

**Masaryk University Campus Library  
Kamenice 5, CZ-625 00 Brno**

**Operating Regulations**

In further reference to the MU Rector's Directive No. 14/05 on the Library Regulations of Masaryk University, I now issue the following Operating Regulations:

**Article 1  
General Provisions**

(1) The Masaryk University Campus Library (hereinafter referred to as "UCL") is a specialised institution for the provision of library and information services. It provides co-ordinating, specialist, information, educational, analytical, research, methodical, and advisory activities. It especially ensures the acquisition, registration, processing, and storage of the library and information resources for all forms of study at the MU Faculty of Medicine, for the disciplines of Biology and Chemistry at the MU Faculty of Science, and for the professional, educational and scientific work at the institutes and departments of these parts of Masaryk University seated in the University Campus of Brno-Bohunice.

(2) The UCL performs the function of the Central Library for a network of sectional libraries of the MU Faculty of Medicine and for the disciplines of Biology and Chemistry of the MU Faculty of Science with the mission of co-ordinating their activities. It is entered into the Library Registry, pursuant to articles 5 and 13, par. 1 of the Libraries Act, as a specialised library with specialised collections.

(3) The UCL resources are composed of specialist monographs, textbooks, lecture notes, and other educational literature, serial publications, audiovisual and data carriers (hereinafter referred to as "documents").

(4) The present Operating Regulations and their annexes regulate the rights and obligations of the users in their utilising the services and library resources of the UCL, as well as the activities of the UCL sectional libraries (Annexe No. 6).

**Article 2  
Library and Information Resources of the UCL**

(1) The UCL resources have the form of both paper and electronic documents (hereinafter referred to as "documents") within the profile of biomedical and chemical sciences, and of selected documents from general and technical sciences, and from the humanities.

(2) The paper document resources consist of the following types:

- a) Old editions: historical resources composed of documents dating back before the year 1860, or such as are of unique historical value in the particular discipline. These resources are subject to special conservation regime during storage and use;
- b) The conservation archives of prints issued by the Faculty of Medicine;
- c) Serial publications: a collection of periodicals of journal character, repeatedly published books of proceedings, and offprints of articles;

- d) Textbooks: a collection composed of textbooks, lecture notes, monographs, and further documents that the library mostly possesses in multiple copies (multiplicates);
  - e) Handbooks: a reference-only collection composed of selected documents which must be permanently available for the users (dictionaries, encyclopaedias, basic textbooks);
  - f) Books: a collection of all the other documents published;
  - g) Manuscripts: a collection comprising the defended Bachelor's, Master's, and Doctoral theses, as well as further university qualification theses, final reports, and further manuscript documents;
  - h) Reserved collection: a special collection of foreign-language literature (of types d) through g)), designated for international students of the MU Faculty of Medicine.
- (3) Resources of electronic documents consist of the following types:
- a) electronic documents on machine-readable media (CDs, DVDs, video cassettes, etc.);
  - b) electronic documents on MU servers (bibliographical documents, full-text documents, etc.);
  - c) electronic documents on foreign servers for which the library has purchased a licence, and/or shares a licence with other institutions basing on a contract.
- (4) Replenishment of resources:
- a) The library resources are replenished in accordance with the demand made by the study and scientific research programmes of the MU Faculty of Medicine and the MU Faculty of Science, primarily in the form of purchase using the funds allotted to the UCL by these faculties, and from granted subsidies obtained through the individual institution's activity. Further sources include gifts and exchange of publications with both domestic and foreign universities and further scientific institutions.
  - b) Acquisition of documents is effected according to the acquisition strategy as recommended by the UCL Library Board.
  - c) Publications purchased from the budgetary or extra-budgetary financial resources of the MU Faculty of Medicine and the MU Faculty of Science have to be submitted for due registration to the UCL immediately after purchase. Registration is not compulsory for rapidly obsolescent documents (such as manuals, administrative reference books, etc.).
- (5) Library processing of resources:
- a) Prior to their inclusion into the UCL resources, all documents have to be processed in the library mode, especially entered into the accessions and decreases lists pursuant to Articles 4 and 5 of the Ministry of Culture regulation No. 88/2002 of the Digest for the implementation of the Libraries Act (registration), and into the comprehensive electronic catalogue (cataloguing). Through the entry in the accessions list the linkage between acquisition and accounting records must be ensured.
  - b) The library resources are processed centrally for all subjects listed in Article 1, par. 2. The library is obliged to perform the cataloguing of new arrivals within the shortest possible time.
- (6) Storage and accessibility of resources:
- a) Following the processing in the library mode, the library resources are stored in accordance with provisions of Article 18 of the Libraries Act in free-access selection and in closed storage facilities. They are made accessible for the users:
    - in free-access selection in the UCL reading rooms;
    - through intermediary UCL employees from closed UCL storage facilities.

