

Operating Rules of the Masaryk University Campus Library Kamenice 5, 625 00 Brno

Further to the MU Directive No.11/2014 of the MU Library Rules,
we issue these Operating Rules.

Approved by:

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Article I

General Provisions

- (1) The Masaryk University Campus Library (hereinafter referred to as the “MUCL”) of Masaryk University is a specialised workplace which provides information and library services. It performs coordination, specialised, information, education, analytical, research, methodical and advisory activities. It acquires, records, processes and stores the library collection and information resources for all forms of study at the Faculty of Medicine (FoM), Faculty of Sports Studies (FSpS), for the Departments of Chemistry, Biochemistry, Botany and Zoology, Experimental Biology, National Centre for Biomolecular Research (NCBR), 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 specialised, educational and scientific work of institutes and clinics of those parts of MU based at the University Campus at Bohunice.
- (2) The MUCL fulfils the role of the central library for the network of sectional libraries of the FoM and fields of botany and zoology, experimental biology and chemistry of the FoS with the mission to coordinate their activity. It is recorded in the register of libraries under Section 5 and Section 13 (1) of 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 (hereinafter referred to as the “Documents”).
- (4) These Operating Rules and their annexes regulate the rights and obligations of the users for using the services and library collection of the MUCL and the activity of the MUCL sectional libraries (Annex No. 6).

Article II

MUCL Library Collections and Information Resources

- (1) The MUCL library collections consists of paper or electronic Documents (hereinafter referred to as the “Documents”) in the profile of biological, medical, chemical, sports and other related sciences, and selected Documents from general, technical and human sciences, replenishing the study and scientific needs of the workplaces stated in Article I (1).
- (2) The collections of paper Documents consist of the following types:
- a) Old prints – historical collection consisting of Documents dating back to 1860 or are of unique historical value in a given field. This collection is subject to a special system of protection when stored and used,
 - b) The conservation archive of prints issued by the Faculty of Medicine,
 - c) Serials – a collection of periodical magazine titles, repeatedly published anthologies and separate articles,
 - d) Books – a collection consisting of textbooks, lecture notes, monographs and further Documents,
 - e) Manuscripts – a collection including defended bachelor, diploma and other university qualification theses, closing reports and other manuscript Documents,
 - f) Reserved collection – a special collection of foreign language literature intended for students of English study programmes of the MU FoM,

- g) Offprints – a collection including separate copies of specialised articles,
 - h) Microfiches.
- (3) Collections of electronic Documents consist of the following types:
- a) electronic Documents on machine readable media (CD, DVD, video-cassettes, etc.)
 - b) electronic Documents on MU servers (bibliographic, full-text, etc.)
 - c) electronic Documents on foreign servers for which the library has purchased a licence or shares with other workplace under a contract
- (4) Replenishment of collections:
- a) The library collection is replenished in accordance with the needs of the study and scientific-research programmes of the MU FoM, MU FSpS, MU FoS and the CEITEC above all in the form of purchase using the funds allocated to the MUCL by these faculties and from grants obtained by the activity of the workplaces. Further sources are donations and exchange of publications with domestic and foreign universities and other scientific institutions.
 - b) Documents are acquired according to the acquisition strategy recommended by the MUCL Board.
 - c) Publications purchased from budgetary or ex-budgetary financial resources of the MU FoM, MU FSpS, MU FoS and the CEITEC must be transferred for the records of the MUCL immediately after being purchased. Record-keeping of quickly outdated Documents (manuals, administrative handbooks, etc.) is not compulsory.
- (5) Library records of collections:
- a) before being included in the MUCL collection all Documents must be processed, especially entered in the incremental list according to Section 4 and Section 5 of the Decree of the Ministry of Culture No. 88/2002 Coll., to implement the Library Act (record) and catalogue in the collective electronic catalogue. The link between the acquisitions and accounting records must be ensured when making the entry in the incremental list.
 - b) Library collections are processed centrally for all entities stated in Article I (1). The library shall process new increments as soon as possible.
 - c) When withdrawing Documents or due to loss of Documents from the MUCL collection, everything must be entered in the decremental list according to Section 4 and Section 6 of the Decree of the Ministry of Culture No. 88/2002 Coll. and the Documents must be offered to other libraries in accordance with Section 17 of Library Act No. 257/2001 Coll.
- (6) Storage of and access to the collections:
- a) After being processed at the library, the library collection is stored in accordance with the provisions of Section 18 of the Library Act for free shelf access and in closed storerooms. The collection is accessible to users:
 - in free shelf access in the MUCL study rooms,
 - accessed by MUCL staff from closed MUCL storerooms.
 - in the sectional libraries of the FoM and FoS (regulated in Annex No. 6)
 - b) The library collection is subject to ordinary and extraordinary reviews pursuant to Section 7 of the Library Act. Reviews of the collections of the sectional libraries of the FoM and FoS are announced by the head of the FoM and FoS at the proposal of the head of the MUCL. A review of the MUCL collections in building A9 is

