

Rector's Directive No. 1/2023

**Library Rules**

**University Libraries**

**Silesian University in Opava**



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### PART ONE

## INTRODUCTORY PROVISIONS

**Article 1**

In the sense of Act No. 257/2001 Coll., on libraries and the conditions of operation of public library and information services (Library Act), as amended (hereinafter referred to as the "Library Act"), Act No. 111/1998 Coll, On Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), and in accordance with the internal regulations and other standards of the Silesian University in Opava (hereinafter referred to as the Silesian University), the following Library and Lending Regulations are issued.

**Article 2**

The library's activities are further regulated by the following legal regulations and laws:

### Decree of the Ministry of Culture No. 88/2002 Coll., implementing Act No. 257/2001 Coll, on libraries and the conditions for the operation of public library and information services (Library Act)

### Act No. 121/2000 Coll., on copyright, on rights related to copyright and amending certain acts (Copyright Act), as amended

### Act No. 110/2019 Coll., on the processing of personal data, as amended

### Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (the General Data Protection Regulation, hereinafter referred to as "GDPR")

**Article 3
Basic provisions**

The University Library of the University of Silesia in Opava (hereinafter referred to as "UK SU") is the basic library of the University of Silesia and currently consists of the University Library - Opava (whose collection also includes the Austrian and German Library, the Russian Library, the Neuwirth Library, the Library of Prof. Mečislav Borák, the Václav Hora Library, the Library of the Institute of Creative Photography and the Library of the Institute of Mathematics) and the University Library - Karviná.

**Article 4
Equal access to information for users**

Pursuant to Section 4(6) of the Library Act, equal access to public library and information services and other services provided by the UK SU is ensured for all. The activities of the UK SU follow Article 17(5) of the Charter of Fundamental Rights and Freedoms and Act No. 106/1999 Coll., on Free Access to Information, as amended, and the Act on Universities.

**Article 5
Mission and activities of the library**

The mission of CU SU is to collect, process, preserve and make available library documents and provide library and information services to library users. For specifications of users and activities, see the Lending Regulations.

**Article 6
Library and information funds**

1. The CU SU holdings consist of periodical and non-periodical documents (books, teaching texts, periodicals - domestic and foreign), audiovisual documents, electronic documents, final theses (bachelor, master, doctoral, dissertation and habilitation) in printed and digital form. UK SU provides access to electronic information resources in accordance with the licence agreements of the individual units of the Silesian University.
2. Library collections are supplemented in accordance with the scientific and study programmes of individual faculties, institutes and departments of the Silesian University. Acquisition follows the existing profile of UK SU, which is based on accredited study programmes (fields of study), scientific research plans, grants and requirements of teaching and academic staff. The main sources of replenishment are purchases, donations and exchanges. After professional library processing, the library collections are made available through full-time and absentee loans, as well as electronically.

**Article 7
Service users**

1. UK SU provides its services only to duly registered users and other libraries. Users are divided into categories, with each category providing a different level of rights to access UK SU services and collections. Users are required to provide borrowed documents for the purposes of the Interlibrary Loan Service (ILS) or the International Interlibrary Loan Service (ILLS) and to produce them when the library collection is reviewed.
2. The relations between UK SU and users, their rights and obligations, categorization of readers and individual activities of UK SU are set out in the Borrowing Regulations of UK SU.