- b) The library resources are subject to both regular and extraordinary revisions in terms of Article 7 of the Libraries Act.

### **Article 3 UCL Services**

(1) The UCL provides presence services in the reading rooms during the working hours for all users without limitation. These services comply with the rights and obligations of UCL users (Article 5) and the Rules for the Utilisation of Computerised Study Seats (Annexe No. 2), as well as with the Reprographic Services Regulations (Annexe No. 4).

(2) Absence loans of documents to users outside the UCL premises are provided according to the valid Lending Regulations (Annexe No. 3).

(3) The provision of copies of documents as of substitutes for the loan of originals, in case they are not in the UCL resources, is ensured for the users in the form of international interlibrary loan service in accordance with Article 4, par. 3 of the Libraries Act and according to Annexe No. 5 of the present Operating Regulations.

(4) Bibliographical, reference, consultation, and information services are provided by the UCL staff to all persons interested on request without any limitation.

(5) The UCL provides written literature searches from its own databases and arranges for compilation of written literature searches to be done from databases that it does not possess, in accordance with Article 4, par. 3 of the Libraries Act and according to Annexe No. 5 of the present Operating Regulations.

(6) The regulations for the use of reprographic services are stipulated in Annexe No. 4.

(7) The library provides public library and information services, as listed in Article 4, pars. 1 and 3 of the Libraries Act, to all its registered users basing on equality anchored in Articles 1 and 3 of the Charter of Fundamental Rights and on the right of information guaranteed by Article 17 of the Charter of Fundamental Rights. Equal access does not exclude preferences of certain categories of users in accord with the mission of the library.

(8) The basic library and information services as listed in Article 4, par. 1 of the Libraries Act are provided by the UCL free of charge.

(9) Concerning provision of the services listed in Article 4, pars. 2 and 3 of the Libraries Act, the library is entitled to claim recovery of the actually expended costs.

(10) The library is entitled to claim recovery of the costs expended on administrative acts associated with keeping records of the library users (Article 4, par. 4 of the Libraries Act).

(11) When providing documents in the form of interlibrary loan service, the library may, according to Article 14, par. 4 of the Libraries Act, claim recovery of the costs of transport of a particular document.

(12) The amounts of fees and payments for services provided according to pars. 2 to 4 and for further services provided are charged by the library according to the Price List of Fees and Services Rendered (Annexe No. 5).

(13) The library may ask the user to pay a deposit of money in advance for the recovery of the paid services rendered.

#### **Article 4 Users of UCL Services**

(1) The right to use all of the public facilities, resources, and services of the library in accordance with the present Operating Regulations extends to duly registered users only. Non-registered users are only entitled to make use of the presence (reference) resources.

(2) Upon the first registration in the library, the user is obliged to get acquainted with the Masaryk University Library Regulations (hereinafter referred to as “MU Regulations”) and the UCL Operating Regulations (further referred to as “Operating Regulations”).

(3) By signing the Registration Form (Annexe No. 1), the user declares that (s)he agrees with all respective regulations and undertakes to observe them.

(4) The users of UCL services are obliged to follow instructions of the UCL staff and to respect measures adopted to protect the documents and property of the MU Campus.

(5) If a user fails to obey the provisions of MU Regulations and Operating Regulations, or instructions of the UCL staff, (s)he may be temporarily or permanently deprived of the right to use UCL services. However, this does not release the user from the liability to compensate for the damages incurred. With users in the student category, serious violation of both MU Regulations and Operating Regulations may be qualified as breach of discipline liable to the enactment of a penalty in accordance with the MU Code of Discipline.

