

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