

**Mendel University of Agriculture and Forestry in Brno
613 00 Brno, Zemědělská 1**

Institute of Scientific and Pedagogical Information and Services

Library Regulations

- I. Library regulations**
- II. Lending/Borrowing regulations**
- III. Regulations of ISPIS study rooms at MUAF in Brno**

I. LIBRARY REGULATIONS

**Article 1
Basic provisions**

1. Library regulations of MUAF in Brno are issued in accordance with Act No.257/2001 Coll. (Library act).
2. According to art. 4 par.c Statute o MUAF (other workplaces § 22 par. let. c of the act No.111/1998 Coll. a new workplace - the Institute of Scientific and Pedagogical information and Services has been established (ISPIS). ISPIS secures all the library and information services at MUAF and controls activities of the Central library and the Information centre.
3. ISPIS guarantees equal access to public library and information services provided by the library according to § 4 par. 6 of the library act. Library and information services are secured to internal as well as external users. Equal services do not exlude priority of particular categories of users.
4. By the Ministry of Culture of the Czech Republic according to § 5 of the library act ISPIS is registered according to § 3 par. 1 let.d) as a specialized library and in accordance with § 13 par.1 with a specialized fund.
5. ISPIS and its users will observe the following Library regulations.

Article 2

Mission and tasks of the Library

1. The mission of ISPIS and its workplaces is to provide library and information services at the level of current knowledge and trends, especially regarding university study, research and science at MUAF in Brno.
2. The duties of ISPIS are specified by Rector's decision No. 12/2007 determining organizational structure and the tasks of university workplaces.

Article 3

Library and Information Services

1. Central library provides:

- a) establishment, access, maintenance and preservation of the funds,
- b) central purchase, registration and processing of the library fund for all the university workplaces, and joint electronic catalogue,
- c) activation of student's and employee cards for library cards and library cards for external users,
- d) lending services:
 - in-house books/books confined to the library
 - lent out books/outside loans
- e) information service:
 - information on catalogues and library funds in Czech and foreign libraries,
 - assistance with looking up information in joint catalogue of MUAF,
- f) confirmation of clearance certificates for employees and certificates for students confirming settlement of their liabilities at ISPIS when their study is determined,
- g) detached workplace in Lednice ensures inter-library lending services and international inter-library lending services for the staff of the Faculty of Horticulture,
- h) methodical assistance to sectional libraries,
- i) electronic communication with users in formation of their own www pages and e-mails.

2. Information Centre provides:

- a) lending services of study materials on all memory media kept in the Information Centre,
- b) computers with UIS and internet,
- c) activation of student's and employee cards for library cards,
- d) access to electronic information sources
- e) consultancy service and information on accessible catalogues, databases and funds, and their usage,
- f) self-access taking copies and scanning of the materials in the study rooms,
- g) circular service and inter-library lending service in the CR including paid electronic delivery of documents and printing services, international inter-library lending services; inter-library lending services located in Brno are not provided,

- h) exchange of technical literature in the the Czech Republic and in foreign countries
 - i) training and consultancy for users in the field of services and EC funds
 - j) electronic communication.
2. The services are provided under the § 4 par. 1 of the Library act free, that is upon valid library cards. Valid library card in students and MUAF employees is their student's and employee card or external user's card. This card is activated for library-information purposes at the borrowing department of the Central library.
 3. Costs for administrative services are covered by fees set by Rector for an academic year,
 4. Paid services are immediately paid for in cash or in-house transfer.

Article 4 Acquisition

1. Library fund is continually augmented in the following ways:
 - a) by purchase from university finances
 - b) by purchase from other than budget sources
 - c) by publications issued at MUAF
 - d) by exchange of publications
 - e) by conference proceedings
 - f) by graduation works defended at MUAF,
 - g) by grants
2. Suggestions for purchases of publications in whatever format and on all memory media should be forwarded to the Central library.
3. The central library secures central acquisition, registration and cataloguing of publications for all the university workplaces. In case of direct purchases by university workplaces the publications must be registered by the Central library. Economic department will not cash any home or foreign purchase voucher which will not be confirmed by the Central library. This holds for all kinds of purchases regardless the source of their financing.
4. Home and foreign journals are purchased and registered by the Central library centrally.
5. Publications purchased from the ISPIS budget are filed into the fund of CL or IC. Publications purchased by other university workplaces will be, after filing at CL, returned to sectional libraries at particular university departments.
6. Sectional libraries are established under the requirement of a particular workplace manager and their establishment is permitted by the ISPIS manager. If the head of the department does not appoint a person responsible for the newly established sectional library, he/she personally will be responsible for this library.

