

**Masaryk University Faculty of Law Directive No. 1/2020**

**Operating Rules of the Central Library of the Faculty of Law  
of Masaryk University**

(as amended with effect from 1 May 2023)

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as "the Act"), I issue this Directive.*

Article 1

**Subject of modification**

The Operating Regulations of the Central Library of the Faculty of Law of Masaryk University (hereinafter referred to as "the Central Library" or "the Library") regulate the rights and obligations of users and employees of the Library in providing public library and information services (see the provisions of Article XVII, paragraph 3 of the Organizational Regulations of the Faculty of Law of Masaryk University as effective from 5 January 2023).

Article 2

**Definition of basic terms**

- (1) Library collection - a set of all library units that the Faculty of Arts makes available to its users.
- (2) Library unit - any separately recorded part of the library collection.
- (3) Library user (hereinafter referred to as "user") - anyone who at any given time uses the library collection, technical equipment, data or any other services provided by the library in any way. A user is also anyone who is on the premises of the library.
- (4) Registered library user - a user who has entered into a contractual relationship with the library under which the library allows him/her to use all the services offered, including absentee loans.
- (5) User card - MU student or lifelong learning participant card, MU employee card, MU graduate card and MU library external user card.
- (6) Absentee borrowing - borrowing of a library unit that a registered user may use outside the library premises with the library's permission and under the conditions defined below.
- (7) Prescription borrowing - borrowing of a library unit, which the user does only in the library premises.
- (8) Long-term loans, i.e. loans of publications acquired from extra-budgetary library resources or from the funds of departments, are intended only for employees of the Faculty of Law and for internal PhD students of PrF MU with the consent of the guarantor.

- (9) Interlibrary and International Interlibrary Loan Service (hereinafter referred to as "ILS") - borrowing of publications that the Faculty of Law does not have in its collection for employees of the Faculty of Law and for internal PhD students of the Faculty of Law.
- (10) Reservation - a request to borrow a library item that has already been lent to another user. Alternatively, it may be a reservation of a study space in a study box.
- (11) Free selection - a part of the library collection that is accessible to the user without mediation by a librarian.

#### Article 3

#### **Library services**

- (1) Public library and information services referred to in Section 4(1) of Act No.257/2001 Coll., on libraries and the conditions of operation of public library and information services (hereinafter referred to as the "Library Act") are provided by the library free of charge. For the provision of the services referred to in Article 4(2) and (3) of the Library Act, the library is entitled to claim reimbursement of the costs actually incurred.
- (2) Types of services provided:
  - a) loan services
    - 1. Presentation
    - 2. absentee
    - 3. interlibrary loan service for PrF employees
  - b) information services
    - 1. bibliographic and information
    - 2. Consultation
    - 3. Advisory
  - c) electronic services
    - 1. electronic communication with users via email, websites, social networks
    - 2. access to electronic information resources (according to the licence conditions)
  - d) reprographic services
    - 1. self-service copying and printing
    - 2. self-service scanning
  - e) operation and reservation of individual study boxes
  - f) Promotional
  - g) training

#### Article 4

#### **Library users**

- (1) ÚK PrF MU provides its services to the following user groups:
  - a) internal users
  - b) external users
    - 1. MU graduates
    - 2. members of the MU Alumni and Friends Association
    - 3. public
- (2) Internal users are MU students and MU employees, emeritus MU professors and foreign students or staff on a stay at MU. External users are other users.

- (3) The group of internal users is divided into the following categories:
- a) students of MU bachelor and master study programmes and students of lifelong learning programmes
  - b) students of MU doctoral study programmes
  - c) MU academic staff
  - d) non-academic MU staff
  - e) Emeritus MU professors who have been granted this status according to the MU Career Regulations
  - f) persons (MU students and employees) with specific requirements
  - g) foreign students on study stays at MU
  - h) foreign workers staying at MU workplaces on the basis of international cooperation
- (4) The library collection is made available to legal entities through the interlibrary loan service in accordance with Section 14 of the Library Act.

