

RULES AND REGULATIONS OF THE SCIENTIFIC INFORMATION CENTRE OF FSV UK

DIRECTIVE S_CVI_001		
Version: 001		
Issued by Dean's Measure: 04/2023		
Date of issuance: 04.04.2023	In effect from: 04.05.2023	Validity: Indefinite period of time
Related regulations and documents: OR 19/2022 - Library and Lending Code of Charles University, as amended		
Repealed regulations: OD 12/2020 – Rules and Regulations of the Scientific Information Centre of the Faculty of Social Sciences of Charles University		
A lead (unit, staff member): Scientific Information Centre, PhDr. Irena Prázová, Ph.D., the head of CVI FSV UK		
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Appendices: P1_SCVI001_Pricelist of Services of CVI FSV UK		
Brief summary of the regulation: the Directive establishes the rules and regulations of the Scientific Information Centre of FSV UK providing public library and information services and the conditions of its operation.		
Discussed with AS FSV UK: Not requested	Approved by AS FSV UK: Not requested	Discussed with trade unions: Not requested
Discussion with or approval by another body: Not requested		
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Part I – Information about the Regulation

1. Reasons for and Explanation of the Changes

Content of the change	Point
Transformation and updating of the regulations by adding up-to-date procedures, electronic services, and clarification of some procedures, especially in the area of loaning services.	

2. Purpose and Scope of the Measure

These Rules and Regulations of the Scientific Information Centre of the Faculty of Social Sciences of Charles University are issued on the basis of the Measure of the Rector of Charles University No.19/2022, which issued the Library and Lending Code of Charles University, in conjunction with the provisions of § 4 para 7 of Act No. 257/2001 Coll., On Libraries and Conditions of Operating Public

Library and Information Services, Library Act. The Rules and Regulations of CVI are valid for all parts of CVI - Hollar Library, Jinonice Library, Opletalova Library, Krystal Depository, and Lešetice Depository.

PART II – Basic Terms, Rules, and Roles

3. Definition of Terms

- 3.1. **The Scientific Information Centre of the Faculty of Social Sciences of Charles University** (hereinafter referred to as "CVI" or "Library") is one of the basic information facilities of the Faculty, managing its book and journal collections. It also serves as an information and advisory centre for students, academic and scientific staff members, and other employees of Charles University and for the general public.
- 3.2. **Users** of CVI may be students, doctoral students, interns, staff members, collaborators of Charles University, a legal entity within MVS/interlibrary loan service, or the general public.
- 3.3. For the purposes of these Regulations, **a student** is a student of a bachelor's or master's degree programme at any faculty of Charles University.
- 3.4. **A doctoral student** is a student of a doctoral study programme at any faculty of Charles University.
- 3.5. **The intern** is a participant in a foreign internship at Charles University.
- 3.6. **An employee** is an academic and scientific staff member or another employee at any faculty or unit of Charles University.
- 3.7. **A collaborator** of Charles University is an employee of another institution cooperating with Charles University (e.g. a faculty hospital, the Academy of Sciences of the Czech Republic).
- 3.8. **The general public** is anyone outside the aforementioned categories (Alumni Club of Charles University, external service users, the public).
- 3.9. **Interlibrary Loan Service (MVS)** is a loaning service for users of other public libraries from the collections of the Library of Charles University. MVS is a legal entity registered in the registry of libraries of the Ministry of Culture of the Czech Republic.
- 3.10. **The head of CVI** is responsible for the library collection, the operation of the library, the economic management of the allocated funds, and is accountable for his/her activities to the Vice-Dean in charge.
- 3.11. **Library and information services** consist in making library documents available from the library's collection or through interlibrary loan services from the library collection of another library, in accordance with Article 2 of the Library and Lending Code of Charles University.
- 3.12. **Loan services** are provided in the form of in-house loans in the library, regular loans outside the library, or by arranging loans from Czech and foreign libraries (interlibrary loan service and international interlibrary loan service).
- 3.13. **Information services** may include advisory services providing information on catalogues, collections, and use of the library, bibliographic and information services, reference and search

services, or electronic services enabling access to electronic information resources and their administration.