Article 5

Users

1. Basic categories of users:
 - a) internal users,
 - b) external users.
2. Internal users:
 - a) teachers, scientific and technical staff at MUAF
 - b) students of all the study programmes at MUAF,
 - c) the other staff at MUAF.
3. External teachers:
 - a) teachers, scientific and technical workers from other universities,
 - b) students from other universities
 - c) professional public
4. Rights of users are set as follows:
 - a) the library preferentially processes demands of internal users in the following order
 - teachers, research and professional staff,
 - students and the other staff,
 - b) external users are authorised to use publications lent out and confined to library rooms, provided they give their personal data, and at their first visit present their identity documents, however they are not given user's account for UIS,
 - c) loans lent out are decided by the librarian as follows:
 - internal users
 - external users
 - d) users's demands for inter-library and international inter-library services are realized in accordance with legal regulations (art. 5 par.2a) of the Library regulations.

Article 6

Rights and duties of users

1. Only registered users are authorized to use all the funds and services of the Central library and the Information centre (in accordance with the Library regulations). Unregistered users will be checked in and informed by a librarian.

2. Registered users have a free access to study rooms and the borrowing department of the Central library including all the documents, catalogues, computers and photocopiers, etc. Their usage is stated by Study rooms regulations.
3. Registered users are authorized to claims, and suggestions on the work of the Central library and the Information centre, and to demands for purchase of new materials and books (in written form, orally and online).
4. Every user will get acquainted with the Library and Study rooms regulations and will abide by the policies set by the actual Library regulations, instructions of the library workers, organisational and control measures.
5. Users will hold noise to reasonable level, will cherish tidiness and cleanliness, and respect library's funds and equipment.
6. Users are responsible for any damage in the rooms of CL and IC and make good the damage under § 442 par.2 of the Civil Code.
7. Serious or repeated failure to abide by the policies governing the use of study rooms may result in denial of future use.

II. LENDING REGULATIONS

Article 1 Registration of users

1. Under the provisions of Act No.101/2000 Coll., the Library is a Registered Data User and all information which relates to identifiable living individual is held in machine-readable form for the purpose of Library Administration.
2. The user of library-information services at MUAF can be any person after paying the charges and signing „Declaration of the user“ one copy of which will be given to the user, the other filed in the Central library.
3. A library card in MUAF students and employees is a student's or employee card, in external workers it is an identity card activated at the borrowing department of the Central library.
4. Validity of the library card should be reactevated by the library staff every year after paying the registration fee.
5. With a valid library card the user is entitled to the use of information and library services of the whole MUAF including detached workplaces.
6. When asked by library staff the user will submit his/her library card for checking.

7. The lending card is non-transferable. The user will submit his/her library card when entering study rooms and registering loans lent out. Failure to abide by this rule may result in blocking the card until the case is settled.
8. The loss of the library card or a change of personal data should be announced at the counter where the card was issued. Until the lost card's duplicate is issued, the borrower will not be provided with any services under chapter I. article 3 of the Library regulations.
9. External users will pay for their duplicate a fee according to internal regulations of MUAF.
10. Borrower's liabilities at the Central library and Information centre should be settled at the latest by the date of termination of the study or labour relations.

Article 2

Borrowing services and access to information

1. Users of the Central library, the Information centre and MUAF study rooms are entitled to use all information materials at free access, particular funds may be lent out.
2. Library funds are lent under the provisions of the Civil Code No.509/1991 of the Code, § 659-662, Borrowing contract.
3. Publications lent out are provided upon a valid borrower's card. The number of loans depends on the category of a borrower, maximum is 10 publications; one item of each publication.
4. Only items in more copies or not frequently used may be lent out. A librarian at a particular library workplace decides about items to lent out or a loan for a shorter period.
5. In case of publications lent out the borrower will check the publications and report all the defects since he/she is responsible for all damages found later.
6. In-house loans (all categories of borrowers):
 - encyclopedias, maps, language and monolingual dictionaries
 - documents in one copy only
 - individual issues of periodicals and bound periodicals
 - electronic documents
 - Bachelor's, diploma, state doctoral and post-gradual theses
7. Libraries and institutions are provided with documents only via inter-library lending service.
8. Abiding by the copyright the user is allowed to make copies on library self-service photocopiers in the Information centre.

