

THE STUDY AND RESEARCH LIBRARY OF THE PILSENER REGION

LIBRARY REGULATIONS

2011

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I. GENERAL REGULATIONS

Article 1. The mission statement of the Study and Research Library of the Pilsener Region

1. The Study and Research Library of the Pilsener Region, Smetanovy sady 2, 305 48 Pilsen (henceforth SVK PK) is a public research library with a general collection, and a centre of information, education and cultural services for the Pilsener Region.
2. Through its services it contributes towards the fulfilment of citizens' rights to information and education and ensures equal and unlimited access to information contained within its library collection and other library collections in printed and digital documents.
3. It provides libraries with advice in the field of librarianship, scientific information and the automation of library processes.

Article 2. The library collection

1. The library collection consists of books, magazines, patents, norms, music, maps and special resources in the form of standard printed matter or special documents, such as audio cassettes and audio-visual documents, gramophone records, CDs, CD-ROMs, DVDs, exlibris, public data networks, microfilms, microfiches, etc.
2. The SVK PK has at its disposition an electronic catalogue, scanned catalogues, national and foreign electronic databases, access to public data networks, classical card catalogues, bibliographic listings and card files, through which it provides information about its own library collection, other library collections and factographic information.
3. When acquiring library documents and making them available, SVK PK focuses on traditional subjects characteristic of the region. It expands these subjects (mainly engineering, electrotechnics, brewing, ceramic and glass production) as well as the bibliographic classification of regional documents and regional publications in the area of library science, bibliography and bibliology (old publications), to cover the whole Czech Republic. It gathers together and makes available literature which emphasizes subjects taught at the University of Western Bohemia in Pilsen and Charles' University Medical Faculty in Pilsen.
4. In the fields of geography and languages, SVK PK gathers together documents:
 - a) published by regional publishers, i.e. those documents whose publishers are based in the Pilsener Region. Documents from various districts within the Pilsener Region are gathered together in relative entirety by means of compulsory printing; the remainder are obtained by purchase.
 - b) published by publishers based in the Czech Republic, including documents published in languages other than Czech, other regional documents (i.e. documents about Western Bohemia, documents about authors who were born, lived or died in Western Bohemia, or documents published elsewhere about Western Bohemia's famous personalities or about the region itself), as well as documents published abroad in the Czech language. These

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documents are gathered together and made available by the library.

- c) published abroad, mainly in world languages, and in accordance with the selection criteria of the library.
5. Special services are provided for the blind and visually impaired by way of the Library for the Blind which is part of SVK PK.
6. SVK PK handles documents of Austrian origin, acquired by the Österreichische Kulturforum Prag (the Austrian Cultural Forum in Prague), which it makes available to its users at special workstations.
7. SVK PK handles documents of German origin, acquired by the Goethe-Institut Prag (the Goethe Institute in Prague), which it makes available to its users at special workstations.
8. SVK PK handles documents of British origin, acquired by the British Council Prague and using SVK PK funds, which it makes available to users at special workstations.

Article 3. Services

1. The SVK PK collection is made available via loans, information and special services at the following workstations:

Smetanovy sady 2 – main building

Jagellonská 1 – The Library for the Blind

náměstí Republiky 12 – The Austrian Library

náměstí Republiky 12 – The German Library

náměstí Republiky 12 – The English Library

SVK PK services are divided as follows:

- a) borrowing services (borrowing and in-house use of documents)
 - borrowing books, music and CD-ROMs, DVDs, CDs or audio cassettes (*see Article 16 of the Library Regulations*) at the loans desk and from the open shelves section of the library in the main SVK PK building;
 - the in-house use of periodicals and Czech Technical Norms in the study rooms, and the in-house use of patent documents in the special study room;
 - loans to and from other libraries via the National Interlibrary Service (ILS);
 - loans from other libraries via the International Interlibrary Service (IILS);
 - the in-house use of documents in the study rooms;
 - loans from or the in-house use of documents in the music room;
 - loans from or the in-house use of documents in the Austrian Library;
 - loans from or the in-house use of documents in the Germany Library;
 - loans from or the in-house use of documents in the English Library, supported by the British Council;
 - loans from the Library for the Blind;
 - the borrowing of extremely valuable documents from the library collection is

subject to special rules (based on the established rules in the research room – *see Appendix V of the Library Regulations*);

- the circulatory loans of magazines;
- document reservation.

b) information services

- directory and library information (advisory service);
- verbal bibliographic and factographic information;
- reference services (information about the services of other information institutions);
- bibliographic listings;
- research;
- utilisation of public electronic catalogue terminals for the SVK PK collection;
- utilisation of the Internet;
- the study of multimedia databases;
- the study of microfilms and transparent micro sheets;
- information sourced from CD ROMS and remote databases.

c) other special services

- advisory services for libraries of the Pilsener Region;
- acquisition of printed duplicates to compensate borrowed items;
- services in cooperation with the Virtual Polytechnic Library (henceforth known as VPK);
- cataloguing the library collection;
- consultation services during the implementation of library process automation.