- 3.14. **Reprographic services** offer the possibility of making black and white as well as colour copies up to A4 format of documents and materials available in the CVI collection.

4. Basic Rules

- 4.1. The Rules and Regulations of the Scientific Information Centre of FSV UK and the Library and Lending Code of Charles University including all appendices are available to each user in printed form at the library loan desk and in electronic version on the library website - <http://knihovna.fsv.cuni.cz/>.
- 4.2. Exceptions to these Regulations are decided solely by the head of CVI.
- 4.3. This Measure comes into force on 1. 4. 2023 and cancels Dean's Measure No. 12/2020.

Part III – Users

5. Registration of Users

- 5.1. A condition of using library and information services is to agree to abide by the Library and Lending Code of Charles University and its annexes. The user gives consent by means of an electronic application to the use of services provided by the Libraries of Charles University. This action creates the user's registration in the library system.
- 5.2. When using library and information services, users use one of the ID cards of Charles University issued in accordance with Rector's Measure No. 44/2020 - Introduction and Use of ID Cards at Charles University^[1], as amended, which is used for personal identification. In the case of the card of an external service user, only a so-called 'personalised' card bearing personal data is acceptable.
- 5.3. When visiting the library for the first time, users from the general public present not only a personalised card of an external user of Charles University's services, but also an ID card or passport to verify their identity and add their contact address to the Information System of Charles University.
- 5.4. Registration period is as follows for:
- students and doctoral students – 6 years,
 - interns – 6 months,
 - staff members – 6 years,
 - collaborators of Charles University – 1 year,
 - general public – 1 year,
 - MVS/interlibrary loan service – 6 years.
- 5.5. Registration terminates by:
- expiry of the registration,
 - termination, interruption, or abandonment of studies,
 - termination of the employment relations with Charles University,

- d) serious breach of the user's obligations as defined in Article 4, point 6 of the Library and Lending Code of Charles University.

6. User's Rights and Obligations

- 6.1. The user has the right to use public library and information services according to the Library Act, the Library and Lending Code of Charles University, and these Rules and Regulations of CVI FSV UK.
- 6.2. The user has the right to submit comments, complaints, and suggestions on the activities of the library to the head of CVI.
- 6.3. Users have the right to remotely access their reader account via the UKAŽ discovery system using their login details.
- 6.4. Users are responsible for any misuse of access to their reader account that is not caused by an error on the part of the library.
- 6.5. The user is obliged to immediately notify the personal data administrator (Student Services Office or Human Resources Office of the faculty) of the change of identification and contact personal data in accordance with Article 2 of Annex 3 of the Rector's Measure No. 19/2022.
- 6.6. The user should report the loss of the ID card of Charles University to any of the libraries. Further procedures in the event of loss of the ID card of Charles University are set out in Article 3 para 4 of the Library and Lending Code of Charles University.
- 6.7. The user must undergo the established control measures necessary to maintain order and protect property.
- 6.8. Upon termination or change of relations with Charles University, the user is obliged to return all borrowed documents and settle all his/her obligations to the Library of Charles University.
- 6.9. On the basis of a written request, a user with special needs can empower his/her assistant specified in the request to use CVI services on his/her behalf.

Part IV – Loan Services

7. Terms and Conditions of the Loan Service

- 7.1. Loan services are provided to duly registered users during the opening hours of a specific CVI branch upon presentation of a valid ID card of Charles University.
- 7.2. Loans from the CVI collection can be carried out under the in-house, regular, and inter-library loan modes. The designated library staff member decides on the categorization of documents into individual loan modes.
- 7.3. Definition of individual loan modes:
 - 7.3.1. In-house loans - a document with the status of "*in-house*" and "*in-house - depository*" can be borrowed for study only in the CVI premises. In exceptional cases, users may approach a CVI staff member with a request to borrow a document outside the library

for 1 day. The decision to grant an exception is made by the librarian in charge of the service. The publication will be provided no earlier than 1 hour before the end of opening hours and must be returned by 12pm at the latest the next working day. If the user fails to comply with the above conditions, s/he will pay a fine for failure to comply with the loaning period according to the Price List.