#### Article 5 User registration

- (1) A user within the meaning of Article 3(1) of the MU Library Regulations may be a natural person over 15 years of age with a valid identity card.  
The user becomes:
- a) by electronic registration in the MU library records (internal users) or
  - b) written registration in the MU library records (external users)
  - c) without registration in case of requesting one-time attendance services from the freely accessible collection
- (2) Registration includes the recording of the user's personal data to the extent necessary to provide library services. Data of internal users are taken from the MU Information System. The processing and use of personal data is carried out in accordance with applicable legislation and MU directives.
- (3) When registering for the first time, the user is obliged to familiarize himself with the MU Library Rules and Library Operating Rules (hereinafter referred to as "the Rules"), which he confirms by agreeing to the terms and conditions of MU library services electronically in the MU Inet system or by signing the MU library user registration form. Confirmation of consent or signing the application form creates a contractual relationship between the user and the library.
- (4) The registration of internal student users is valid for the duration of the academic year or until the completion of studies in the MU Information System, and for employees for the duration of their employment. Registration of external users is valid for 12 months from the date of registration. If the registration is not renewed, the user's rights end on the date of its termination. Their obligations to MU libraries must be settled by that date at the latest.
- (5) The User may at any time request cancellation of the registration and termination of the processing of his/her personal data. If the MU Libraries have no claims against the user, they will comply with the request.

## Article 6

### Rights and obligations of users

- (1) A registered user has the right to use library and information services defined in the MU library regulations according to the rules applicable to the user category in which he/she is classified.
- (2) The user has the right to submit comments, complaints and suggestions on the work of the library orally, in writing or electronically to the authorized employee, the head of the library or the responsible vice-dean. The library is obliged to respond to these submissions within 30 days of receipt or within a time limit agreed by the parties involved.
- (3) The registered user is obliged to report any changes in personal data (especially name or permanent residence) and to provide proof of such changes by presenting a valid identity card.
- (4) The User is obliged to respect all copyright and related rights.
- (5) Before entering the library premises, the user is obliged to put all items that prevent the proper use of the library in lockable lockers in front of the library. Their use is governed by the Locker Room Operating Regulations. It is not allowed to leave luggage and clothing in the library premises outside the designated places.
- (6) Persons under the influence of alcohol or narcotics and persons with weapons are not allowed in the library. Users are not allowed to smoke, consume alcohol or other intoxicants, or eat food in the library. Drinks may only be brought in in resealable bottles.
- (7) When entering the library, the user is obliged to turn off the sound on mobile phones and similar devices. The use of mobile phones to make calls is not permitted on the premises.
- (8) In all areas of the ÚK, users are obliged to maintain peace, order and cleanliness, and to behave respectfully towards other users. They must not move or take the equipment of individual rooms outside the library premises and must not damage it. They shall be liable for and compensate for any damage caused in accordance with the applicable regulations.
- (9) Commercial activities are not allowed in the library.
- (10) Users are obliged to comply with the MU Library Rules and the PrF Library Operating Rules, to follow the oral and written instructions of library staff, and to submit to the control measures necessary to maintain order and protect library property.
- (11) A user may be temporarily or permanently deprived of the right to use the services of MU libraries for violation of the Library Rules and Regulations or failure to follow the instructions of library staff. This does not relieve them of liability under the applicable regulations or the obligation to compensate for the damage caused.
- (12) For users in the Student and Doctoral Student category, violations of the rules may be classified as a disciplinary offence for which a sanction may be imposed in accordance with the Disciplinary Regulations.
- (13) Access to the service areas of the library and to the closed parts of the storerooms is only possible with the consent of a library employee or accompanied by a library employee.
- (14) The user is obliged to use the technical equipment of the library according to the instructions of the library staff. He/she is obliged to report malfunctions and other extraordinary conditions of the technical equipment to the staff of the PrF.
- (15) For the protection of property and personal safety, the library premises are monitored by a camera system operated in accordance with Act No. 110/2019 Coll., on the

processing of personal data, as amended. By entering the premises of the Library, users acknowledge that their stay may be recorded.