2. Bibliographic services, research services and expert advice are given preferentially for professional or scientific purposes.
3. According to § 15, par. 1, letter i) Law No. 257/2001 Compiled Laws, about libraries and conditions of operation of public library and information services (Library Law), as amended by Law No. 341/2006 and similar documents approved by the Council or Representative body of the Pilsener Region, it coordinates and provides regional services to the libraries of the Pilsener Region.
4. SVK PK provides its services differentially and according to the bearing and specific objectives of each library workstation.

Article 4. The price and payment of services

1. The price of services, financial compensation, damage compensation, registration fees, handling fees, penalties and deposits are defined in the Pricelist which is an integral part of the Library Regulations (*see Appendix II*). These prices are negotiable. SVK PK reserves the right to update the prices in the course of time.
2. Services provided within the framework of the cooperative VPK system via VPK software are provided according to the VPK Library Regulations

(<http://www.techlib.cz/files/download/id/278/knihovni-rad-a-cenik-vpk.pdf>) and charged according to the current VPK Pricelist (<http://www.techlib.cz/files/download/id/557/cenik-sluzeb-vpk.pdf>).

Article 5. Readers

1. SVK PK readers are divided into 4 groups:

Group 1 - users of borrowing and in-house services

Group 2 - users of in-house services (annual library membership card, single-use library membership card)

Group 3 - collective users

Group 4 - libraries within the ILS system

Article 6. Registration regulations

1. Every citizen of the Czech Republic older than 15, and therefore capable in the sense of civil regulations of legal acts, may become a SVK PK member after the submission of a valid ID card.
2. Foreigners may become SVK PK members after presenting their valid passport and residence permit (EU citizens may present another valid form of identification) and completing the member application form (statement). EU citizens must provide a contact address within the Czech Republic. Foreigners who do not meet these requirements may use the SVK PK reference services only.
3. Corporations may become SVK PK members after submitting appropriate documents which prove their existence (IČO – company identification number, trade license etc).
4. An individual or a corporation becomes a SVK PK member by registering and being issued with a membership card. Registration is done by saving personal information in the database of registered library members. A person may preregister themselves online via the SVK PK website.
5. By signing the application form, an applicant gives his or her consent to the filing of his or her personal information and is obliged to abide by the Library Regulations with which he or she has been acquainted.
6. The right to a discount of 50% on SVK PK registration fees is given to:
 - full-time students up to 26 years of age, confirmation of study is required.
 - pensioners from 70 years of age, on the basis of their identity card
 - ZTP (severely disabled) citizens, on the basis of their ZTP card

Article 7. The library membership card and the reader database

1. Registration involves verifying the applicant's identity and saving the required identifying

data into the database of registered library readers. Consent to registration and the submission of true data are conditions for the issue of a library membership card. All personal data stored in the library database is protected by Law No. 101/2000 Compiled Laws about the protection of personal information and amendments to certain laws, as amended by subsequent acts.

2. The library membership card is issued after registration of the applicant's verified personal information: first name, surname, date of birth, birth number and permanent address; additional information: temporary address, telephone number, email address.
3. If the applicant refuses to submit any of the required personal information or is unable to submit a permanent or temporary address within the Czech Republic or at least a contact address (in the case of EU citizens), he or she will be able to use SVK PK services for reference only.
4. Additional personal information is provided by the applicant voluntarily and serves to ease communication between the applicant and the library. The reader database can only be used in direct relation to SVK PK services.
5. Personal information is kept in the reader database until the settlement of all obligations to the library. After the settlement of all obligations, personal information of former readers is archived according to Law No. 499/2004 Compiled Laws about archiving and records management, and about amendments to certain laws as amended by subsequent acts.
6. The library membership card is a plastic card the size of a credit card, with an identification code, and entitles its owner to use any of the publicly accessible SVK PK workstations except the Library for the Blind.
7. The library membership card is issued for an indefinite period. After payment of the registration fee, the membership card is activated for one year. After this period has elapsed, it is possible to extend its validity for another year. During extension of a library membership card, the reader's identification information is verified in the same way as during issue.
8. SVK PK services may be used provided a valid library membership card is presented and the identification code (barcode) scanned at the relevant library workstation.
9. Readers are obliged to inform SVK PK of any change to personal information, in particular surname and address.
10. The reader may have only one valid library membership card. The membership card is non-transferable and its owner is responsible for any damages incurred to the library if the card is misused.
11. If a library membership card is lost, its owner must inform the library immediately, a new library membership card will be issued, this is subject to a fee. With the issue of the new library membership card, the old card loses its validity.

Article 8. The single-use library membership card

1. Those who fulfil the requirements for registration stated in Article 6 of the Library Regulations will have access to the library's reference services by way of a single-use library membership card after payment of the appropriate fee. These individuals present proof of identity (*see par. 1 and 2 of Article 6 in the Library Regulations*) on the basis of which they receive a single-use library membership card valid until closing time on that particular day. The individual's first name, surname, date of birth and address are registered into the reader database. All the regular library rules apply to this reader.