- 7.3.2. Strictly in-house loans - documents marked with the status "*strictly in-house*" and "*strictly in-house - depository*" can be lent for study only in the CVI premises, under a strict regime. Items with this status may not be loaned outside CVI, nor may the user make copies from them without the presence of a staff member at the loan desk. When working with these documents, the user is obliged to follow the instructions of the staff member responsible for the loan service.
- 7.3.3. Regular loans - documents with the status "*regular*", "*regular - depository*", "*short-term*" and "*specific*" can be loaned by the user outside the CVI premises. The maximum limits for regular loans are set by the [Uniform Loan Matrix](#), see Annex no. 2 of the Library and Lending Code of Charles University.
- 7.3.4. Grant loans - documents in this category are available only to the researchers of the grant projects from the funds of which they were purchased. The loan lasts for the duration of the project. At the end of the project, the documents are returned to the library.
- 7.3.5. Cannot be borrowed - documents in this category are in poor technical condition and can be borrowed neither for the study room nor within MVS or MMVS.
- 7.4. Records of loans are kept through an electronic automated system. A loan is closed when it is electronically recorded by the computer on the basis of the identification data on the user's card and on the document (barcodes or RFID chips).
- 7.5. The filing of the loan and receipt of the document is not accompanied by a printed confirmation of the loan with the user's signature; the reader receives an electronic confirmation of the loan automatically via e-mail.
- 7.6. The library does not issue a printed confirmation of the loan, but users can request it.
- 7.7. In justified cases, the librarian may require a signature on the lending form.
- 7.8. The user may borrow only one copy of each document.
- 7.9. The user may not lend the borrowed document or device to another person. The user is personally liable for the loaned item.
- 7.10. Documents ordered from the collection of the Library Opletalova - depository are available to users only in the library on Opletalova Street.
- 7.11. Orders for documents from depository facilities and detached depositories will be delivered to the user within the following terms:
 - a) Library in Opletalova – depository: within 3 hours; after 4pm the following working day,
 - b) Library in Hollar – depository, Library in Jinonice - depository: within 2 days,
 - c) Krystal depository: within 3 working days,
 - d) Lešetice depository: within 30 days.

- 7.12. The user is informed about the fulfilled order by e-mail. The document will be ready for the user to pick up for 5 working days from the date of the fulfilled reservation.
- 7.13. A user can create a reservation for a document borrowed by another user if its status allows it. If more than one user reserves the same document, the one who made the reservation first is given priority. In the event the document has not been picked up within the specified period, the reserved document will be forwarded to the next user.
- 7.14. The user is obliged to inspect the borrowed documents immediately upon receipt and report any damage.
- 7.15. Loaning can only be carried out provided that the user has no outstanding obligations to another faculty library of Charles University.
- 7.16. CVI informs the user of the approaching end of the loan period of his/her loaned items only by e-mail message. However, CVI is not obliged to send such notifications, as the user is obliged to monitor the status of his/her loaned item himself/herself.
- 7.17. The user is obliged to return the borrowed document or device no later than on the expiry of the loan period.
- 7.18. Returning a loan is carried out through an electronic automated system and is not accompanied by a confirmation of the returned item from the library.
- 7.19. The return of loaned items takes place primarily at the CVI branch where they were borrowed.
- 7.20. At the library branch in Opletalova street, it is possible to return books outside library opening hours via the bibliobox. In this case, the loaned item will be deducted from the account on the next working day.
- 7.21. If the user does not return the loaned item by the end of the loan period, the library will ask the user to do so. Reminders are generated by the library system and preferably sent electronically to the e-mail address provided. Three unsuccessful electronic reminders are followed by a fourth written reminder, or a fifth written reminder - the one preceding a legal action and always sent by registered mail to the contact address provided by the user. If the user fails to fulfil his/her obligations to the library, legal enforcement follows.
- 7.22. For technical reasons, CVI does not guarantee the delivery of electronic messages sent to the user's e-mail address. Non-delivery or late delivery of these messages is not a reason for the reduction or remission of the fine.
- 7.23. CVI provides loans to "MVS" users only through the interlibrary loan service according to para 9 of these Regulations.