announced by the director of the Management of the University Campus at Bohunice (MUCB) at the proposal of the head of the MUCL.

Article III 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 V) and the Rules for the Use of Computer Study Rooms (Annex No. 3) and the Rules of Copying Services (Annex No. 4).

(2) Loans of Documents to users outside the MUCL premises are provided according to the valid Lending Rules (Annex No. 1).

(3) Documents are acquired from the collection of another library, copy of Documents as loans of the original if not in the collection of the MUCL for users in the form of an inter-library service in accordance with Section 14 of the Library Act.

(4) Bibliographic, reference, consultation and information services are provided upon request by MUCL staff to all interested parties without restriction.

(5) Education services under Section 13 (2) of the Library Act thematically focus on increasing information literacy and are provided by MUCL staff to interested parties from the workplaces listed in Article 1 (1).

(6) The MUCL provides a written search from its own database and processes written searches from databases which it does not own, in accordance with Section 4 (3) of the Library Act and under Annex No. 5 of these Operating Rules. The MUCL provides this service only to interested parties from the workplaces listed in Article 1 (1) with a doctorate (Ph.D., CSc., DrSc.).

(7) The MUCL provides citation analyses only to persons from the workplaces listed in Article 1 (1) with a doctorate (Ph.D., CSc., DrSc.). This service is provided free of charge for the purposes of the submitter's thesis or professorial proceedings. This service is provided for the purposes of a research plan or project after the submission of the submitter's affirmation that a citation analysis is required for the purposes of a MU plan or project and is subject to a fee under the Fee and Service Price List (Annex No. 5).

(8) Annex No. 4 sets the rules for using copying services.

(9) The library provides public and information services listed in Section 4 (1) and (3) of the Library Act to all its registered users based on equality as embodied in Article 1 and 3 of the Charter of Fundamental Rights and Freedoms and based on the right to information guaranteed by Article 17 of the Charter of Fundamental Rights and Freedoms. Equal access does not rule out the preferences of certain categories of users in accordance with the library's mission.

(10) The MUCL provides basic library and information services listed in Section 4 (1) of the Library Act free of charge.

(11) The library is entitled to demand payment of actual costs for providing the services stated in Section 4 (2) and (3) of the Library Act.

(12) The library is entitled to demand payment of costs of administrative work related to the registration of users of the library (Section 4 (4) of the Library Act).

(13) When providing Documents in the form of an inter-library lending service under Section 14 (4) of the Library Act the library is entitled to demand payment of the costs of the transport of the library Document.

(14) The library shall charge the amount of fees and payments for services provided under par. 2 to 4 and for further provided services according to the Fee and Service Price List (Annex No. 5).

(15) The library may demand from the user a deposit of payment for provided paid services.

Article IV MUCL Service Users

(1) Only a properly registered user has the right to use all public premises, collections and services of the library in accordance with these Operating Rules. Unregistered users are allowed only to use collections on site.

(2) The user is obliged to become acquainted during first registration at the library with the MU Library Rules (LR) and MUCL Operating Rules (OR).

(3) By signing the MU Libraries Registration Form (Annex No. 2), the user confirms that he agrees with all provisions and undertakes to observe them.

(4) MUCL service users shall observe instructions of MUCL staff and respect measures for the protection of Documents and property of the University Campus at Bohunice and the workplaces listed in Article 1 (1).