Article 9. Conditions related to the use of SVK PK services and workstations

1. A SVK PK visitor is every person who enters the SVK PK building with the purpose of using its cultural or educational services, for official or private dealings with SVK PK employees or simply in the company of a reader.
2. For the safety and protection of library visitors and the protection of library property, certain public areas of the library are under camera surveillance. These areas are clearly marked. By entering these areas, visitors agree to this surveillance. Surveillance recordings are not archived.
3. When leaving the open shelves section of the library and SVK PK, the reader (visitor) passes through RFID gates. If the RFID gates signal the carrying away of a non-deactivated document, the reader (visitor) must cooperate with SVK PK employees to rectify the situation.
4. Readers and SVK PK visitors are obliged:
 - a) to present proof of identity to library employees upon request. Proof of identity can be a library membership card, ID card or another form of identification. Readers and SVK PK visitors are also obliged to state the nature of their visit to library employees upon request;
 - b) to maintain dignity, repose, order and cleanliness in all parts of the library and follow the instructions and warnings given to them by library employees;
 - c) to handle the property of the library with care, abide by Czech law and by the Library Regulations, and prevent damages. Incurred damages and associated compensation must be settled according to the appropriate civil or business law rulings, associated acts and the Library Regulations;
 - d) to leave outer clothing in the cloakroom and bags (bags, backpacks, suitcases, large handbags, etc) in the self-service lockers if going to utilise the open shelves section of the library or any of the study rooms (magazine reading room, general and special study room, music room and research room). The lockers are for registered library members or SVK PK visitors only and are not intended for the storage of valuables. SVK PK is responsible for items stored in this way only to the extent stated in Civil Law. Lockers must be vacated before leaving the library. If belongings in a locker are not collected within a week, the locker will be opened by an appointed committee and the items will be recorded and stored at the Department of Economics. For safety reasons, if a locker

key is lost, it is necessary to replace the entire lock. This is paid for in full by the reader or SVK PK visitor. All expenses associated with the replacement of the entire lock will be charged to the reader or SVK PK visitor based on an invoice from a supplier company. SVK PK is not responsible for items placed elsewhere. If the library has to be closed due to an emergency, any readers or SVK PK visitors who do not vacate their lockers prior to leaving the library are entitled access to their lockers after the state of emergency has passed.

- e) **not** to bring dangerous or explosive items, weapons (except on-duty law enforcement personnel or on-duty SVK PK security personnel), narcotics or psychotropic substances into the library, and not to bring any live animals into the library except dogs for the blind.
5. Smoking is not permitted in SVK PK. However, special areas are reserved for smokers.
 6. It is not permitted to conduct private commercial activity on SVK PK premises. Commercial activity may only be conducted in rooms intended for that purpose and only after an agreement has been made with SVK PK (*see the Pricelist in Appendix II of the Library Regulations*).
 7. It is not permitted to use SVK PK premises for gatherings, meetings, or politically or religiously motivated meetings without the permission of the Library Director.
 8. In areas designated for the provision of services, it is not permitted to use mobile phones or other equipment which create noise.
 9. The drink and snack machines are for SVK PK readers, visitors and employees only. It is not permitted to consume food or drink in areas where services are provided.

Article 10. Rules for the use of computer technology

1. The methods by which computer technology may be used are precisely defined at each workstation. The reader is obliged to sign in before commencing work. In doing so he or she gives consent to being continuously monitored while using the computer.
2. The reader may only work within the SVK PK computer network via a user name given to the reader by a SVK PK employee.
3. Readers are not allowed to:
 - a) use computers located in the various parts of the library for any other purpose than that for which they are intended;
 - b) attempt to gain access rights or privileges not intended for them. If a reader gains special access rights or privileges due to a hardware or software fault in the system, he or she is obliged to report it immediately;
 - c) use other programs than those provided by SVK PK, above all, readers are not allowed to use their own programs;
 - d) copy and distribute SVK PK operating systems and installed applications, programs and databases or parts thereof;

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- e) distribute illegal programs, i.e.: those which were not acquired or used in accordance with licensing laws;
 - f) consciously disturb other users working on computers, including the operation and efficiency of the network, e.g. by overloading the network sources, or by using the network to gain unregistered and unmonitored access to other networks or to spread computer viruses.
 - g) change the configuration of SVK PK computers and are fully responsible for damages incurred due to improper handling of the computers, including damages caused by computer viruses.
4. SVK PK data network operation may be limited or interrupted due to necessary technical (hardware or software) repairs, or for other important reasons.
5. The library is not responsible for damages caused by the failure of SVK PK hardware or software.

