

**Dean's Directive No. 1/2023**

**OPERATING RULES OF THE LIBRARY OF THE FACULTY OF INFORMATICS MU**

*(as amended with effect from 20 September 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), I issue this Directive:*

Article 1

**Subject of modification**

- (1) The Operating Regulations of the Faculty of Informatics Library (hereinafter also referred to as "the Library") are issued on the basis of and in accordance with the Masaryk University Library Regulations effective from 1 May 2023 (hereinafter also referred to as "MU Library Regulations") and supplement its provisions.
- (2) The library is registered as a specialised library in the register of libraries pursuant to Section 5 and Section 13(1) of Act No.257/2001 Coll., on libraries and the conditions of operation of public library and information services (hereinafter also referred to as the "Library Act").

Article 2

**The mission of the library**

- (1) The Library is established according to the third part of Article 10 of the Statute of the Faculty of Informatics of Masaryk University as a special purpose facility of the Faculty. The library is part of the MU library system.
- (2) The library's mission is to provide information for studies and research and development activities at FI MU. This mission is fulfilled by the library's activities, which consist in collecting, processing, preserving and making available the library and information collection through library and information services.
- (3) The operation of the library is governed by the MU Library Regulations and these Regulations.

Article 3

**Library services**

- (1) The library provides the public library and information services referred to in Section 4(1) of the Library Act free of charge. For the provision of the services referred to in Section 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:
    - standard - absentee borrowing outside the library,
    - full-time - only for studying in the library, marked with a green signature on the spine of the book, if necessary, can be borrowed for a short period of time when the library is closed, usually overnight/weekend,
    - weekly - audio and visual documents and some books for teaching,
    - long-term - only for FI and IST employees and FI doctoral students,
    - reservation of borrowed documents for absentee borrowing,

- mediation of borrowing from Czech libraries (interlibrary loan service) and foreign libraries (international interlibrary loan service) for FI and IST employees and FI doctoral students - the library is a user of the Virtual Polytechnic Library cooperative system; the services include mainly sending copies of print materials (mostly journal articles), which may be used only by the applicant for personal use,
  - lending documents from its own collections to other libraries (interlibrary loan service),
- b) electronic services:
- access to your own reader account for registered users,
  - extending loans, booking books,
  - access to electronic information resources,
- c) other services:
- information services,
  - reference and consulting services,
  - providing access to electronic resources on freely accessible computers,
  - returning documents to the box next to the library entrance - outside borrowing hours, borrowed documents can be returned at your own risk by dropping them into the box next to the library entrance; documents returned in this way are deducted from the reader's account on the next working day; returning them through the box does not relieve the user of the obligation to pay any overdue fees or for damage to the document.

#### Article 4 Library users

- (1) The library provides its services to the following user groups:
  - a) internal users,
  - b) external users.
- (2) Internal users include students, employees in an employment relationship with MU, 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's and master's degree programmes and participants of lifelong learning programmes,
  - b) students of MU doctoral study programmes,
  - c) MU academic staff,
  - d) non-academic MU staff,
  - e) emeritus professors of Masaryk University who have been granted this status in accordance with Masaryk University Directive No. 5/2018 Status of Emeritus Professors,
  - f) persons (MU students and employees) with specific requirements,
  - g) foreign students on study stays at MU,
  - h) foreign workers staying at MU departments on the basis of international cooperation.
- (4) A student under the first two indents of paragraph (3) is also considered to be a student who has duly completed all his/her studies in study programmes at MU, but who, no later than on the day on which he/she completes the last of these programmes, applies to study in another study programme at MU. This status will last until the date on which:
  - a) such a person had a deadline to enrol in another study programme but did not enrol,

- b) the deadline for submitting a request for a review of the decision not to admit the student to further study, if such a decision has been issued, has expired in vain,
- c) the person has been served with a decision rejecting a request for a review of a decision not to admit him/her to study in a further study programme, if the decision not to admit him/her to study has been issued and the person has submitted a request for a review of that decision,

whichever of the above occurs first.

- (5) The Director of the Centre for Assistance to Students with Special Needs decides on the classification of persons with special needs.
- (6) Users categorized as persons with specific claims are provided with special services in accordance with Act No.121/2000 Coll., the Copyright Act, on rights related to copyright and on amendments to certain acts (Copyright Act), as amended, to the extent justified by the medical specification of their claims.
- (7) Legal entities can access the library's collection through the interlibrary loan service in accordance with Section 14 of the Library Act.