#### **Article 5 Rights and Liabilities of UCL Users**

(1) On all UCL premises, the users are obliged to keep quiet, turn off the sound of their mobile phones and similar equipment, keep order, and respect instructions of the UCL staff.

(2) There is free access to UCL documents in the reading rooms. It is not allowed to enter the reading rooms with arms or weapons, under the influence of alcohol and drugs. Furthermore, it is prohibited to consume meals and drink beverages in uncapped bottles.

(3) Prior to entry into the premises behind the protecting gate, the users are advised to take off their outer wear and luggage/baggage of larger dimensions into lockers placed in cloakrooms in the second-floor corridor. If the lockers are occupied, the users follow instructions of the operator on duty at the lending desk. The users only enter the reading rooms with their necessary study requisites.

(4) The UCL is not liable for properties stored in the lockers or for the user's personal belongings used in the reading rooms.

(5) The users return the books taken out of the shelves to the place reserved by the librarians or, in lack of clarity, to the operator on duty.

(6) It is prohibited to carry away outside the electronically guarded space (at the entrance into the library) any parts of the library collections whatsoever without their due registration as an absence loan. In case of suspicion of any unauthorised carrying away of a document or any other property from the reading rooms, the librarian asks the user to submit his/her luggage or clothing for inspection. The user is obliged to submit himself or herself to the required inspection measures, including possible police inquiry.

(7) In case an alarm signal sounds upon leaving the library, the user is obliged to return to the lending desk and submit the documents that (s)he has on him/her for inspection. Visitors caught when carrying away without authorisation any documents or other properties from the library premises will be subjected to the drawing of a Report on Attempted Theft. A copy thereof will be referred for further procedure to the Disciplinary Commission of the MU Faculty of Science or the MU Faculty of Medicine, where this conduct will be further treated in accordance with the generally binding regulations including all the ensuing consequences. One of the subsequent disciplinary measures may also include expulsion from the studies or employment sanctions. The proceedings with external users are conducted pursuant to the general civil regulations.

## **Article 6 Concluding Provisions**

(1) The present Operating Regulations come into force and effect as of 1st December 2007.

(2) Any alterations and amendments to these Operating Regulations and their Annexes are approved by the UCL Library Board upon the motion of the UCL Managing Director.

(3) Exceptions to these Operating Regulations are in justified cases permitted by the UCL Managing Director or the respective employee in charge.

(4) The present Operating Regulations contain the following Annexes:

- Annexe No. 1 “Masaryk University Libraries Registration Form”;
- Annexe No. 2 “Rules for the Utilisation of Computerised Study Seats”;
- Annexe No. 3 “UCL Lending Regulations”;
- Annexe No. 4 “Reprographic Services Regulations”;
- Annexe No. 5 “Payment for Services Provided by UCL; Fees”;
- Annexe No. 6 “Rules for the Activity of UCL Sectional Libraries”.

Done in Brno on the 30th November, 2007

Mgr. Zdeňka Dohnáková  
Managing Director to the  
University Campus Library

## **Annexe No. 1**

### **Masaryk University Libraries Registration Form**

### **Masaryk University Libraries Registration Form**

Card No.:

First name and surname:

Address in the Czech Republic:

Zip code:

Date of birth: \_\_ / \_\_ / \_\_\_\_ Student Ident. No. (U C O):

E-mail or mobile:

(1) By signing this Registration Form, I confirm that I was acquainted with the *MU Library Regulations* and the *Regulations of MU Faculty Libraries* whose services I will use, and I agree to respect and follow them.

(2) I agree with the processing of my personal data by Masaryk University in Brno - as the administrator - according to Act No. 101/2000 of the Digest, for the purpose of provision of library services.

## **Annexe No. 2**

### **Rules for the Utilisation of Computerised Study Seats**

(1) The use of computer facilities in the UCL complies with the MU Rector's Directive No. 13/2005.

(2) The use of computers is currently enabled for internal users after their authentication in the MU Information System (IS). External users may make use of computers in the way as communicated to them by the operator on duty in the reading room.

(3) The computers situated near the standing places in front of the lending desk are intended preferentially for the access into the electronic catalogue of the library.