Article 11. Rules for the use of the Internet and electronic resources in SVK PK

1. The Internet and electronic resources are to be used in accordance with the general instructions stated in Article 10, Rules for the Use of Computer Technology.
2. The Internet is made available in SVK PK as a source of information for personal use but mainly for study purposes. It is prohibited to search for, view, print or in any way distribute WWW pages with pornographic, ethnically offensive or religiously offensive content, or pages propagating racism, violence or pages inciting drug use. It is prohibited to participate in gambling and all that is inconsistent with current legislation.
3. Library users must respect all copyright laws consistent with current legislation. Acquired information must not be circulated, duplicated, copied, lent, shared, distributed, sold or used in another way, especially not in any commercial way.
4. Free access to the Internet via secure connection is available for registered SVK PK users with valid membership cards or with membership cards valid for a single day (henceforth known as single-use library membership cards, *see Article 8 of the Library Regulations*). This right is non-transferable.
5. A valid library membership card or single-use library membership card serves as identification for library users requesting free access to the Internet. By logging onto the library network, library members agree to the monitoring of all their network activities and agree to abide by the Library Regulations.
6. The library does not guarantee the availability of a computer with free access to the Internet via a secure connection. If all computers with this service are occupied, it is necessary to wait for one to become available.
7. Library users work unassisted. Library users must have basic computer skills and experience with the operating system Windows, and basic knowledge of the Internet.

8. The library is not responsible for the malfunction of third party webpages due to browser incompatibility.
9. The library cannot guarantee access to Internet services which require the installation of software.
10. The library cannot guarantee Internet connection speed. Therefore, the library cannot guarantee the availability of Internet services which require a higher exchange of data than that which is at the library's disposal.
11. The right to free access to the Internet is given preferentially and with no time limit to registered SVK PK users who are using electronic resources (research services).
12. The basic time limit for free Internet access in the study rooms is 30 minutes. It is possible to extend this by another 30 minutes (i.e. + 30min) only if there is a free computer.
13. The decision to extend Internet access in the study rooms beyond the standard time period is within the competence of library staff.
14. If there are many applicants for free Internet access in the study rooms, the order of applicants is determined by library staff.
15. There is no charge for using the text editor.
16. There is a charge for printouts (*see the Pricelist in Appendix II of the Library Regulations*). The library user must keep in mind printing options (number of pages, number of kopies) and must pay for all printed pages.
17. If these regulations are not observed, the library may limit a user's access to library services.

Article 12. Wireless Internet connection (WiFi) in SVK PK

1. Wireless Internet connection (henceforth WiFi) is available to SVK PK users (*see Article 6 of the Library Regulations*) and visitors within the premises of SVK PK.
2. This service is not required by law so the library is therefore not liable for any failure or decrease in WiFi quality or any damage caused by any failure or decrease to a user.
3. The library is not responsible for any undertakings between users of the library's WiFi service and third parties.

4. The library does not provide users with technical equipment (notebook, PDA, etc) for this service and does not provide technical support for users utilising this service with their own personal technical equipment.

II. BORROWING REGULATIONS

Article 13. General borrowing regulations

Borrowing regulations are in accordance with the guidelines for the borrowing of items stated in Civil Law No. 40/1964 Compiled Laws as amended by later laws, associated and implemented regulations, and the Library Regulations.

Article 14. SVK PK guidelines for the borrowing of documents

1. SVK PK decides on the loan of documents. Loans are allowed in accordance with SVK PK's mission, with regard to the preservative nature of the regional literature collection, and the general requirements for the protection of library collections.
2. The following items cannot be taken out of the library:
 - a) irreplaceable documents which could be lost or damaged (e.g. document series, prints published until 1918, periodicals including newspapers, printouts of regional publications marked with a book number and labelled 'N REG');
 - b) documents required for the daily operation of SVK PK (e.g. documents for reference and in house study, documents in reference collections, internal documents etc);
 - c) documents borrowed from foreign libraries (IILS) or libraries in the Czech Republic (ILS) which stipulate as a condition of loan that the documents are to be used for reference in the study room only;
 - d) certain documents (microfilms, microfiches, gramophone records, CDs - according to copyright law, norms and audio-visual documents on CD-ROMs, DVDs or VHS cassettes and other documents¹).
3. Literature in opposition to the Czech Constitution and the Charter of Fundamental Rights and Basic Freedoms, marked with a book number and labelled 'L' (Fascist, Nazi or antisemitic literature, or literature propagating violence), is loaned only for legitimate study purposes and with the permission of the Library Director.

¹ Audio documents on CDs acquired by the library less than nine months ago (the grace period for loans according to the license agreement between the National Library of the Czech Republic and the collective administrators of copyright: OSA, DILIA, INTEGRAM, valid from 2. 1. 2004). CD-ROMS and DVDs which can be made available within the library. In § 37 of Law No. 121/2000 Compiled Laws, Copyright Act, it states that the loaning of audio-visual documents is prohibited. This therefore applies to all SVK PK CD-ROMs and DVDs, which are carriers of sound and image, as well as audio-visual VHS cassettes.

4. SVK PK periodicals, which are in digital format or on microfilm, are available in these formats only. Printed copies are loaned for legitimate study purposes only and with the permission of the Library Director.
5. Demands for documents from the main storage house in the SVK PK building are settled within one hour at the latest. Documents are transported twice daily from external storage houses in Pilsen, once a week from the Bušovice depository, however within 5 working days at the latest. When a document is ordered, the SVK PK employee informs the reader as to how soon the document can be collected. This information is also in the electronic catalogue.
6. The study of old and rare publications is subject to different conditions. These publications are permanently stored in a special air-conditioned depository which they must not leave. If they are required for study purposes, they are individually transported to the research room (*see Appendix 5 of the Library Regulations*), which is part of the air-conditioned area. Employees are responsible for the operation of the depository. Readers are obliged to follow their instructions.
7. If the requested document is not within the SVK PK collection, the loans desk may request the document from another library via the Interlibrary Service (ILS). This is done at the reader's request. The library acts in accordance with valid legal and methodical interlibrary regulations and according to relevant SVK PK guidelines.