(5) Breach of the LR and OR by student users can be qualified seriously as a disciplinary offence for which a sanction can be imposed under the MU Disciplinary Rules.

Article V Rights and Obligations of the Users

(1) The user shall observe silence in all MUCL premises, switch off the sound of a mobile phone and similar devices, keep order and respect the instructions of MUCL staff.

(2) There is free access to MUCL Documents in the study rooms. It is prohibited to enter the study rooms with weapons, under the influence of alcohol and narcotics. It is also prohibited to eat and drink in bottles and containers without a cap.

(3) Before entering the library premises the user shall identify himself by placing his card (ISIC, ITIC, employee, etc.) at the reader turnstile allowing him entry and his presence is detected statistically. The user contacts service staff if his card does not work. It is recommended that the user leaves his outwear and bags of all sizes in lockers in the cloakrooms on the second floor in the corridor which is regulated by the Operating Rules of the University Campus at Bohunice, Article 2 (4). There is a daily system for using the cloakroom lockers which means that the user must empty the locker within 30 minutes after the end of the library's opening hours. If the lockers are not free the user shall follow the instructions of the service staff at the lending desk.

(4) The users return books they remove from the collection to the specified place (marked stacking trolley) and if this is unclear to the staff at the lending desk.

(5) It is prohibited to remove from the premises restricted by an electronic security device (at the entrance to the library) any part of the library collection without the proper registration of the loan. If suspected of unauthorised removal of Documents or other property from the study rooms, the librarian shall demand that the user present his bag or clothing for control. The user shall be subject to set control measures, including possible police investigation.

(6) If an alarm sounds at the exit from the library, the user shall return to the lending desk and submit Documents that he has with him for control. A Protocol for Attempted Theft shall be drawn up if a user is caught for unauthorised removal of Documents or other property from the library premises. A copy is submitted for further proceedings by the disciplinary committee of the FoS, FSpS, FoM or CEITEC, where such action is dealt with in accordance with binding legal regulations and all its consequences. One of the disciplinary measures may also be exclusion from study or labour law sanction. Proceedings with external users are held in accordance with generally valid civil law regulations of the Czech Republic.

Article VI

Final Provisions

(1) These Operating Rules come into force and effect on 1 July 2015.

(2) Any changes and amendments to the Operating Rules and its annexes are approved by the MUCL Library Rules at the proposal of the head of the MUCL and are issued jointly by the deans of the FoM, FoS and FSpS and the director of CEITEC.

(3) The head of the MUCL or an authorised worker permits exceptions from the Operating Rules in justified cases.

(4) The annexes to these Operating Rules consist of: Annex No. 1 "MUCL Lending Rules", Annex No. 2 "MU User Library Application", Annex No. 3 "Rules for the Use of Computer Study Rooms", Annex No. 4 "Rules of Copying Services", Annex No. 5 "Payment for Services provided by the MUCL, Fees", Annex No. 6 "Rules for the Activity of MUCL Sectional Libraries".

Brno, 18 June 2015

These Operating Rules were proposed by the MUCL Board

They are issued jointly by the deans of the FoM, FoS and FSpS and the director of CEITEC.
Annex No. 1

Lending Rules

Article 1 Registered User

- (1) The library provides services to registered users upon submission of the user's card.
- (2) The registration means confirmation by signing the registration form.
- (3) An MU student's valid card or MU employee's card serves as a user card for internal users. The library issues a card for external users based on a valid citizen's identity card or based on a passport and permanent residence permit.
- (4) A user card is non-transferable and borrowing on behalf of someone else is inadmissible, except if supported by power of attorney granted by the user for borrowing for a different person, and simultaneous check of the identity of the empowered person. The user shall immediately report the loss or theft of a card and is responsible for its misuse.
- (5) Depending on the relationship to the MU, registered users are divided into the following categories:
 - I. Internal users:
 - a) students of MU bachelor and masters study programmes and participants of lifelong education programmes (Student category),
 - b) MU doctoral study programme students (Doctorate category).
 - c) MU academic staff (Teacher category)
 - d) MU non-academic staff (Employee category)
 - e) MU professors emeriti (Professor emeritus category), who were awarded this status according to the MU career structure
 - f) persons (MU students and employees) with specific demands (Specific category)
 - g) foreign students for study stays at MU
 - h) foreign staff working at MU workplaces based on international cooperation
 - Users from different faculties are not distinguished in the internal user category.
 - II. External users:
 - ch) rest of the public (Public category)
 - i) Alumni card holders (Alumni category)
 - j) members of the Alumni and Friends of Masaryk University (Alumni category)
- (6) As regards the electronic form of communication the library communicates with the internal user via his university e-mail address, with the external user via his e-mail address stated in the registration form.
- (7) When interrupting or ending study at MU the student shall settle all obligations regarding the MUCL (return all borrowed Documents and pay a contractual fine).