(4) Outputs from the electronic information resources may only be made by the user for his/her own need and copyright protection of the data must not be violated (Act No. 121/2000 of the Digest, Copyright Act). Any contingent misuse of data and information may be liable for penalty (Act No. 259/1992 of the Digest, on protection of personal data in information systems).

## **Annexe No. 3**

### **UCL Lending Regulations**

#### **Article 1: Registered Users**

(1) The library provides its services to registered users basing on submission of a valid User Card. A registered user proves his or her identity by producing his or her User Card.

(2) By registration is meant confirmation of the Registration Form and of the ensuing rights and liabilities.

(3) Internal users use as their User Cards a valid ITIC or ISIC card, or any other employee's identification card pursuant to the Rector's Directive No. 3/2000: MU Identification Cards. For external users, the library issues a card basing on a valid Personal Identification Card, and/or basing on a valid passport and Permanent Stay Permit.

(4) A User Card is non-transferable; loans by procuration are inadmissible. Users are obliged to report without delay both loss and theft of their user cards, and are liable for their misuse.

(5) According to their relation to MU, registered users are classified into the following categories:

I. Internal users:

- (a) Bachelor's/Master's degree programme students of MU and lifetime education courses students (Student category);
- (b) Ph.D. degree programme students of MU (PhD Student category);
- (c) MU academic staff (Teacher category);
- (d) MU non-academic staff (Employee category);
- (e) Special requirements persons (both students and employees of MU) (Specific category).

The internal user categories are indifferent to user's faculty affiliation.

II. External users:

- (f) The other public (Public category).

(6) In the case of electronic form of communication, the library communicates with internal users through their university e-mail addresses.

(7) In case of interruption or termination of the studies at MU, students are obliged to settle their obligations toward the UCL (to return all the documents borrowed and to settle any contractual penalties).

(8) The validity of registration ends upon termination of the employment contract with MU and the employee is obliged to settle his or her obligations toward the UCL.

## **Article 2: Lending of Documents**

(1) Lending of library resources is regulated by the provisions of the Civil Code No. 509/1991 of the Digest (Arts. 659 through 662, Loan Contract) on liability for damage and on the way and extent of indemnities.

(2) Users are obliged to return the publications borrowed in a state that corresponds to their orderly usage. It is especially prohibited in the documents borrowed to underline, annotate, take out parts of them, or in any other way whatsoever to damage and deface them.

(3) Prior to borrowing, users are obliged to check the state and completeness of the documents and to report any possible defects to the library staff. Users are held responsible for any later detected defects.

(4) Upon borrowing, users assume responsibility for the documents borrowed and they are liable for them for the whole period of borrowing. They are obliged to protect the documents borrowed from damage, destruction or loss, and to return them in the state as when borrowed. The users may not lend the documents borrowed to any further persons or UCL users.

(5) The rules of lending (eligibility and mode of loans, lending periods, and the number of loans) are stipulated according to the type of document and the category of user. The library decides on each specific loan in accord with its mission and with the principles of resource protection.

(6) Specific rules may be set for the lending of certain documents. The library may also decide on lending a copy instead of the original document.

(7) When lending certain valuable documents, the library may require a financial guaranty (against acknowledgement of receipt). The amount of the guaranty is determined by the Managing Director of the library with regard to the value of the document.

### **Article 3: Mode of Lending**

(1) Internal users may be provided absence loans of the library resources according to the lending pattern as given in the table of Art. 5: Lending Periods. External users may borrow documents classified as absence loans for a maximum period of 1 month.

(2) Documents classified as presence/reference resources are lent to all categories of users for reference only. Presence/reference loans cannot be carried away from the library premises.

(3) Documents classified as Reserved Collection may only be lent as absence loans to international students of the MU Faculty of Medicine, and only as presence loans to all the other users.

(4) Old editions as well as further unique or rare documents threatened by excessive wear and tear are lent in restricted extent only for justified purposes with the consent of the UCL Managing Director. Documents from the conservation archives of prints are not lent.

(5) If a required document from the library resources is on loan, the user may make a reservation for it. Fulfilment of the reservation will be reported to the user by electronic mail sent by the library. The term for collecting the document from the library is 7 days.

(6) Documents from freely accessible resources are searched out by the users themselves.