Article 15. Borrowing items from SVK PK

1. Readers can borrow documents from the library collection which are located either in storerooms or on open shelves. Documents on open shelves can be borrowed directly and it is not possible to order them online. It is possible to reserve these documents only if they are borrowed at that particular time and are therefore not located on the open shelves. All other orders, reservations and loans are done via an automated loans system. The system automatically allocates documents and determines the availability of an item and whether it is possible to borrow an item or extend a loan. Documents which have not yet been processed are ordered via paper call slips.
2. To order a document, a library member must log on to the electronic catalogue in the library or via the internet. Members log on using their library membership card number and password. The password is the member's birth number. The password can be changed at any time. Searching the catalogue and ordering books is done independently according to chosen criteria or with the help of a library employee. If all copies of a particular title are on loan, the system offers the possibility of making a reservation. After the reservation is made, and the document is returned and is ready to be collected, the reader is summoned either via post (a fee is charged) or via email (no charge) to collect the document. In the same way the reader is summoned to collect a document which is not on loan at the time of ordering (*see the Pricelist in Appendix II of the Library Regulations*). Reservations may be cancelled by loans desk employees only. It is not possible to cancel reservations via the electronic catalogue.
3. Ordered documents are to be collected at the allocated time. The timelines for the fulfilment

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of orders are according to par. 5 of Article 14 of the Library Regulations. Ordered documents are ready for collection at the loans desk for a period of 8 days after being transferred from the storage room to the loans desk. Documents which have just been returned and which are reserved by another library member are available at the loans desk for the same number of days. After this time, the documents are returned to the storeroom or open shelves or are allocated to another reader.

4. The reader accepts a document by signing a library printout (protocol) at the loans desk or at the service desk in the open shelves section of the library. The protocol has a carbonated copy; the signed original remains in SVK PK; the reader receives the copy. In the case of loans made via the self-service system (Self-check) found in the open shelves section of the library, the reader does not sign the library printout. However, the reader is held fully responsible for the borrowed items. The reader is obliged to call a SVK PK employee's attention to any defect found during the handling of a document before borrowing the item via Self-check. After logging onto the online catalogue and clicking through to his or her personal account, the reader can check his or her current loans, reservations and fees, and is able to extend loans.
5. The reader is obliged to immediately call a SVK PK employee's attention to any defect found during the handling of a document before borrowing it. If the reader does not do this, he or she is responsible for any defects discovered later.
6. The reader can request an up-to-date printout of his or her loans account at any time.
7. With regards to ILS, the library through which the reader applied is held fully responsible for his or her fulfillment of obligations. The library is obliged to follow general legal and methodical ILS regulations, the appropriate SVK PK Director's guidelines and the Library Regulations.
8. The following limits apply for borrowed items:
 - a) the maximum number of active loans is 30;
 - b) the maximum number of reservations is 20 per day.

Article 16. Borrowing other documents from SVK PK

Borrowing documents on CD-ROMs, CDs, DVDs and audio cassettes:

- a) the borrowing of CD-ROMs, CDs, DVDs and audio cassettes is in accordance with Article 16 of the Library Regulations;
- b) the loan period for text documents accompanied by pictures, audio and computer programs on CD-ROM or DVD is 14 days and the loan is a free service. If required, it is possible to extend the loan for another loan period provided there is no reservation on the item - this can be done twice;
- c) the loan period for certain audio documents on CDs is 14 days and the loan is a free service. If required, it is possible to extend the loan for another loan period provided there is no reservation on the item – this can be done twice. The maximum number of active audio loans is 10;
- d) the loan period for certain audio-visual documents (films) from the German Library is

14 days and the loan is a free service. If required, it is possible to extend the loan for another loan period provided there is no reservation on the item – this can be done twice;

- e) the loan period for certain audio documents on audio cassettes (MC) is 14 days and the loan is a free service. If required, it is possible to extend the loan for another loan period provided there is no reservation on the document – this can be done twice;
- f) other documents on CD-ROMs, CDs, DVDs and audio cassettes are subject to in-house use rules (*see Article 19 of the Library Regulations*);
- g) it is prohibited to make copies of documents stated in Article 19 of the Library Regulations;
- h) a library member may ask a library employee to check the quality of a borrowed document;
- i) the borrowing of these documents is subject to all other clauses stated in the Library Regulations.

Article 17. Loan period

1. The loan period of 30 days applies to all library documents except for those stated in Articles 16 and 19 of the Library Regulations.
2. If there is no reservation on a document, its loan can be extended. The maximum length of a loan period is 90 days. After this, the library member is obliged to present the document for inspection and may request to renew the loan. The automated loans system decides whether it is possible to extend a loan and simultaneously sets a new return date. The loan may be extended independently by the library member via his or her online user's account, via a library employee during a visit to the library or via telephone.
3. In exceptional circumstances, the library has the right to request the immediate return of a document before the return date.