- (16) Publications purchased from budgetary or extra-budgetary financial resources of the MU Faculty of Science (including business trips) must be submitted to the ÚK for registration immediately after they have been acquired.
- (17) All users are obliged to submit borrowed library items for review of the CU collection.

#### Article 7

#### **Borrowing conditions**

- (1) The borrowing protocol of the library is automated. Paper records are replaced by electronic records, which have the same legal validity.
- (2) The user must present a valid ID card, which a library staff member verifies by retrieving it from the library system. A separate borrowing contract is concluded by loading library items into the user's reading account. The borrowing contract ends when the library item is returned.
- (3) Documents are not loaned without a user ID, they can only be returned or extended. In exceptional cases, the librarian may verify the identity of the registered user by ID card or passport and provide the service on a one-off basis.
- (4) The user card is non-transferable. Proxy borrowing is not permitted, except on presentation of a certified power of attorney granted by the user to another person to carry out the borrowing, while checking the identity of the authorised person. The user must notify the library immediately if the item is lost or stolen. Failure to do so shall render the patron liable for misuse.
- (5) Only one copy of a given title can be lent to a user.
- (6) A user who discovers any defect when taking possession of a publication is obliged to report it immediately to a library staff member. He/she is responsible for any defects discovered later.
- (7) The user may not lend the borrowed publication to other persons. He/she is liable for it for as long as the loan is registered in his/her name.
- (8) The user is obliged to return the borrowed library units within the set deadline.
- (9) If the user does not return the borrowed library units within the specified period of time, nor does he/she renew the borrowing, he/she is obliged to pay the contractual fine (for each library unit and the started period of time) specified in the appendix to these operating rules of the Price list of fees and contractual fines, which is an integral part of the library rules and part of the borrowing contract.
- (10) The user is also obliged to pay all other costs incurred by the ÚK in connection with the recovery of unreturned loans and outstanding fees.
- (11) Sending notices about the approaching end of the borrowing period and exceeding the borrowing period is not an obligation of the library and failure to send or deliver them does not relieve the user of the obligation to return the library units within the specified period and to pay any fines. For internal users, the electronic form of communication is via the University email address.
- (12) A reminder or pre-suit notice is deemed to have been delivered if the CA sends it to the address last given by the user and its delivery does not take place due to a reason

on the user's side (e.g. the user moves without giving a new address or refuses to accept the delivery).

- (13) Every library user can check the status of his/her library account at any time in the library catalogue (if he/she logs in with his/her login data), or by email or telephone inquiry to the library staff.
- (14) The user searches for publications from the freely accessible parts of the library collection on his/her own. Publications stored in the warehouses are prepared on the basis of electronic requests, usually for the next working day.
- (15) Ready reservations must be picked up or cancelled on the given date. Repeated failure to pick up may result in a temporary restriction on the ability to make requests.
- (16) Old prints and other unique or rare documents threatened by excessive wear and tear are borrowed on a limited basis. Their copying and scanning is prohibited.
- (17) No further borrowing is permitted until all obligations to any MU library have been settled.