(7) Loans from closed storerooms and special collections are made upon the user's request through the electronic system. The library staff will search out the documents required within 90 minutes as a rule, or no later than on the following day. The documents are then registered as loans.



(8) On the user's request, the library will arrange for the loan of a document or for the delivery of a copy thereof by means of the interlibrary loan service. The library charges a fee for this service (Annexe No. 5). The mode of the loan and the lending period are fixed by the lending library.

#### **Article 4: Absence Lending**

(1) All absence loans are registered in an automatised system. Carrying a document away from the UCL premises without its being registered as a loan is considered as a theft and is treated in accord with the generally binding legal regulations; in case of students it is also treated in accord with the MU Code of Discipline.

(2) Users are obliged to comply with the lending period for each document borrowed. In case of failure to comply with the lending period, they are obliged to settle a contractual penalty (Annexe No. 5).

(3) Each user is obliged to watch his or her lending period by himself or herself. Notices of the approaching end of the lending period and reminders of expired lending periods are sent out by the library electronically. Possible non-delivery of the notice about the required return of a loan is no excuse for failure to comply with the lending period.

(4) Loans not returned within 3 months from the expiry of the lending period are exacted by the court. The court costs relating to the exaction of the return of loans are defrayed by the user.

#### **Article 5: Lending Periods, Lending Patterns**

(1) The library provides loans in the following lending periods:

- (a) Presence/reference loans: documents lent for reference only; by arrangement with the library, documents can be lent as absence loans over the closing hours of the library (usually over the night/weekend). Documents have to be returned by the set hour of the following working day;
- (b) Short-term loans: for a period of one week (the so-called state-exam loans for a maximum of 3 weeks);
- (c) Standard loans: loans for a period of one month;
- (d) Semester loans: loans for a period of 90 days;
- (e) Long-term loans: loans for a period of up to 5 years in case of documents acquired from extra-budgetary financial resources. Users are obliged to provide the titles borrowed to the library for purposes of interlibrary loan service after mutual agreement for a period of up to one month, for presence/reference study over the current period of reservation, and when a revision of the library collections takes place.

(2) The lending pattern valid in the UCL:

User category	Short-term loans	Standard loans	Semester loans	Long-term loans
Students	1 week	1 month	1 semester	---
PhD students	1 week	1 month	1 semester	yes
Teachers	1 week	1 month	1 month	yes
Employees	1 week	1 month	1 month	yes
Specific	1 month	2 months	1 semester	yes
Public	---	1 month	---	---

(3) Both standard and semester lending periods may be prolonged up to twice, provided that no reservation is asked for the particular document and the user has duly settled his or her obligations toward the UCL. Long-term lending periods may be prolonged without limitation. The other lending periods as well as interlibrary loans may not be prolonged. Prolongation of the loans has to be asked for prior to elapse of the lending period; after the expiry of the lending period the user has to return the documents borrowed.

(4) In justified cases the library may shorten the lending period or require return of the publication before the elapse of the lending period.

#### **Article 6: Number of Loans**

(1) The number of documents borrowed as absence loans for short-term, standard, and semester lending periods must not in total exceed 20 items for the Student and PhD student categories, 50 items for the Teacher, Employee, and Specific categories, and 5 items for the Public category. Long-term loans are not limited by the number of items borrowed. In case of loans from the Reserved Collections, the limit is 10 items.

(2) If the number of loans has reached the set limit, or if obligations toward the UCL have not been settled, further loans are not possible.

(3) The user may only be lent one copy of each document.

(4) In case of interruption of the studies at the MU Faculty of Medicine and the MU Faculty of Science, users of UCL services are obliged to settle all their obligations (to return all the documents borrowed and to settle any contractual default penalties). The validity of registration of a user in the UCL expires by the date of interruption of his/her studies at the MU Faculty of Medicine and the MU Faculty of Science.

(5) Completion of studies by graduation is conditional upon a UCL certificate of settlement of all contingent obligations (return of all the documents borrowed and settlement of any contractual default penalties).

(6) Termination of employment of the MU Faculty of Medicine and the MU Faculty of Science staff employees by issuance of the pension entitlement certificate is also conditional on a UCL certificate of settlement of all contingent obligations toward the UCL and on return of the UCL user's card.