Article 18. Returning a borrowed document

1. Readers must not lend borrowed documents to other people. The reader is totally responsible for the documents for the whole duration of the loan. After the document is returned to the library, the library will issue the reader with a printout (protocol) confirming the return of the document if requested. Readers may return borrowed documents via a return box. The box in the main library building is emptied daily. The box on the premises of ZČU (in front of the entrance to the library in Bory) is emptied twice a week. Damaged or incomplete documents returned in this way will not be taken off the reader's account. Readers are obliged to return the borrowed items in the same state they were in as when they were borrowed. If the document is returned via post, it must be properly wrapped and sent via registered post to the correct address.
2. Readers are responsible for their borrowed documents for the duration of their loan as recorded via the automated loans system (except when a document is not taken off the reader's account due to a fault of the library).

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3. Library members are obliged to respect library reminders to return a document.

Article 19. Borrowing a document for in-house use

1. Documents can be borrowed for in-house use in the study rooms: the general study room, the magazine reading room, the special study room, and the music room. To access these workstations it is necessary to present a valid library membership card.
2. A visitor to the reading room, the study rooms and the music room may use one study spot.
3. A library member may study any documents from the reference libraries during their open hours. Documents which are located in closed storerooms are to be ordered via the electronic catalogue in the library or from home via the Internet. Members log on using their library membership card number and password. The password is the member's own personal birth number. The password can be changed at will. Searching the catalogue and ordering books is done independently according to chosen criteria or with the help of a library employee. When ordering a document from a storeroom, it is necessary to choose one of the study rooms (the general study room, the magazine reading room, the special study room or the music room) into which the document will be transferred. Documents which have not yet been processed are ordered via paper call slips.
4. The timelines for the fulfilment of orders are according to par. 5 of Article 14 of the Library Regulations. If the document is ordered from a storeroom to a study room via the electronic catalogue, the reader is informed of its transfer to a study room via email free of charge. If the required document is borrowed, it is possible to make a reservation via the online system. Reservations may be cancelled by loans desk employees only. After a reserved document is returned and is ready to be collected, the reader who placed the reservation is summoned either via post (a fee is charged) or via email (no charge) to collect the document.
5. The loan period of documents transferred from a depository to one of the library's study rooms is 14 days. This loan period may be extended by a library employee upon request provided the document has not been reserved by another reader. If the document is ordered from a storeroom via the electronic catalogue, the loan period is calculated from the time the document is received in the study room via the automated loans system.
6. Orders for the borrowing of old (published before the year 1800) and rare prints are to be placed a day in advance in the general study room via paper call slips. A valuable document can be made available in the general study room or in the research room (*see Appendix V of the Library Regulations*).
7. In the magazine reading room, it is possible to study documents on microfilms using a special reading device.
8. All personal materials brought with the library member for study must be presented to the relevant SVK PK employee on entering and leaving the particular workstation.
9. Music room, reading room and study room users may use the available sound systems but

only with instructions from the SVK PK employee in charge.

10. In-house loans are subject to the following limitations:
 - a) the maximum number of active loans is 5;
 - b) the maximum number of reservations is 5 per day.

Article 20. Registration fees, handling fees and deposits

1. A registration fee is paid for the yearly use of the library services in accordance with the Library Regulations or for a single-use membership card.
2. Handling fees are paid:
 - a) for the issue of a library membership card or for the replacement of a library membership card;
 - b) for the issuing a record of book loss;
 - c) for the processing of a document by the library;
 - d) for services provided by the VPK Service Centre.

Article 21. Penalties, fines

1. If a loan period is breached, the library member must pay a fine (late return). Obligation to pay this fine occurs on the day after the end of the appointed loan period. If the last day of the loan period is a day when SVK PK is closed, the date is moved forward to the next working day. There is a penalty per day for each document with its own call number. In the case of electronic documents on CD-ROMs, CDs and DVDs there is a penalty per day for each separate loan.
2. If an overdue item is extended, the penalty is the same as if it was being returned. The library member is obliged to pay this penalty even if he or she did not receive a reminder from the library.
3. The library member is obliged to pay all penalties immediately. Unpaid penalties block the member's borrowing capabilities. The amount owed is sent as a registered reminder. The issuing of a registered reminder increases the owed amount by the charges associated with preparation and sending (*see the Pricelist in Appendix II of the Library Regulations*). A registered reminder can be issued repeatedly. If the owed amount is not paid by the deadline stated in the registered reminder, the debt will be recovered by legal proceedings.