#### Article 5

##### User registration

- (1) A natural person shall be a user within the meaning of Article 4(1):
  - a) by registering in the MU library records on the basis of an MU student card or MU employee card (internal users) or
  - b) registering in the library register and obtaining a library user card (external users and internal users without an MU card),
  - c) without registration in case he requires only attendance services.

Registration is one-time and valid for all MU libraries.

- (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 MU information systems. The processing of personal data is carried out in accordance with applicable legislation and MU directives.
- (3) Registration in the MU library system is conditional on the user's consent to the processing of personal data in the MU library system, the obligation to familiarise themselves with the MU regulations and the library regulations, and their agreement to abide by these regulations.
- (4) The registration of internal users - students is valid for the duration of their studies or for the period specified in Article 4 (4), employees for the duration of their employment relationship, emeritus professors without limitation, and persons on short-term stays at MU for the duration of their stay. Registration of external users is valid for a period of 12 months from the date of registration. If registration is not renewed, the user's rights end on the date of termination. Their obligations to the library must be settled by that date at the latest.

#### Article 6

##### User rights and obligations

- (1) The user is obliged to comply with the MU Library Rules and the FI MU Library Operating Rules. The user is also obliged to maintain order and respect the instructions of the library staff. Exceptions to the FI MU Library Operating Regulations may be authorised by the Head of the Library or a staff member authorised by him/her in justified cases.

- (2) The user has the right to submit comments, complaints and suggestions about the work of the library to the head of the library, members of the library board or the dean.
- (3) Only a duly registered user has the right to use all public spaces, collections and services of the library in accordance with the MU Library Rules and the FI MU Library Operating Rules. Non-registered users may use the collections only in person.
- (4) The user is obliged to immediately report the loss of the card or the reader's card to the library; if the user fails to do so, the library is not liable for any misuse of the card.
- (5) Access to the library is not permitted to patrons under the influence of alcohol or drugs, or to persons wearing inadequate, soiled or smelly clothing. Smoking, eating food, consuming alcohol or intoxicants, or being on a cell phone is not allowed in the library. The library has a study room and patrons are required to be quiet and respectful.
- (6) The external user is obliged to notify the library of a change of surname or permanent residence within 30 days after the issue of a new identity document and to provide proof of this document.
- (7) Each time a document is borrowed, the user is obliged to identify themselves with an employee or student card or a reader's card.
- (8) When working on the computer equipment located in the library, users are obliged to comply with the FI Computer Systems Operating Rules (<http://www.fi.muni.cz/tech/rules.html>) and are also obliged to follow the MU computer network usage rules, which are available in electronic form at [https://is.muni.cz/auth/do/rect/normy/smernicerektora/Smernice\\_MU\\_6-2011.pdf](https://is.muni.cz/auth/do/rect/normy/smernicerektora/Smernice_MU_6-2011.pdf).
- (9) In the event of a serious or repeated violation of the regulations under paragraph (1), the user may be temporarily or permanently restricted in user rights in the MU library system. This does not relieve the user of any liability arising from the applicable regulations or the obligation to compensate for any damage.

#### Article 7

#### **Borrowing Regulations**

- (1) The provisions of the Civil Code on loan agreements apply to borrowing from library collections. Users are obliged to protect borrowed documents from damage and loss. They are fully responsible for returning the document in an intact condition.
- (2) It is possible to extend the loan period of standard loans up to five times, only if the document is not reserved by other users.
- (3) The library may request the return of documents before the end of the specified period if it registers requests from other users.
- (4) Any user who exceeds the loan period is obliged to pay a contractual penalty in the amount set out in Annex 1. The application of the contractual penalty shall be without prejudice to liability for damages, which may be recovered separately and in full.
- (5) If the maximum number of possible borrowings is reached or the obligations under Article 6(4) and Article 8(5) are not met, the automated library system will not allow the user to borrow further.
- (6) No further borrowing is permitted until all outstanding debts to any MU library have been settled. In the event of serious or repeated violations of the MU Libraries' operating regulations, the user may be refused library services.