(8) When terminating employment with MU (employment relationship, agreement on work performance, etc.) the validity of registration ends and the employee shall settle all obligations regarding the MUCL.

Article 2

Lending of Documents

(1) The provisions of Act No. 89/2012 Coll., the Civil Code, as amended, on a commodatum agreement. The users shall protect borrowed Documents against damage and loss and shall be fully responsible for returning the Document in undisturbed condition.

(2) The automated library system sends users an e-mail overdue notice before the expiry of the lending period and once the lending period is exceeded. The library is not responsible for sending an overdue notice of the approaching end and exceeded lending period, and if not sent/delivered shall not relieve the user of the obligation to return loans by the set period and pay any fines.

(3) Every user with an exceeded lending period shall pay a contractual fine as set by the Masaryk University Library Rules in Annex No. 2 “MU Library System Single Fee and Contractual Fine Price List” for each library unit and each and start of each late return which for in-house loans is the opening hour and for other types of loans a calendar day.

(4) Until all outstanding obligations to any of the MU libraries are settled, the user cannot take out any further loan. The library may refuse to provide services to the user if he has seriously or repeatedly breached the MU libraries Operating Rules.

(5) All loans are registered in the automated library system. The removal of a Document from MUCL premises without a record of its loan is considered stealing and is dealt with in accordance with generally binding legal regulations and in accordance with the disciplinary rules with regard to MU students.

(6) It is prohibited from underlining and writing in notes in borrowed Documents, removing parts of or in any way damaging and depreciating them.

(7) Before borrowing Documents the user shall control their condition and completeness, and report any defects to library staff. The user shall be responsible for all later detected defects.

(8) The user may not lend borrowed Documents to any other person or other user of the MUCL.

(9) The lending rules (possibility and method of lending, lending period and number of borrowed Documents) are set according to the type of Documents and category of user. The library decides about a specific loan in accordance with its mission and with the collection protection principles.

(10) Specific rules for lending some Documents can be set. The library can also decide about the lending of a copy instead of the original Document.

(11) When lending some valuable Documents, the Library may demand a monetary guarantee (against a receipt). Its amount shall be determined by the head of the library or authorised librarian taking into account the value of the Document.

Article 3 Method of Lending

(1) Users can make loans from library collections according to the set lending matrix stated in the table of Article 4 Lending Periods.

(2) Documents with an in-house loan system are lent to all categories of users. In-house loans cannot be removed from the library premises. An exception are Documents in the in-house+ system which upon agreement with the library can be borrowed for the time when the library is closed (usually over night/weekend), however only if the MUCL owns more than one copy of the relevant title.

(3) Documents from the Reserved Collection can be borrowed only by English study programme students at the MU FoM and only in-house by other users.

(4) Old prints and further unique and rare Documents endangered by excessive wear are lent only for justified purposes with the consent of the head of the MUCL. Documents from the conservation archive are lent only for making a copy by the librarian as requested by the user.

(5) If someone has borrowed a requested Document of the library collection, the user has to reserve it. The library shall inform the user that the reservation has been made by email. The period for collecting the Document is 7 days.

(6) The user shall find the Document himself from the freely available collections.

(7) Loans from close stores and specials collections are made at the user's request by the electronic lending system. The required Documents are usually found by library staff within 90 minutes or by the following day at the latest. The Documents are registered as a loan.