Article 22. The requisition of unreturned loans

1. The book collection is the property of the Pilsener Region and is specially protected. Property rights of the documents constituting the SVK PK book collection are imprescriptible.
2. If the loan period is breached, a reminder is sent:
 - the first reminder is sent 8 days after the end of the loan period;
 - the second and third reminders are sent consecutively after 30 days;

Library regulations

- the fourth reminder after a further 30 days signifies the commencement of legal requisition;
 - the first and second reminders are sent free of charge via email. If the reader does not have an email address, these reminders are sent via post and are subject to a fee (*see the Pricelist in Appendix II of the Library Regulations*). The third and fourth reminders are always sent via registered post with advice of payment (*see the Pricelist in Appendix II of the Library Regulations*). Reminders are charged according to the Pricelist in Appendix II of the Library Regulations and the amounts are added together. Reminders apply to each individual unreturned loaned document, see the Pricelist in Appendix II of the Library Regulations.
3. Any intentional damage or loss whatsoever of documents from the library collection is subject to a penalty in accordance with general legislation; this is without the aggravation of SVK PK's right to comprehensive damage compensation and compensation for the costs associated with the implementation of SVK PK's legal rights.
 4. The reader is obliged to cover all other costs incurred to SVK PK in connection with the legal requisition of unreturned loans and outstanding debts.

Article 23. Compensation for lost, damaged or destroyed documents

1. The reader must report the loss of borrowed printed documents as well as those on CD-ROMs, CDs, DVDs and audio cassettes, etc to the library immediately.
2. The reader is obliged to replace a damaged, destroyed or lost document with the same title and the same edition, or a high-quality duplicate (except CDs - according to copyright law). SVK PK may even ask for a different edition of a document as compensation.
3. The value of a printed duplicate as compensation for the damage or loss of a document can be explained financially as the sum of the copying (established as the number of pages of the document and the price per printed page) and binding.
4. The loss of a document may (according to the decision of a responsible employee) be compensated by a different document of the same financial worth, or by the payment of an amount equal to the financial worth of the document plus the cost of library processing. The latter option will be used only if the integrity of the library collection remains undisturbed.
5. The library member is obliged to settle all other costs incurred by SVK PK due to damage and repair, including the library processing of a document's replacement (*see the Pricelist in Appendix II of the Library Regulations*).

III. BIBLIOGRAPHIC – INFORMATION SERVICES

Article 24. Verbal and written information

The SVK PK provides its members, and even visitors who use the SVK PK services by means of a single-use membership card, with verbal and written information about Czech and foreign literature from all scientific fields, and with help when searching for documents in the library collection. In this way, secondary sources of information are made available.

Article 25. Literature lists

1. The SVK PK prepares literature lists (background research) from available documents upon request.
2. The reader requests the preparation of a literature list by completing a special order form with the precise theme required, the type of documents, language and the time span of the search. This is a paid service.

IV. REPROGRAPHIC SERVICES

Article 26. Duplicate production

1. To compensate for the inaccessibility of a document which is loaned, it is possible to request a printed duplicate for personal use while still maintaining copyright according to § 30 Law No. 121/2000 Compiled Laws on copyright, on laws associated with copyright, and about amendments to certain laws (Copyright Law), as amended by subsequent acts.
2. Duplicates up to 10 pages in length may be made via self-service in the study rooms. Duplicates exceeding this length will be made in an agreed-upon timeframe.³
3. SVK PK produces duplicates on the basis of an order from a reader. Before accepting an order, the library may request a deposit which is deducted from the total cost of the job.
4. Only SVK PK materials, or materials borrowed by SVK PK via an interlibrary loan from another library in the Czech Republic or abroad, may be duplicated. The copies are made for the reader's personal use only.
5. SVK PK may order a duplicate from a different library in the Czech Republic or abroad.
6. In order to protect the library's collections of rare documents, it is possible to get copies of documents published in and before 1918 only at workstations allowing non-contact copying.
7. Printed periodicals (newspapers) of A3 size or larger and periodicals in digital format or on microfilm can only be copied in a non-contact way. In exceptional circumstances and only with the SVK PK Director's permission, duplicates may be produced in a contact way.

8. According to § 5 par. 8 of Law No. 22/97 Compiled Laws about the technical requirements of goods and about amendments and additions to certain laws, the purchase of copies of Czech Technical Norms is subject to special rules.

V. THE LIBRARY FOR THE BLIND **Jagellonská 1**

Article 27.

SVK PK is the tenant of 1 Jagellonská Street, Pilsen 305 17, in which it established and runs a specialised workstation, ensuring library services for blind and visually impaired citizens of the City of Pilsen and the region of Western Bohemia. This workstation is run under the name The Library for the Blind and is part of the Department of Borrowing Services. Loans are carried out via the automated loans system; readers' personal details are subject to the Personal Privacy Protection Law (*see par. 1 of Article 7 of the Library Regulations*).

1. Documents constituting the Library for the Blind are purchased using funds from the K. E. Macana Library and Printing Company, Prague, and are the property of this institution. The documents are also registered with this institution and it is in charge of their maintenance and writing off. SVK PK has borrowed these documents with the purpose of making them available for blind and visually impaired citizens. The book collection is regularly supplemented with music recordings and voice recordings on mediums which are the property of SVK PK.
2. All documents constituting the Library for the Blind are subject to the rules stated in the Library Regulations.
3. The borrowing of books for the blind or visually impaired is according to a set of independent regulations (*see Appendix IV of the Library Regulations*) which are publicised in the Library for the Blind.

