU<br>K POSKYTOVÁNÍ KNIHOVNÍCH SLUŽEB |
| spolu uzavřeli tuto přihlášku k poskytování služeb:  |  |
| — Knihovny MU se zavazují uživateli poskytovat knihovnické a informační služby, jejichž podmínky a podrobnosti jsou stanoveny v Knihovním řádu MU ( <a href="https://www.muni.cz/services/library/regulations">https://www.muni.cz/services/library/regulations</a> ) a provozních řádech knihoven MU ( <a href="https://www.muni.cz/services/library/">https://www.muni.cz/services/library/</a> ). |  |
| — Knihovny MU zpracovávají osobní údaje v rozsahu a v souladu s účelem uvedeným v dokumentu Ochrana osobních údajů v knihovním systému MU ( <a href="https://aleph.muni.cz/F7func=file&amp;file_name=ooa">https://aleph.muni.cz/F7func=file&amp;file_name=ooa</a> ).   |  |
| Potvrzuji, že jsem se seznámil/a s Knihovním řádem MU a provozními řády knihoven MU, jejichž služeb budu využívat, a zavazuji se dodržovat povinnosti, které mi řády ukládají.   |  |
| Datum: .....   | Podpis uživatele: .....  |
| Datum: .....   | Za MU údaje zkontroloval (podpis): .....                           |
| strana 2   2   |  |

## **Annex No. 3**

### **Computer Study Room Policy**

- (1) The IT equipment at the MUCL is part of the University Computer Rooms and its use is regulated by MU Directive No. 7/2012 regulating the operation of the Masaryk University Computer Rooms. MUCL users must follow the MU Directive, as amended, and the instructions of the MUCL librarians when using the IT equipment.
- (2) Computers are routinely available to both internal and registered external users.
- (3) Users must report any computer defects or other irregularities to the staff at the lending desk.
- (4) Any outputs from electronic information sources are available solely for users' personal use and users must ensure compliance with the copyright and data protection legislation (Act No. 121/2000 Coll. regulating copyright and the rights related to copyright and amending certain other Acts, as amended (the Copyright Act)).

## **Annex No. 4**

### **Copying Services Policy**

- (1) All copying services at the MUCL are offered through the system provided by the MU Institute of Computer Science (ICS).
- (2) When making and using copies, users must comply with the relevant stipulations of Act No. 121/2000 Coll. regulating copyright and the rights related to copyright and amending certain other Acts, as amended.
- (3) When copying and printing using the multifunctional self-service machines, users must only use the paper available in the machine. It is prohibited to use users' own media, such as paper, film or USB drives. A breach of this prohibition is regarded as a breach of both the MU LR and the MUCL OR.
- (4) There is a charge for the self-service copying and printing services. The prices are listed in the valid ICS price list. Self-service scanning is free of charge.
- (5) Users must review the operating manual before using the multifunctional machines. Before starting to print or copy, users must check the settings of all the parameters on the machine display or in the printer settings and adjust them as required. Defective copies or printouts caused by incorrect settings cannot be reimbursed and users must pay for them.
- (6) Users must report any equipment defects and other irregularities (such as no paper or paper trapped in the machine, toner replacement warnings etc.) to the staff at the lending desk.
- (7) Binding and other services related to copying are self-serviced. The necessary material is available at the lending desk and is charged according to the ICS price list.

## Annex No. 5

### MUCL Service Payments and Fees

#### Article 1

##### Registration Fees

|   |   |
|---|---|
| Internal users  | According to the effective MU Library Rules |
| First registration of external users including the issue of a library card* |   |
| Issue of a replacement card (external users)                                |   |
| Repeated registration (external users)                                      |   |

\*Registration of external users that fall in the Alumni and Student categories is free of charge.

#### Article 2

##### Late Return Fees

According to the category of the loaned Document for an overdue library unit for all users

|  |                    |
|--|--------------------|
| In-house+                              | 10 CZK per hour    |
| Monthly loan                           | 5 CZK per day      |
| Semester loan                          | 5 CZK per day      |
| Recovery of loans through legal action | According to costs |
| Written overdue notice                 | According to costs |

#### Article 3

##### Other Service Fees

##### Interlibrary services

|   |                         |
|---|-------------------------|
| National interlibrary and copying service | According to MUCL costs |
| International loan and copying service    | According to MUCL costs |

##### Literature review

|   |   |
|---|---|
| Literature review service under Section 4 of the Library Act for internal users from the university units listed in Article 1 (1) with a doctoral degree (Ph.D., CSc. or DrSc.) | The first 10 hours are free of charge; after reaching this limit, the charge is 200 CZK per hour (or part hour) |
| Information support for review writing offered to internal users from the university units listed in Article 1 (1) with a master's degree                                       | The first 20 hours are free of charge; after reaching this limit, the charge is 200 CZK per hour (or part hour) |

##### Citation analysis

|   |                  |
|---|------------------|
| The first analysis requested by a user or an update to a citation analysis requested by a faculty department as a part of career development for a habilitation or professor appointment procedure at a university unit listed in Article 1 (1) | Free of charge   |
| Update to a citation analysis requested by a user to be used in a habilitation or professor appointment procedure at a university unit listed in Article 1 (1)  | 250 CZK per hour |
|   |                  |