Article 8  
Types of loans and loan periods

- (1) Borrowing periods and the number of documents borrowed are set according to the category of user and the type of document. A user may borrow only one item from each title.
- (2) Types of loans and loan periods:
  - a) standard borrowing:

User category	Borrowing period	Borrowing limit
Student	1 month	30
Employee, PhD student	2 months	50
Specific	2 months	5
External	1 month	10

- b) In-person borrowing: borrowing is only for the library premises, absentee borrowing is possible 60 minutes before the library closes; the document must be returned by 10 a.m. on the next working day; it is possible to borrow a maximum of 2 documents from the in-person collection,
- c) weekly loans: audio and audio-visual documents and some books for teaching are borrowed for a week,
- d) long-term borrowing: documents lent to the user for a longer period of time, but not later than until the end of employment or studies at MU; this type of borrowing can only be requested by an employee of the FI or the Institute of Education or a student of doctoral studies at the FI; the user is obliged to provide the library with the borrowed title for the purposes of interlibrary loan services by mutual agreement for up to one month, for the full-time study of other users and when revising the library collection,
- e) borrowing of qualifying university theses: dissertations and habilitation theses created by FI MU employees and registered in the library are lent by library staff to FI employees, FI students and IST employees for a maximum of one week without the possibility of extension; university theses are lent to other library users only in person.

Article 9  
Liability of the user and method of compensation

- (1) The user is liable for damages caused to library property according to generally applicable regulations.
- (2) The user is obliged to follow the borrowing deadlines and return the documents on time. If he/she fails to return the document within the stipulated time, he/she is obliged to pay the contractual penalty according to Article 6 paragraph (4) of this Directive.
- (3) Unreturned documents are recovered by the library through the courts. The user is responsible for the costs associated with the judicial recovery.
- (4) Before borrowing, the user is obliged to check the condition and completeness of the documents and report any defects to the library staff. The user is responsible for any defects discovered later.
- (5) The user is obliged to report the loss or damage of the document and to compensate for the damage within a specified period of time.
- (6) The head of the library or the person authorized by him/her may decide on the method of compensation for damage to documents and may request:

- a) restoring the document to its original state (repair, rebinding),
- b) document in the same edition,
- c) document in another edition,
- d) a document of comparable content and financial value,
- e) financial compensation equal to the purchase price of the document.

Article 10  
**Fees for services**

- (1) Registration of internal users in the library is free of charge.
- (2) Registered External Users are required to pay a flat registration fee in accordance with the current Schedule of Fees, Contractual Penalties and Services set out in Appendix 1 (the "Schedule"). The obligation to pay the registration fee does not apply to MU alumni who present their MU Alumni Card at registration, former MU employees over 60 years of age and members of the MU Alumni and Friends Association.
- (3) The public library and information services referred to in Section 4(1) of the Library Act are provided by the library, except in the cases referred to in Section 4(2) of the Library Act, where a fee may be charged in the amount of the actual costs incurred in providing the service.
- (4) Fees for certain other services provided are set out in Appendix 1 - Price List of Fees, Contractual Penalties and Paid Services.
- (5) In case of failure to meet the borrowing deadline, each user is obliged to pay a contractual penalty in the amount set out in Annex 1. The contractual penalty is determined irrespective of whether or not the delay in returning the library unit was the fault of the user and irrespective of whether and to what extent the FI MU incurs damage that can be recovered separately.

Article 11  
**Final provisions**

- (1) As of the effective date of this Directive, Dean's Directive No.3/2015 Operating Regulations of the Library of the Faculty of Informatics of MU as effective from 1 September 2015 is repealed.
- (2) I hereby delegate the interpretation of the individual provisions and the continuous updating of this directive to the Head of the Library.
- (3) I entrust the members of the FI Library Board with monitoring compliance with this directive.
- (4) An integral part of this Directive is Annex 1 - Price list of fees, contractual penalties and paid services.
- (5) This Directive shall enter into force on the date of signature.
- (6) This Directive shall enter into force on 20 September 2023.

Prof. RNDr. Jiří Barnat, Ph.D.  
Dean  
signed electronically

Annex 1

Price list of fees, contractual penalties and paid services

A) Registration fees

- Internal users no fee
- External users at the 1st registration (including the issuance of a reader card) 300,- CZK / year
- External users on re-registration 200,- CZK / year
- Issuing a replacement card to an external user 100,- CZK

B) Contractual penalties for delay

According to the category of the borrowed document (for each library unit overdue), the same for all users except FI and IST employees and FI PhD students:

- Loans of the presentation type 10 CZK / hour
- Other types of borrowing (excluding the category "long-term borrowing") 5 CZK / day
- Legal enforcement of borrowings according to costs

C) Other fees and services

- Written reminder sent by registered mail 50,- CZK

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Notes:

- 1) Registration fees are exempt from VAT.
- 2) Contractual penalties for delay are not subject to VAT.
- 3) Borrowing periods for individual categories of documents are determined by the FI MU Library Operating Rules.