(8) Based on the user's request the library shall arrange the loan of the Document or a delivery of its copy using the inter-library service. The library charges a fee of the costs (Annex No. 5) for this service. The lending library determines the method of lending and the lending period.

Article 4 Lending Periods, Lending Matrix

(1) The library allows loans in the following periods:

- a) In-house loan + – Documents lent upon agreement with the library for the period that the library is closed. The Document must be returned by 12.00 noon the following working day.
- b) State exam loan – Documents lent as standard for a max. of 60 days only to students of the FoM preparing for the state exam.
- c) Monthly loan – loan for a period of 30 days,

- d) Semestral loan – loan for a period of 90 days,
- e) Long-term loan – loan of Documents acquired from extra-budgetary funds for a period when the user is a student of the doctoral study programme or employed by the MU. The user shall provide the library with a borrowed title for the purpose of the inter-library service upon mutual agreement for a period of up to one month, for in-house study after the standard period of reservation and when reviewing the library collection.

(2) Lending matrix, valid in the MUCL:

| | In-house+ | State exam loan | Monthly loan | Semestral loan | Long-term loan |
|----------|---|--------------------|--------------|-------------------|-------------------|
| Student | by 12.00 noon the following working day | 60 days | 30 days | 90 days Month | yes |
| Doctoral | | --- | | | |
| Teacher | | | | | |
| Employee | | | | | |
| Specific | | | 60 days | 90 days | |
| Public | --- | 30 days | 90 days | --- | |

(3) The monthly and semestral lending period can be extended twice provided that a request has not been made to reserve the title and the user has settled his obligations with the MUCL. The long-term lending period can be extended without any limit. Other lending periods and inter-library loans cannot be extended. A request for extending a loan can be made before the expiry of the lending period and the user must return the borrowed Documents upon expiry of the lending period.

(4) In justified cases the library may shorten a lending period or ask for the return of a publication prior to the expiry of the lending period.

Article 5 Number of Loans

(1) Number of borrowed Documents

| | State exam, monthly and semestral loan | Long-term loan |
|---|---|----------------|
| Student | 20 | unlimited |
| Student of the FoM English study programme | 20 | |
| Doctoral | 20 | |
| Teacher | 50 | |
| Employee | | |
| Specific | | |
| Public | 5 | --- |

(2) No further loan is possible if the limit of the number of loans is reached or if obligations to the MUCL have not been settled.

(3) The user can borrow one copy of each title.

(4) Documents are lent to institutions outside the seat of the MUCL by means of the inter-library lending service for no more than a period of 30 days.

Article 6 Compensation of Damage to Documents

(1) The user shall immediately report damage, destruction or loss of a borrowed Document. The user shall cover incurred damage in the specified way and by the agreed date.

(2) The way or amount of financial compensation shall be specified by the head of the library or authorised staff depending on the extent of damage. It is possible to appeal to the head of the MUCB against the decision on the amount or way of compensation. The appeal has a suspensive effect.

(3) The ways of compensating damage to Documents:

- a) restore the Document to its original condition (repair),
- b) acquire a replacement copy of the same edition and binding, or in a different edition or binding,
- c) produce a copy of the same Document in a hard cover,
- d) replace with a different title as specified by the MUCL acquirer.
- e) in exceptional cases a cash payment may be allowed for the amount for which the Document was acquired or valued in the event of a different way of acquisition,

The library charges a fee (Annex No. 5, Article 3) for the library processing of a new Document.

(4) Compensation of damage must be made by the agreed date, but within 2 months at the latest as of the date of the start of proceedings for compensation of damage. The library is entitled to refrain from providing the user with all services until the settlement of the way of compensating loss and payment of all receivables.

Annex No. 2

Masaryk University Libraries Registration Form

Surname and Name

UČO (Student Ident. No) (internal users)

Card No

Date of birth

Identity card No

Permanent residence

Zip Code

Address in the Czech Republic

Zip Code

E-mail

Phone / Mobile

I was acquainted with the MU Library Rules and Rules of MU Libraries Services of which I would use and I agree to respect and follow them.

I agree that Masaryk University – as an administrator – would be processing my personal data according to the Act no 101/2000 Coll. in order to providing library services.