**Copying and printing services**

|   |                                 |
|---|---------------------------------|
| A4 black and white one-sided/double-sided copy (self-service) | According to the ICS price list |
| A4 colour one-sided/double-sided copy (self-service)          |                                 |
| A3 black and white one-sided/double-sided copy (self-service) |                                 |
| A3 colour one-sided/double-sided copy (self-service)          |                                 |
| 1 A4 page computer printout (self-service)                    |                                 |
| 1 A4 page computer printout, colour (self-service)            | Free of charge                  |
| Scanning (self-service)                                       |                                 |

**Sale of miscellaneous office supplies**

|  |                                 |
|--|---------------------------------|
| Office supplies as detailed on the library website | According to the ICS price list |
|--|---------------------------------|

## **Annex No. 6**

### **Operation of MUCL Department Libraries**

- (1) Department libraries (the "DLs") are situated at the MU FoM, FoPh and FoS and are managed by departments and clinics to provide their specialists with easy access to specialised Documents on relevant topics, which are stored outside the MUCL premises on a semi-permanent basis. The MUCL acquires these Documents following a specific request by a DL (as permitted by budgetary constraints) and ensures that they are processed as part of the central library collections.
- (2) The MUCL establishes, dissolves and merges the DLs as requested in writing by the heads of the faculty units at the MU FoM, FoPh and FoS. The head of the faculty unit is responsible for the collection of MUCL Documents stored at the DL and for the DL collections and approves the opening hours of the DL.
- (3) The head or director of the respective faculty unit selects and authorises an employee of the unit to oversee the DL. They notify the head of the MUCL of the appointment and of any staff changes in the DL management.
- (4) When a new employee assumes responsibility for the DL, and no less than 2 months before the current employee overseeing the DL leaves, the head of the faculty unit appoints an audit committee to ensure proper transfer of the DL and sends a written notification to the MUCL. Likewise, the results of the transfer audit are sent to the MUCL, particularly any losses or damages to the library collections. These are then submitted to the management executives of the faculties for an assessment of damages.
- (5) Immediately after their appointment, the new employee authorised to oversee the DL contacts the designated MUCL employee who then visits the DL and provides methodological guidance and instructions.
- (6) The employee authorised to oversee the DL is responsible to the head of the unit for flawless operation of the DL including, but not limited to, compliance with the opening hours and proper loan records.
- (7) The employee authorised to oversee the DL will:
  - a) Submit newly acquired Documents to the MUCL for registration without delay;
  - b) Regularly and no less than once a month collect Documents from the MUCL intended for the DL;
  - c) Keep proper records of loans and make sure that loaned Documents are returned;
  - d) Complete annual statistical reports of the DL and submit them to the MCUL by the deadline;
  - e) Submit proposals for removing any outdated Documents from the DL collection to the MUCL;
  - f) Promptly lend Documents kept in the DL to the MUCL as requested;
  - g) Complete audits of the DL collection when announced.
- (8) If required, the head of the faculty unit and the employee authorised to oversee the DL contact the MUCL to request a consultation.
- (9) Any transfer of a DL to the administration of the MUCL must be discussed in advance with the head of the MUCL and the DL must provide the essential documentation detailing the collection to be transferred so that each volume can be clearly identified. A certificate of delivery and acceptance must be signed by the heads of both the transferring and the receiving unit.



## **Annex No. 7**

### **Book Drop Box Policy**

- (1) The book drop at the University Campus at Bohunice facilitates the return of books that were loaned at the MUCL lending desk and recorded as loaned in the library's electronic system.
- (2) Always drop off books one by one and put them in spine first.
- (3) The MUCL staff will change the status of the dropped-off books to "returned" in the reader's library account the next day.
- (4) Any fines already issued to the reader due to the dropped-off books being overdue remain noted in the reader's library account and must be paid when the reader visits the library in person. Alternatively, readers may pay the fine from their university SUPO account by emailing their consent with the payment from their university email address in the MU IS to knihovna@ukb.muni.cz.
- (5) Dropped-off books that are damaged in any way will only be marked as "returned" in the reader's library account when the damage claim is settled.
- (6) Readers must check their accounts in the MU catalogue to make sure the loans were properly recorded as returned and immediately email the MUCL staff at knihovna@ukb.muni.cz in the case of any discrepancies.

## **Annex No. 8**

### **Operation of the MUCL During Conferences Held on its Premises**

- (1) Leasing of MUCL premises for conferences (the "Conferences") is governed by Article 10 of the Operating Regulations of the University Campus Bohunice, Kamenice 5, Brno pursuant to the MU directives or the general MU civil law regulations.
- (2) The organiser of the Conference is responsible for all matters related to organising and running the conference.
- (3) MUCL users are forbidden from entering the leased premises during the preparations and while the conference is in progress without the organiser's permission.
- (4) While the conference is in progress, the MUCL will not provide any services related to the library collections and other equipment located on the leased premises other than accepting the return of items loaned from these collections at the lending desk.