¹ An exception to this are scores or musical sheet music. According to § 30a Law No. 121/2000 Compiled Laws on copyright law, it is prohibited to make copies of these documents on paper or any other similar material.

VI. THE AUSTRIAN LIBRARY **náměstí Republiky 12**

Article 28.

1. SVK PK is the tenant of the 1st floor courtyard tract, náměstí Republiky 12, Pilsen, where it runs a detached workstation known as the Austrian Library. This workstation was established through the cooperation of the City of Pilsen, the Austrian Culture Forum in

Prague and SVK PK, and is part of the Department of Foreign Libraries.

2. The Austrian Library's general book collection, which is part of the SVK PK book collection, is regularly supplemented by the Austrian side.
3. The library membership card described in Article 6 of the Library Regulations is valid in the Austrian Library.
4. The Austrian Library operates in complete accordance with Appendix II of the SVK PK Library Regulations and the SVK PK Pricelist.

VII. THE GERMAN LIBRARY náměstí Republiky 12

Article 29.

1. SVK PK is the tenant of the 2nd floor courtyard tract, náměstí Republiky 12, Pilsen, where it runs a detached workstation known as the German Library. This workstation was established through the cooperation of the City of Pilsen, the Goethe Institute Munich and SVK PK, and is part of the Department of Foreign Libraries.
2. The German Library's general book collection is a long-term SVK PK loan and is regularly supplemented by the German side.
3. The library membership card described in Article 6 of the Library Regulations is valid in the German Library.
4. The German Library operates in complete accordance with Appendix II of the Library Regulations and the SVK PK Pricelist.

VIII. THE ENGLISH LIBRARY náměstí Republiky 12

Article 30.

1. SVK PK is the tenant of the 1st floor of náměstí Republiky 12, Pilsen, where it runs a detached workstation known as the English Library supported by the British Council (henceforth known as the English Library). This workstation was established through the co-operation of the City of Pilsen, the British Council in Prague and SVK PK, and is part of the Department of Foreign Libraries.

Library regulations

2. The English Library's general book collection is a special part of the SVK PK book collection and is regularly supplemented by the British Council.
3. The library membership card described in Article 6 of the Library Regulations is valid in the English Library.
4. The English Library is the organiser and administrator of the Cambridge University English Language Examinations in the Pilsener Region.
5. The English Library operates in complete accordance with Appendix II of the Library Regulations and the SVK PK Pricelist.

IX. FINAL REGULATIONS

Article 31. The rights of authors of information contained within the SVK PK collection

1. The rights of authors of information contained within the SVK PK collection are protected by Law No. 121/2000 Compiled Laws on copyright law and laws associated with copyright law and about amendments to certain laws (Copyright Act), including related and implemented legislation. The use of all documents borrowed from the library collection should be in line with the conditions of use of intellectual property according to the above quoted law, as amended by subsequent acts.
2. All information and data obtained from the SVK PK collection in whatever form should be used by the reader for personal purposes only. It is prohibited to further circulate, reproduce, copy, lend, share or distribute this information or data, even in electronic form. It is prohibited to sell or use the information or data in any commercial way. Conduct contradictory to these rules, including any whatsoever misuse of the information or data, is criminal.

Article 32. Revocation of SVK PK services

1. SVK PK readers may have their SVK PK privileges temporarily or permanently revoked for the following reasons: gross violation of the Library Regulations and appendices, inappropriate behaviour, immoral behaviour, or for hygienic or similar reasons. The revocation of library privileges is decided by the SVK PK Director on recommendation from a manager, in particular the manager of the Department of Borrowing and Reference Services and the manager of the Department of Foreign Libraries.
2. SVK PK has the right to remove from its premises a registered or unregistered visitor due to extremely dirty attire, visible infectious disease, drunkenness, intoxication, or for other reasons which would inconvenience or restrict other library visitors.

Article 33. Instructions for members and visitors

1. Reminders, issues and instructions can be submitted verbally or in writing to the SVK PK Director or to her deputies.
2. The handling of complaints, instructions and announcements is done in accordance with relevant legislation.
3. Every written instruction, complaint and announcement is discussed in writing.

Article 34. Exceptions to the Library Regulations

Exceptions to the Library Regulations are permitted in extreme circumstances by the SVK PK Director or an entrusted employee.

Article 35. Validity of the Library Regulations

1. These Library Regulations have been published by the SVK PK Director on the basis of the regulations stated in § 4 par. 6 Law No. 257/2001 Compiled Laws on libraries and conditions for the operation of public library and information services (Library Law) and on the basis of the valid Organisation Manual, as the SVK PK Director's Guidelines No. S - 1/2011, Ref. No. SVKPlzen/157/11. The Library Regulations are valid from 1. 2. 2011.
2. The Library Regulations published as the SVK PK Director's Guidelines No. 1/2008, Ref. No. 567/2008 and valid from 1. 11. 2008 lose their validity on the day the current Library Regulations take effect.

In Pilsen 28. 1. 2011

PhDr. Ivanka Horáková
Director

Appendices:

Appendix I – Legal Regulations

Appendix II – Pricelist

Appendix IV – The Library for the Blind Loan Regulations

Appendix V – The Research Room Loan Regulations