9. In the Information centre the user will look up online information for his/her personal purposes. Abiding by the copyright and licence conditions for electronic information sources he/she may copy parts of documents on their own memory media. As part of paid services printing from information sources and catalogues on special printers may be provided.
10. The user of computer technology at ISPIS should abide by Directives for the users of information and communication technologies at MUAF in Brno. He/she should observe licence conditions of particular electronic information sources. The user will not use information and computer technology for commercial purposes or for entertainment.
11. The user will not carry out of study rooms assured by an electronic alarm any documents unless they are registered as loans lent out. Suspects will be asked to produce their luggage or clothing for checking.
12. In case of alarm going on, the user will return to the librarian to have his/her documents checked. With the user trying to take away items or other library belongings record about stealing will be drawn up. One copy will be submitted to the disciplinary board of a particular faculty and dealt with according to legal regulations.

Article 3 **Loan periods**

1. Materials confined to library are used where they are kept.
2. Loan period for lent out items is given by the category of a user (art. 5 of Library regulations), type of an item and a borrowing department. In the Information centre books and textbooks are lent for 7 days, the loan period may be prolonged by a librarian.

Borrowing department of the Central library lends:

- a) the maximum period for books is one month; two prolongations are possible if the document is not required by other users,
 - b) textbooks for 1 term with one prolongation
 - c) teachers, research and technical workers (art.5 of Library regulations) may keep titles longer if they are not required by other users.
3. A lent out document may be reserved on request by the borrowing department of the Central library. Textbooks and manuscripts are not reserved.
 4. The library is entitled to determine shorter loan periods.
 5. If a required item is not kept in the MUAF funds, it can be loaned via the Inter-library service. A fee applies to this service according to actual costs.

Article 4
Return of loans

1. The user will return the loaned items or ask for prolongation of the loan period prior to its expiration.
2. Overdue fines are paid for unduly returned items.
3. The library is not obliged to send reminders, but may inform about overdue loans. After a written reminder the return of a loan is claimed legally.
4. The user will not lend a loaned item to anybody.
5. The user is obliged to return the items in the condition in which the items were lent to them. They are also expected to check the loaned item. He/she bears the responsibility for any damage discovered later (compensation to cover the repair or replacement of the item).
6. The user may check all his/her loans in a computerized library system at the borrowing department of the Central library or on the university Web sites.
7. Students terminating or interrupting their studies will return all loaned materials and afterwards submit a certificate confirming the return of all loans at the study department. The certificate will be issued by the lending department of the Central library.
8. Employees terminating their employment will submit a certificate of the return of all items on loan at the personal department of MUAf. The certificate will be issued by the borrowing department of the Central library.

Article 5
Losses and compensations

1. Any lost items will be reported immediately.
2. The library may ask the user to compensate for the damage of the item by providing a replacement print of the same edition and the same binding. Should this be impossible, the user will provide another edition or a bound photocopy of the lost document. Exceptionally, the library may require the payment of the sum equivalent to the acquisition price of the lost item.
3. ISPIS is authorized to suspend the user's access to library-information services until the compensation for the lost item is settled.
4. The compensation will be provided under the Civil Code (act No.509/1991 of the Coll., § 442 par.22).

III. REGULATIONS OF STUDY ROOMS OF ISPIS AT MUAF IN BRNO

1. Access to all the study rooms of the Information Centre and the Central library is provided on the basis of a student's, employee or external worker's card activated as a borrower's card/lending card. When asked by the librarian the user will produce their IC.
2. Prior to the entrance to the study room the users have to remove all their coats, bags, cases and other items in the cloakrooms or in the lockers. The keys are available in building „A“ on an imprest. When leaving the locker, the user will return the key to the librarian, in Lednice the key will be left at the locker. Lost keys will be paid for. The lockers will only be used while the users are present in the library.
3. Only personal documents, stationery, personal study materials (textbooks, books etc.) will be taken to the study room.
4. Users will abide by instructions of the librarian and by printed instructions, and will not be noisy to disturb the others. The user is not allowed to bring in and consume any beverages or food.
5. Mobile phones will be switched off before entering the study rooms.
6. Users will take only one working place which may be determined by the librarian. Privileged are the users of the MUAF funds. Users are not allowed to reserve workplaces for others or leave for a longer period. Intern users are granted priority, the number of waiting users may be regulated by the librarian.
7. Computers will be used according to the Directive for the utilization of information and communication technologies at MUAF in Brno. Licence conditions regulating manipulation with electronic information sources will be observed.
8. The users with the log-in are authorized to use computers in IC including internet. Computers in the room for reading journals are appointed to the work with electronic information sources and access to UIS, while computers in the study room with access to MUAF are appointed for the generation of personal documents or data processing. The computer connected to the scanner is primarily for scanning of documents from the study rooms.
9. Visits to erotic and pornographic pages are prohibited.
10. Information materials taken personally from shelves will be returned to their places or to the librarian.
11. Paper or electronic duplicates will be taken only while observing the copyright and will only be for personal usage.
12. Instructions how to use the printer/photocopier should be read ahead. The appropriate installation of the machine will be checked on the display before starting the operation. Defective copies due to imperfect setting will be paid by the user.