8. Loan Periods

- 8.1. Loan periods, extension periods and the maximum number of loaned items are determined for individual categories of users by the [Uniform Loan Matrix](#), see Annex no. 2 of the [Library and Lending Code of Charles University](#) (hereinafter referred to as the "Matrix").
- 8.2. When borrowing an item, the user is informed of the period for which s/he can keep the document.

- 8.3. Before the expiry of the loan period, this period may be extended up to two times, unless another user requests the document or the matrix stipulates otherwise. The user is not obliged to bring the book to extend the loaned item, the extension can be carried out in person, by e-mail or via the UKAŽ reader account.
- 8.4. CVI may also set a shorter loan period or request the urgent return of a document before the loan period expires.
- 8.5. If the loan period is exceeded, CVI will charge the user a fine according to the Price List, see Annex 1 to these Regulations.
- 8.6. The loaned documents can be returned by post to the address of the library branch where they were borrowed, properly packaged and labelled, upon prior approval. Returning in this way does not relieve the user of the obligation to pay any late fees.

9. Interlibrary Loan Service

9.1. For users

- 9.1.1. If CVI does not have the necessary publication or copy of an article from periodicals in its collection, it can arrange its loan within the interlibrary loan service (hereinafter referred to as "MVS") from another library in the Czech Republic or from abroad through the international interlibrary loan service (hereinafter referred to as "MMVS").
- 9.1.2. Interlibrary loans are in-house only.
- 9.1.3. MVS is provided only to registered CVI users, free of charge.
- 9.1.4. Reprographic services within MVS are subject to charges and are governed by the price list of the library providing the service.
- 9.1.5. If the requested document is not available in any library in the Czech Republic, it can be requested from abroad via MMVS.
- 9.1.6. MMVS is subject to charges and is governed by the valid price list of the National Library of the Czech Republic.
- 9.1.7. The time required to secure documents from the libraries in the Czech Republic is 2 to 6 weeks, for MMVS 6 weeks to 3 months.

9.2. For libraries

- 9.2.1. Only such institutions in the Czech Republic that are registered with the Ministry of Culture of the Czech Republic in accordance with the Library Act may apply for MVS from CVI library collections.
- 9.2.2. Our library does not lend documents with the status "*strictly in-house*", "*strictly in-house - depository*" and "*not available for lending*" via MVS and MMVS.
- 9.2.3. Library documents borrowed within MVS are made available by the requesting library to the user only as an in-house loan.

- 9.2.4. The requesting library agrees to properly comply with copyright law and licensing agreements.

10. Losses and Compensations

- 10.1. The user is liable for damage caused by the loss, destruction or damage of the loaned document or device, regardless of whether it was caused intentionally or negligently by the user or a third party. The user is obliged to compensate CVI for the damage caused.
- 10.2. The user is obliged to immediately report the loss of a document or device.
- 10.3. The CVI's authorised staff member will decide on the method of compensation. The following can be requested as compensation:
- a) securing a replacement copy of the same document of the same edition and binding,
 - b) supplying an identical publication of a more recent edition,
 - c) another publication of equal informational and financial value as agreed with the CVI's designated staff member,
 - d) provision of financial compensation - the amount of the requested sum will be determined by the CVI's designated staff members in accordance with Article 6, para 5, letters a, b, c) of the Library and Lending Code of Charles University and the Price List.
 - e) in the event of loss, destruction or damage to one part of a multi-volume set, CVI is entitled to claim compensation for the whole set in accordance with Article 6, para 5, letter d) of the Library and Lending Code of Charles University and the Price List.
- 10.4. In addition, payment for the library processing of the compensation is required, see Price List.
- 10.5. In the event of minor damage to the document, the user will bear the cost of its repair, e.g. the cost of making copies of the damaged pages, rebinding, etc.
- 10.6. The user is obliged to provide the compensation to CVI within an agreed period, which may not exceed 30 days.
- 10.7. CVI is entitled to recover damages for lost, destroyed and damaged documents and equipment through the courts.