Date

Signature

Annex No. 3

Rules for the Use of Computer Study Rooms

- (1) Computer technology in the MUCL is part of the University Computer Rooms (UCRs) and its use is regulated by the MU Directive No. 7/2012. An MUCL user must follow the current MY guideline and the instructions of the MUCL librarians when using the computer technology.
- (2) Internal and registered external users can normally be allowed to use the computers.
- (3) Computers in standing rooms are preferentially designed for access to the library's electronic catalogue.
- (4) The user shall report any fault or other unusual status of computers to the library service staff.
- (5) The user can acquire outputs from electronic information sources only for personal use and may not breach data copyright protection (Act No.121/2000 Coll., Copyright Act).

Annex No. 4

Rules of Copying Services

(1) All copying services are provided in the MUCL in a regime ensured by the MU Institute of Computer Science (ICS) – Department of University Computer Rooms and Central Printing Systems.

(2) When producing and using any reproductions the user shall follow the provisions of Act No. 121/2000 Coll., on Copyright, especially Section 30, where it is stated: “*Copyright shall therefore not be infringed by anybody who for his own personal use makes a fixation, reproduction or imitation of a work*” and further: “*a reproduction made for personal use by a natural person (...) may not be used for any purpose other than indicated therein.*” Therefore, acquired reproductions of works, database and data outputs can only be used personally by the end user (e.g. for the purpose of study, interest activity, etc., however not to fulfil working activities in business or for other economic purposes, except if the user is a non-profit or educational facility).

(3) Self-service multifunctional equipment in the library premises are intended for printing and copying of materials above all from the library collection and to a limited extent other study materials. A copy may be made from selected parts of the collection (manuscripts, old and rare prints, etc.) only in a protective regime with the approval of the head of the MUCL.

(4) Only prints and copies can be made on paper on self-service multifunctional equipment whose source is the equipment itself. The use of own carriers (paper, film, etc.) is prohibited and any attempt to copy is considered a breach of the Library and Operating Rules.

(5) There is a charge for self-service copying and printing services. The prices are listed in the valid ICS price list. Self-service scanning is free of charge.

(6) Before operating multifunctional equipment, every user shall become acquainted with the displayed manual for its operation. Before making a copy or printing the user shall check the settings of individual parameters on the machine display or in the printer settings and adjust them according to their requirements. Bad copies or prints due to incorrect settings cannot be claimed and the user must pay for them.

(7) The user shall report any faults or other unusual situations of the multifunctional equipment (such as lack of paper or trapped paper, or replacement of the toner) to the library service staff.

(8) Binding and other services related to the copying are self-serviced and the required material is available at the lending desk and is charged according to the ICS price list.

Annex No. 5.

Payment for Services provided by the MUCL, Fees

Article 1 Registration Fees

| | |
|---|----------------|
| Internal users and external users named in the Rector's Measure No. 6/2008 | No fee |
| External users at first registration, including the issue of a reader's card* | CZK 200/a year |
| Issue of a replacement card (externs) | CZK 100 |
| Repeat registration (externs) | CZK 100/a year |

* Graduate and Alumni and Friends of Masaryk University Card holders are exempt from the fee

Article 2 Contractual Late Return Fees

According to the category of the borrowed Document for the late return of each library unit for all users

| | |
|----------------------------------|--------------------|
| In-house+ | CZK 10/per hour |
| State exam loan | CZK 5/per day |
| Monthly loan | CZK 5/ per day |
| Semestral loan | CZK 5/ per day |
| Recovery of loans by legal steps | Depending on costs |
| Written overdue notice | Depending on costs |

Article 3 Further Service Fees

Inter-library services

| | |
|--|-------------------------|
| National inter-library and copying service | Depending on MUCL costs |
| International lending and copying service | Depending on MUCL costs |

Research services

| | |
|--|------------------|
| Internal users from workplaces named in Article 1 (1) with a doctorate (Ph.D., CSc., DrSc.). | CZK 150/per hour |
|--|------------------|