13. Users will not copy any brought in materials. Such materials can be reproduced only on the printers in publicly accessible halls and editorial centre.
14. DVD films and electronic data as part of publications can be borrowed after submission of a valid library card.
15. If the user abuses the Library regulations, he/she will be denied access to the library and the case will be reported to the disciplinary board of a particular faculty.
16. In case of repeated or serious violations of the Library regulations, the user can be temporarily or permanently deprived of the right to use the library services and will compensate for the damage caused.
17. Users are responsible for any damage on library's property under the generally applicable regulations

IV. Final provisions

1. The user will observe the Library regulations
2. Suggestions and complaints about services of ISPIS may be presented orally, in written or online to the manager of the Central library, the manager of the Information centre or the manager of ISPIS.
3. Integral part of the Library regulations is the User's declaration (Supplement No.1) and the latest Price list of services (Supplement 2).
4. These Library regulations abrogate and replace the Library regulations No. 2325/2002 of 31.10.2002.
5. The Library regulations come into force the day of the rector's signature.

Prof. Ing. Jaroslav Hlušek, CSc.
rector

List of legal directives concerning Library regulations

(with modifications and amendments of other Acts)

Act No.257/2001 Coll., on libraries and public library and information services (library act)

Ministry of Culture notice 88/2002 Coll. for the implementation of the Act 257/2001 Coll.

Act No. 121/2000 Coll., on copyright and personal data protection and modifications of some Acts. (copyright act).

Act No. 101/2000 Coll.,on personal data protection and modifications of some Acts.

Act No. 177/2001 Coll., modifying Act 101/2002 Coll., on personal data protection and modifications of some Acts.

Act No. 106/1999 Coll., on free access to information

Act No. 509/1991 Coll., modifying, completing and amending Civil Code.

Directives for the utilization of information and communication technologies at MUAFF in Brno, No.1/2004 file number 71/2004 of 13.1.2004

MUAF in Brno
Institute of Scientific and Pedagogical Information and Services

User's declaration

Name and surname:
Identification numer:
IDcard number (external user):
Temporary address:
Permanent address:

I declare I have been acquainted with the Library regulations, Regulations of study rooms, the directive for the usage of information and communication technologies and operational regulations at MUAF and I pledge to follow them.

Further, I agree with the following conditions:

1. Lent out loans realized by the automated system as well as returns of these loans will not be confirmed by the user's signature. I can check my loans in the automated library system at the Central library or online on the university pages.
2. I will use all the information sources in accordance with licence conditions and only for my personal use, not for commercial purpose. I realize that information sources are only appointed to educational and study purposes and in case of their violation, I am ready to be imposed penalties and compensate for the damage.
3. I am aware of the fact that every attempt to take out an item without its registration will be considered to be a theft and as such will be reported to the disciplinary board of a particular faculty.
4. I will use the obtained duplicates only for my personal purposes and will observe the ethic of their quotations under the copyright (Act 121/2000 Coll.).
5. I will announce a loss of my borrower's card at the borrowing department immediately to prevent its misuse. As an external reader I will announce a change of my address and other personal data.
6. In terms of the valid Act I agree with the utilization of my personal data for evidence purposes by the library-information services of MUAF provided that the library will respect the Act No 101/2000 Coll.

The declaration will be issued in two copies, one of which will be filed at the Central Library of the Institute of Scientific and Pedagogical Information and Services, MUAF in Brno, the other copy will be given to the user.

In Brno

.....
signature of the user

Validity is confirmed by: MUAF Brno

.....
Central library stamp

.....
signature of the librarian

**Mendel University of Forestry and Agriculture in Brno
Institute of Scientific and Pedagogical Information and Services**

Price list of library and information services

Library fees including charges for system operation are set according to Rector's valid decision about fees in connection with studies and reimbursement rate for the services provided to students and other people.

Overdue charges:

- overdue return of loan materials at the lending department of the Central library is 1 Kč for one item and one day
- overdue return of publications in study rooms of the Information centre is 5 Kč for one item and one day
- a duplicate copy „Certificate for the return of all items on loan“ is 50 Kč

Inter-library borrowing/lending service:

- via Moravian Regional Library:
 - a copy of an article regardless number of pages - 200 Kč
 - a book from Europe - 300Kč
 - a book from UK or from oversea - 500 Kč
- via SUBITO service (only xeroprints) – 6 EUR

Prices of copying and printing services on self-service machines are set by an external operator.