#### Article 8

##### **Borrowing periods and limits**

- (1) Monthly borrowing: library units borrowed for 30 days (with the possibility of extension for a maximum of 90 days if the unit is not reserved)
- (2) Short-term borrowing: library units with this marking can be borrowed for 7 days (with the possibility of extension to a maximum of 30 days if the unit is not reserved)
- (3) Prescription borrowing: borrowing a library unit for study on the premises of the library
- (4) Presale loan+:
  - a) The second and another copy of publications from the library's collection, which can be borrowed after a set hour by internal users in absentia for the period of library closure (night/weekend).
  - b) The document must be returned by a specified time on the next working day.
- (5) Long-term loan:
  - a) Library units lent to the user (see Article 2(8)) for a period of one year, but no longer than until the end of the employment or internal doctoral studies at the Faculty of Arts.
  - b) If the user loses the right to long-term loans and does not return them, they are converted to monthly loans with the appropriate penalties.
  - c) The user is obliged to provide a loan to the library for MVS purposes, for the full-time study of other users and for review.
- (6) Long-term loan SV:
  - a) Library items loaned to the user/researcher for the duration of his/her project and after approval by the library manager.
  - b) If the user loses the right to long-term loans and does not return them, they are converted to monthly loans with the appropriate penalties.
  - c) The user is obliged to provide a loan to the library for MVS purposes, for the full-time study of other users and for review.
- (7) The library may shorten the borrowing period or request that the loan be returned immediately before the borrowing period expires.

(8) Limits on absentee borrowing:

User status	Number of library units
Academic staff of PrF	100
Non-academic MU staff	50
Students and PhD students	30
Specific	50
External users	10

Article 9

**Interlibrary Loan Service**

- (1) If the document is not in the collection of the ÚK PrF, the library will arrange, at the user's request, to borrow the document or supply a copy through the interlibrary loan service from another library under Section 14 of the Library Act under the conditions specified in paragraphs 2 and 3 of this Article.
- (2) This service (both domestic and international) is provided only to employees and internal PhD students of PrF MU from libraries located outside Brno.
- (3) The cost of MVS and MMVS is charged to the service user's workplace.
- (4) In this case, the nature of the loan and the borrowing period are determined by the lending library.

Article 10

**Reprographic services**

- (1) Copying and printing is provided on self-service multifunction devices in the premises of the ÚK for a fee (according to the Price List of Fees and Contractual Penalties).
- (2) Self-service scanning is provided free of charge.
- (3) The user is obliged to use the reprographic services in accordance with Act No. 121/2000 Coll., on Copyright and exclusively for his/her personal use.

Article 11

**Compensation for damages**

- (1) The user is liable for damages caused to the property of the ÚK according to generally applicable regulations. The ownership right to the library units is not time-barred.
- (2) The user is obliged to report damage, destruction or loss of the loan without undue delay and to compensate for the damage within the time limit set by the library.
- (3) The responsible library staff member decides on the method of reimbursement.
- (4) A replacement is possible:

- a) restoration to its original condition - usually by procuring a replacement copy of the same unit in the same edition and binding
  - b) delivery of an intact copy of the same unit in another edition, if restoration to its original condition is not possible or practicable
  - c) by supplying an intact copy of another document that fits the library's profile and has an appropriate financial value
  - d) by paying the price for making the copy and binding it
  - e) financial compensation in a flat-rate amount according to the Schedule of Fees and Contractual Penalties
  - f) reimbursement of the original purchase price of the library unit, if the actual damage exceeds the lump sum price
- (5) In the event that a borrowed library item is not returned by the user even before filing a petition with the court, it is considered lost or destroyed and cannot be returned, and ÚK will demand its monetary replacement in a lump sum or in the amount of the original purchase price according to the Price List of Fees and Contractual Penalties.
- (6) The user is also obliged to pay all costs incurred by the library in connection with the loss or damage of the library unit and its replacement. This does not relieve the User of the obligation to pay the contractual penalty for late payment in the event of reporting the loss of a library item after the expiry of the stipulated borrowing period.
- (7) Until the damage has been compensated and all claims have been paid, the ÚK has the right to suspend the provision of services to users in all MU libraries.

## Article 12

### Other operating conditions

#### A) Security equipment

- (1) The library collection of the ÚK PrF is protected by an electronic security device that responds with a light and sound signal.
- (2) If the alarm is triggered, the user is obliged to return and present the removed documents for inspection.
- (3) In case of suspicion of unauthorized removal of documents or other property of the Library, a library employee has the right to ask the user to present luggage or clothing for inspection.
- (4) Unauthorised documents and objects are removed and a report is drawn up with the user and stored in the library. If another report is filed on the same user, the reports are forwarded to the Dean of Faculty for further action.