(7) Institutions outside the UCL seat may borrow documents through the interlibrary loan service for a maximum period of 30 days.

### **Article 7: Indemnities and Document Damages**

(1) Users are obliged to report without delay any damage, destruction, or loss of documents borrowed. The damage arisen must be compensated for by the user in the set way and within the period as agreed.

(2) The way and/or amount of the financial compensation is to be set by the Managing Director of the library or by an authorised UCL employee depending on the extent of damage. Users may appeal against the decision on the way and amount of compensation to the Dean of the respective faculty. Such appeals have suspensive effect.

(3) Ways of compensating for damages to documents:

(a) Restoration of the document to the previous condition (repair);

(b) Procurement of a substitute copy of the same edition and binding, or, as the case may be, of another edition and binding;

(c) Making a bound copy of the same document;

(d) Exceptionally, financial compensation in cash may be permitted.

A fee for the processing of the new document is charged by the library.

(4) Indemnities have to be settled within the period as agreed, but no later than within 2 months from the date on which the damages procedure has started. The library has the right to suspend provision of all services to the user until the way of compensating for the loss and settlement of all claims has been resolved.

## **Annexe No. 4**

### **Reprographic Services Regulations**

(1) When making and using any reproduction whatsoever, users are obliged to obey the provisions of Act No. 121/2000 of the Digest on copyright, especially that of Art. 30, where it reads, inter alia: “... *copyright is not infringed by a person who, **for his or her own personal use**, makes a recording, reproduction, or imitation of a work*”, and further: “... *a reproduction made for one’s own personal use may not be used for any other purpose.*” Thus, the reproductions of works, database outputs, and data obtained may only be handled for the personal use of the end user (so, e.g., for the purpose of study, leisure activity, and the like, but not for the purpose of fulfilment of business-related work commitments or for any other economic purposes except when the user is a non-profit or education facility).

(2) Self-service copying machines on the library’s premises are designed for making copies of materials especially from the library’s resources and, to a limited extent, also of other study materials. Copies of selected parts of the collections (manuscripts, old and rare editions, and the like) may only be made in protected mode with the consent of the UCL Managing Director.

(3) Copies on self-service copying machines may only be made on reprographic paper whose source is the reprographic machine itself. Using one's own media (paper, foils, films, etc.) or copying in a different format than as enabled by the machine is prohibited and trying to carry out such copying is considered as infringement of both the Library and Operating Regulations.

(4) Copies made by self-service copying as well as other prints are paid; the price per copy is stipulated in the currently valid list of prices in Annexe No. 5. Self-service scanning of documents is provided free of charge; any contingent print outputs are paid as prints (see Annexe No. 5).

(5) Prior to starting the making of copies, users are obliged to get acquainted with the posted instructions for the use of the copying machine; they are obliged to check the adjustment of individual parameters on the machine's display unit and to adjust it according to their own requirements. Defective copies made due to faulty adjustment of the machine will be paid by the user.

(6) Users are obliged to report to the operator on duty any malfunctions and troubles or other extraordinary conditions of the copying machine (lack of paper, toner, and the like).

(7) Bookbinding and other services associated with reprographic services are provided in self-service mode; the material chosen is available at the lending desk and charged according to the list of prices as published in Annexe No. 5, Art. 3.

## **Annexe No. 5**

### **Payment for Services Provided by UCL; Fees**

#### **Art. 1: Registration Fees**

Internal users	free of charge
External users on 1st registration, incl. issuance of reader card	CZK 200.00 per year
Issuance of a substitute card (external users)	CZK 100.00
Repeated registration (external users)	CZK 100.00

#### **Article 2: Contractual Default Fees**

**According to category of the document borrowed, for each one of the documents in default, for all user categories**

Presence/reference loans	CZK 10.00 per hour
Short-term loans	CZK 10.00 per day
Standard loans	CZK 05.00 per day
Semester loans	CZK 05.00 per day
Exaction of loans by legal proceedings	as per costs
Written reminder letter sent by registered post	CZK 30.00

### Article 3: Fees for Other Services

#### Interlibrary services

National interlibrary and reprographic service	as per costs
International lending and reprographic service	as per costs

#### Literature search services

Internal users (price for each commenced hour of work)	CZK 50.00
External users (price for each commenced hour of work)	CZK 160.00