11. Penalty

- 11.1. Exceeding the set loan period is subject to a penalty according to the Price List, see Annex 1 to these Regulations.
- 11.2. The penalty for exceeding the loan period is calculated for each borrowed document or device separately, for each day of operation of CVI following the day when the loan period has ended, until it is returned or compensation provided in accordance with Part IV, para 10 of these Regulations.
- 11.3. If the user does not return the loaned document or equipment, the return of the loaned item or the monetary compensation for it will be enforced by court proceedings.
- 11.4. Provision of loan services to the user is suspended until the user settles all his/her liabilities (in particular monetary liabilities and loaned items that have exceeded the loan period) to CVI and other libraries of Charles University.

- 11.5. If the user from the Faculty of Social Sciences does not settle all his/her liabilities to CVI, s/he will not be provided with a faculty's Employee's Clearance Card upon the termination of employment.

Part V – Reprographic Services

12. Reprographic Services

- 12.1. CVI provides reprographic services from the documents in its collection in self-service mode or on request.
- 12.2. For copying printed documents from the CVI collection, users can use self-service reprographic machines located in the CVI premises.
- 12.3. The user will use the CVI technical equipment in accordance with Part VI, para 14 of these Regulations.
- 12.4. Only the following documents are allowed for self-service copying:
- a) items the size of which when closed does not exceed an A4 format,
 - b) volumes the binding of which allows for the opening of an item to an angle of 180°,
 - c) the item is not made of brittle or fragile paper,
 - d) the spine of the item is not thicker than 8 cm,
 - e) the document is in a well-preserved condition,
 - f) the item was published after 1920.
- 12.5. A user who wishes to use his/her own electronic device to make a copy will always seek the permission of the librarian. His/her instructions are binding on the user.
- 12.6. Users may make copies of documents subject to proprietary copyright solely for their personal use.
- 12.7. Following the user's order, CVI makes copies of documents that cannot be copied through self-service. For this service, CVI charges fees according to the Price List.
- 12.8. The following types of copies can be ordered from CVI:
- a) printed copies from the sources with protected access (scanned qualification theses defended before 2006; Kramerius),
 - b) printed copies of documents published before 1920,
 - c) printed copies from large-format documents (larger than A4),
 - d) printed copies made by scanner - copies of items made from fragile or brittle paper, volumes larger than A4 (the size of the item must not exceed A1),
 - e) digital copies of non-copyrighted documents.
- 12.9. Orders for printing, copying or scanning are placed by the user electronically, by e-mail or on the spot at the loan desk.
- 12.10. Reprographic services on request are provided only to registered CVI users.
- 12.11. Orders for copies will be available for pickup only at the Central Library on Smetana náměstí within the following terms:

	Up to 10 pages	11 and more pages
Printed copies from the sources with protected access (of the scanned qualification theses; Kramerius),	within 24 hours	within 3 working days
Printed copies of documents deposited in Prague (CVI, Krystal)	within 3 working days	within 7 working days
Printed copies of documents from Lešetice	within 10 working days	within 30 days
Digital copies of non-copyrighted documents deposited in Prague	within 3 working days	within 7 working days
Digital copies of non-copyrighted documents deposited from Lešetice	within 10 working days	within 30 days

Part VI – Operating Mode of CVI

13. Access to CVI

- 13.1. Access to CVI is granted to all registered users upon presentation of a valid ID card of Charles University. Without registration, it is possible to use CVI services only in the form of a single entry, with the permission of the librarian and in a limited scope.
- 13.2. Users are required to store their outer clothing and personal bags in storage lockers.
- 13.3. It is forbidden to enter the CVI premises with large bags and outer clothing.
- 13.4. Locker keys are issued at the loan desk upon presentation of a personalised ID card of Charles University. In the case of a single entry, without registration, it is necessary to present an ID card.
- 13.5. Storage lockers are only allowed to be used while staying at CVI. It is not allowed to take the locker keys outside the building. Users are required to return the key to the service at the loan desk at the end of their stay at CVI. The key must be returned no later than the end of the opening hours on that day; failure to return the key is considered a violation of the rules and regulations and will be fined according to the Price List.
- 13.6. It is not recommended to leave documents and valuable items in lockers.