Citation analyses

| | |
|--|------------------|
| Internal users from workplaces named in Article 1 (1) with a doctorate (Ph.D., CSc., DrSc.) for the purpose of thesis or professorial proceedings. | free |
| Internal users from workplaces named in Article 1 (1) with a doctorate (Ph.D., CSc., DrSc.) for the purpose of an MU research plan or project | CZK 250/per hour |

Fees for loss or damage to Documents

| | |
|--|---------|
| Library processing of a damaged or replaced Document | CZK 100 |
|--|---------|

Copying and printing services

| | |
|---|---------------------------------|
| A4 black and white one-sided / double-sided copy (self-service) | According to the ICS price list |
| A4 coloured one-sided / double-sided copy (self-service) | |
| A3 black and white one-sided / double-sided copy (self-service) | |
| A3 coloured one-sided / double-sided copy (self-service) | |
| 1 A4 computer printed page (self-service) | |
| 1 A4 computer printed coloured page (self-service) | No fee |
| Scanning (self-service) | |

Binding services

| | |
|---------------------------------------|---------------------------------|
| Spiral binding by the number of pages | According to the ICS price list |
|---------------------------------------|---------------------------------|

Rules for the Activity of Sectional Libraries

- 1) Sectional libraries (hereinafter referred to as “SLs”) are established at the MU FoM and FoS at institutes and clinics for the purpose of easy access of their researchers to long-term detached thematically specialised Documents which the MUCL acquired on the basis of the specific requirements of SLs (depending on the possibilities of the budget) and ensure their central library processing.
- 2) The MUCL establishes/dissolves/merges the SLs based on a written request of heads of sectional workplaces of the MU FoM/FoS. The head of the workplace is responsible for the collection of MUCL Documents detached in the SLs for SL collections. He approves the opening hours of the SLs.
- 3) The head/director of a sectional workplace authorises the appointed worker of the clinic/institute with the care of the SL. He also informs the head worker of the MUCL of this fact as well as all staff changes in the SL management.
- 4) With the start and at least 2 months before the departure of the worker authorised with the care of the SL, the head of the workplace appoints a review committee to ensure the prescribed manner of transferring the SL and informs the MUCL of this fact in writing. He sends the result of investigations to the MUCL with the transfer of the SL, namely any ascertained losses or damages to the library collections. These are then submitted for discussion to the heads of the faculties’ economic workers for assessment of damage compensation.
- 5) The new worker authorised to care for the SL shall immediately, after his appointment, contact the relevant MUCL worker who shall carry out a methodical visit at the SL workplace with specialised instructions.
- 6) The worker authorised to care for the SL is responsible to the head of the workplace for the faultless activity of the SL, namely observance of the opening hours and a record of loans.
- 7) The worker authorised to care for the SL shall:
 - a) regularly at least twice a month receive Documents from the MUCL intended for the SL
 - b) keep a local incremental list (record of received Documents)
 - c) keep a decremental list
 - d) keep a proper record of loans and make sure that borrowed Documents are returned
 - e) complete and send to the MUCL annual statistical reports of the SL at the set dates
 - f) order Documents in the MUCL
 - g) submit Documents acquired at the workplace from grants and donations for the records at the MUCL
 - h) immediately transfer diploma, dissertation and thesis papers that were defended at the workplace for central processing at the MUCL
 - i) submit to the MUCL proposals for eliminating outdated Documents from the SL collection
 - j) speedily lend Documents kept in the SL upon the request to the MUCL
 - k) immediately settle the requirements of the inter-library lending service (ILS) from other libraries
 - l) settle the requirements of the ILS for own workplace (loans of Documents from libraries in the Czech Republic and abroad, requirements for acquiring copies of Documents from other national libraries)

- m) cooperate in reviews of the SL collection after their announcement
- 8) The worker authorised to care for the SL may use MUCL reference and research services to settle the requirements of the ILS.
- 9) In case of need, the head of the sectional workplace and worker authorised to care for the SL refers to the MUCL with a request for consultation.
- 10) Any transfer of a SL to the administration of the MUCL needs to be discussed beforehand with the head of the MUCL and the necessary basic transfer Documents provided need to be marked with the transferred collection so that each volume can be clearly identified.
The handover protocol is signed by the head of the transferring and accepting workplace.