#### Fees for damage to documents

Loss or destruction of bar code	CZK 50.00
Library processing of replaced document	CZK 50.00

#### Reprographic and printing services

A4 copy, black and white, one-sided/double-sided (self-service)	CZK 01.50 / 02.80
A4 copy, colour, one-sided/double-sided (self-service)	CZK 08.00 / 15.80
A3 copy, black and white, one-sided/double-sided (self-service)	CZK 03.00 / 05.60
A3 copy, colour, one-sided/double-sided (self-service)	CZK 16.00 / 31.60
Scanning (self-service)	free of charge
Print from PC, 1 page, A4, black and white (self-service)	CZK 01.50 / 02.80
Print from PC, 1 page, A4, colour (self-service)	CZK 08.00 / 15.80

#### Bookbinding services

Ring binding as per number of pages	CZK 10.00 to 50.00
Metal binding as per costs and extent of service (boards, wire clamps, embossing)	CZK 10.00 to 100.00
Thermobinding	CZK 10.00 to 50.00

### Annexe No. 6

#### Rules for the Activity of UCL Sectional Libraries

(1) Sectional libraries (hereinafter referred to as SL) are established at institutes and departments of the MU Faculty of Medicine and the MU Faculty of Science with the aim of providing uncomplicated access for their professional staff to thematically specialised documents stored in long-term detachment, which the UCL acquires basing on specific requirements placed by SLs (depending on budget possibilities) and for which it ensures central library processing.

(2) SLs are established by the UCL on the basis of a written request submitted by the respective head of an institute or department of the MU Fac. of Science/Fac. of Medicine. The

head of the institution is responsible for the document resources of the UCL detached in the SL and approves the SL's operating hours.

(3) The head of the institution charges a chosen employee of his/her own department or institute with taking care of the SL. Simultaneously, he or she informs the UCL Managing Director of this fact, as well as of any other personal changes in the management of the SL.

(4) On the commencement of and no later than 2 months prior to termination of the work contract of the respective worker in charge of the SL, the head of the institution appoints an auditing committee to ensure the prescribed way of handing over the SL and informs the UCL of this fact in written form; the UCL approves members of the auditing committee.

(5) Immediately after his or her appointment, the new worker in charge of the SL is obliged to contact the respective UCL worker who will make a methodological visit connected with professional briefing at the SL institution.

(6) The worker in charge of the SL is responsible to the respective head of department or institute for a faultless operation of the SL and for adherence to the operating hours.

(7) The worker in charge of the SL is obliged to:

- collect regularly twice in the month at minimum from the UCL documents destined for his or her own SL;
- keep a list of accessions/acquisitions (records of documents taken over);
- take care of keeping the necessary catalogues (Person Catalogue, Subject Catalogue, and the like) in suitable form (card index, electronic index), to keep in due form a list of decreases;
- keep due records of loans and look after returning of the documents lent;
- complete in due time and send the annual statistical returns of the SL to the UCL;
- order documents in the UCL;
- submit documents acquired at his/her institution from grant subsidies and gifts for registration in the UCL;
- submit without delay the Bachelor's, Master's, and Doctoral theses defended at his/her institution for central library-mode processing in the UCL;
- submit to the UCL proposals for the discarding of outdated documents from the SL resources;
- lend speedily documents stored in the SL at the UCL's request;
- fulfil without delay requirements of the interlibrary loan service (ILS) placed by other libraries;
- fulfil ILS requirements for his/her own institution (loans of documents from libraries both in the Czech Republic and abroad, requests for procurement of copies of documents from other domestic libraries);
- co-operate in revisions of the SL resources.

(8) The worker in charge of an SL may, in connection with the fulfilment of ILS requirements, make use of the reference and literature search services provided by the UCL.

(9) If needed, both the head of the institution and the worker in charge of the respective SL may approach the UCL with requests for consultation.

(10) A possible transfer of the SL to the administration of the UCL has to be discussed in advance with the UCL Managing Director. For the transfer, the basic necessary documents have to be provided, the resources subject to transfer being marked out clearly so that each single volume can be identified unequivocally. The takeover/transfer report has to be signed by directors of both the transferor and transferee institutions.