14. Operation of CVI

- 14.1. The user is obliged to present his/her ID card of Charles University at any time during his/her stay in the CVI premises.
- 14.2. The user is not allowed to use more than one workstation at CVI.
- 14.3. Users are obliged to maintain peace, order and cleanliness at CVI and to behave respectfully towards other visitors. Otherwise, they may be banned from the CVI premises.
- 14.4. Users may not smoke in the CVI premises or bring in or consume food and beverages (except for water in sealable bottles).
- 14.5. Making phone calls in the CVI premises is strictly prohibited. Users are obliged to turn off the ringer of their mobile phones.

14.6. Use of library collections

- 14.6.1. The user has the right to use all documents in the freely accessible selection.
- 14.6.2. Users may make copies of printed documents from the library collections, but only for personal use, in accordance with Part V, para 12, points 3-5 of these Regulations and Copyright Act No. 121/2000 Coll., as amended.
- 14.6.3. When leaving CVI, the user returns the in-house loans to the designated place. S/he does not put them back on the shelf. Documents borrowed from the depository will be dropped by the user at the loan desk to mark their return in the reader's account.
- 14.6.4. It is forbidden to take any parts of the library collection out of CVI without properly loaning them. In the event of suspected carrying out of documents, especially if a warning signal goes off as the user passes through the security gate, the user will be asked to present the carried-out items and his/her bag will be checked, or to await the arrival of security guards or the Police of the Czech Republic.

14.7. Use of CVI electronic resources

- 14.7.1. CVI provides users with access to electronic information resources on computers in the library and through remote access in accordance with the licenses provided, based on authentication through login data.
- 14.7.2. Users may only use information from electronic information resources for their personal use and in accordance with Copyright Act No. 121/2000 Coll., as amended.

14.8. Use of computer and reprographic equipment

- 14.8.1. Technical equipment (computers, printers, copiers, scanners, etc.) located in the CVI premises may be used solely for their purpose and in accordance with the Library and Lending Code of Charles University and these Regulations. The technical equipment is preferably intended for registered users.
- 14.8.2. Users are allowed to use their own computer or copying equipment in the CVI premises, provided that its use does not restrict other users.
- 14.8.3. Access to the computer network is granted to users on the basis of a login and password from the Central Authentication Service of Charles University ([CAS](#)). The use of the computer network is further governed by separate policies issued by the IT Department of FSV UK.
- 14.8.4. The user is prohibited from disconnecting any connected equipment, interfering with the configuration of computers, installing new software, or copying installed applications and programs.
- 14.8.5. The user is fully responsible for damage or destruction of computer hardware and software and reprographic equipment, in accordance with the respective provisions of the Civil Code or the Labour Code.
- 14.8.6. Electronic devices (PCs, e-readers, tablets) with content protected by Copyright Act No. 121/2000 Coll., as amended, may only be used in accordance with this Act.

14.8.7. Electronic devices are not loaned via MVS.

15. Filing and Reviews of the Library Collection

- 15.1. The filing of the library collection is carried out in accordance with § 16 of Act No. 257/2001 Coll., On Libraries and Conditions for the Provision of Public Library and Information Services (Library Act) in an electronic accession list.
- 15.2. The review takes place within the period prescribed by the Library Act and results in a record of the outcome of the review of the library collection.
- 15.3. Documents not found during a review are given a status of probable loss but are not discarded from the next review. If they are not found during the next review, they are discarded.

16. Removal from the Library Collection

- 16.1. Documents are removed from the CVI collection in accordance with § 17 of the Library Act. This involves the following cases:
 - a) worn, incomplete or damaged documents which no longer fulfil the function of an information source,
 - b) documents that have been lost by users,
 - c) documents not found during successive reviews,
 - d) library documents that do not correspond to the focus of CVI and its tasks,
 - e) multiples of library documents.
- 16.2. In accordance with Part VI, para 16, point 16.1, letters d) and e) the removed documents are offered to other libraries or other interested parties in accordance with the Library Act.

[1] <https://cuni.cz/UK-9921.html>