#### B) Technical facilities

- (1) The computer equipment in the ÚK is part of the University Computer Rooms (UPS). When using this equipment, the user of the ÚK is guided by MU Directive No. 7/2012 and the instructions of the library staff.
- (2) The use of PCs is allowed only for internal and registered external users, with the exception of computers intended only for searching the MU catalogue.
- (3) Computers are primarily used for study purposes.
- (4) The user is obliged to report any malfunctions or other extraordinary conditions of technical equipment to the library staff.



(5) The user must not interfere with the device, change settings and installations.

C) Study boxes and group study rooms

- (1) The study boxes represent a rest area for individual work of the users of the ÚK.
- (2) Boxes can be reserved through library staff for a limited time. During this time, access to other users is prohibited. If a box is not reserved, a library staff member may allow any registered library user to use it.
- (3) Group study rooms are used for group work of students and staff of the Faculty of Arts. They are accessible by permission of the Head of the Library or her deputy in the absence of the Head.

Article 13

**Final provisions**

- (1) This Directive repeals PrF MU Directive No.1/2020 of 16 January 2020.
- (2) This directive is a continuation of MU Directive No. 11/2014, Masaryk University Library Rules (as amended effective from 1 May 2023).
- (3) I entrust the interpretation of the individual provisions of this Directive to the Vice-Dean for Science and Research.
- (4) I delegate the continuous updating to the Head of the Library, the updating of Annex 1 is carried out in cooperation with the Faculty Secretary.
- (5) This Directive shall enter into force on 1 May 2023.

In Brno on 28 April 2023

doc. JUDr. Mgr. Martin Škop, Ph.D., v. r.  
Dean

## Price list of fees and contractual penalties

This price list is based on the price list of uniform fees of the MU library system (Annex No. 2 to MU Directive No. 11/2014) and the price list of printing services of the MU Institute of Computer Technology.

### 1) Registration fees

internal users	no fee
external users - public	
- first registration including licence	200,- CZK / year
- extension of registration	100,- CZK / year
- issue of a duplicate licence	100,- CZK
members of the MU Alumni and Friends Association	no fee
MU graduates (upon presentation of a graduate card)	no fee
former MU employees over 60 years of age	no fee

### 2) Contractual penalties for exceeding the borrowing period

attendance loan+	10,- CZK / hour / library unit
short-term borrowing	10,- CZK / day / library unit
monthly loan	5,- CZK / day / library unit
written reminder	according to the costs incurred
legal enforcement	according to the costs incurred

### 3) Reprographic services

self-service copying and printing within SUPO	according to the valid price list of the MU Institute of Vocational Training
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self-service copying for cash	2,- CZK / 1 A4 page
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#### 4) Other fees

library processing of lost or damaged library units	120,- CZK
a flat fee for loss or damage to a library item	300,- CZK
if the actual loss or damage to the library unit exceeds the flat fee	original purchase price of the library unit

Annex No. 2 - Price list of fees and contractual penalties from 1 May 2023

## Price list of fees and contractual penalties

### 1) Registration fees

internal users	no fee
external users - public	
- first registration including licence	300,- CZK / year
- extension of registration	200,- CZK / year
- issue of a duplicate licence	100,- CZK
members of the MU Alumni and Friends Association	no fee
MU graduates (upon presentation of a graduate card)	no fee
former MU employees over 60 years of age	no fee

### 2) Contractual penalties for exceeding the borrowing period

attendance loan+	10,- CZK / hour / library unit
short-term borrowing	10,- CZK / day / library unit
monthly loan	5,- CZK / day / library unit
written reminder	according to the costs incurred
legal enforcement	according to the costs incurred

### 3) Reprographic services

self-service copying and printing within SUPO	according to the valid price list of the MU Institute of Vocational Training
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