### PART TWO

### RULES OF ORDER

**Article 8
Categorisation of library users**

1. Employees of the University of Silesia and students of the doctoral programme of the University of Silesia:

Number of borrowings: unlimited

Borrowing time: 1 year, 2x extension possible

Registration: no fee

Reminders: No charge

MVS: No charge

MMVS: No charge

1. Students of full-time bachelor and master study programme of Silesian University:

Borrowing time: 30 days, 2 extensions possible

Short-term loan: 14days\*

Registration: no fees

Reminders: 2,- CZK/day/document

MVS: 30,- CZK

MMVS: 350,-/500,- CZK\*\*

MVS late fees: 30,- CZK + 2,- CZK /day/document

1. Students of the combined Bachelor's and Master's degree programme of Silesian University:

Borrowing time: 45 days, extendable 2 times

Short-term loan: 14 days\*

Registration: no fees

Reminders: 2,- CZK/day/document

MVS: 30,- CZK

MMVS: 350,-/500,- CZK\*\*

MVS late fees: 30,- CZK + 2,- CZK /day/document

1. Students of lifelong learning (LLL) and students of the University of the Third Age (U3V) of Silesian University:

Borrowing time: 30 days

Registration: no fee

Reminders: 2,- CZK/day/document

MVS: 30,- CZK

MMVS: 350,-/500,- CZK\*\*

MVS late fees: 30,- CZK + 2,- CZK /day/document

1. Graduates of Silesian University:

Borrowing time: 15 days, possibility of 2 extensions if no reservation

Registration: no fee

Reminders: 2- CZK/day/document

MVS: 30,- CZK

MMVS: 350,-/500,- CZK\*\*

Late fees - MVS: 30,- CZK + 2,- CZK /day/document

1. Public:

Borrowing time: 30 days

Registration: 100,- CZK/year

MVS: 30,- CZK

MMVS: 350,-/500,- CZK\*\*

For single entry: 10,- CZK/entry, no absentee lending

1. MVS libraries (active - loans to other libraries):

Borrowing time: 30 days, extendable 2 times

Registration: no fee

**\*The library** is entitled to set a shorter borrowing period for absentee loans, or to change an absentee loan to an attendance loan.

**\*\*** For international MVS, a fee of 350,- CZK is charged within European countries, for loans from the UK and the USA 500,- CZK.

**Article 9
User registration**

1. A natural person becomes a user of the UK SU (or a legal person after the conclusion of the relevant contract) on the basis of filling in the user application form verified by a UK SU employee according to personal documents (see Annex 2). The registration is valid for one calendar year. When registering, the user is obliged to get acquainted with the Library Regulations of the Charles University Library, which he/she confirms with his/her signature (also on Annex 2).
2. To register, UK SU requires the following information: first name, last name, permanent address, birth number, student e-mail address, or personal e-mail address or telephone number. These data are used to identify the user, to provide quality library services and to
to expedite communication between the library and the user.
3. In accordance with Act No. 110/2019 Coll., on the processing of personal data
as amended (hereinafter referred to as the "Personal Data Processing Act") and the GDPR, UK SU is a personal data controller. UK SU processes personal data of users in accordance with generally binding legal regulations, in particular data required by the library for user registration, data on user borrowing and other data required for the operation of UK SU, identification or contacting the user, etc. The purpose for which UK SU collects and processes personal data is to protect property and library collections in fulfilling the obligations imposed by generally binding legal regulations. The library also keeps service data on the user (registration of borrowings, reminders sent, notes relating to breaches of library regulations, data on payments made pursuant to Section 11(1) of Act No. 563/1991 Coll., on Accounting, as amended, etc.).
4. Users must present a valid ID card/passport when registering and subsequently when borrowing, students and employees of Silesian University must present a student or employee ID card or ID card/passport. All ID cards are non-transferable, the user is not entitled to borrow documents for other than his/her own ID card.

**Article 10
Obligations and rights of the user**

1. The user is obliged to protect and not to damage the library collections and facilities of CU SU.
2. The user has the right to use all the facilities, services and information resources offered by UK SU,
within the scope of the Library and Borrowing Regulations of the CU SU, in compliance with the principles specified therein.
3. The user is personally responsible for the borrowed library document and is not entitled to lend it to other persons.
4. For library documents that the library obtains from other libraries as part of the MVS, the user also agrees to abide by the policies of the library from which they were borrowed, especially the specified loan periods.
5. The user is obliged to return the document in the condition in which he borrowed it, taking into account
normal wear and tear.
6. The user is obliged to point out any defects when taking over the document; if he fails to do so, he is liable for any defects found when returning the document.
7. If the user returns a borrowed document with serious damage, it qualifies as lost.
8. The user shall replace the lost document within the meaning of the provisions of the Civil Code by issuing the document, by an adequate replacement, or by paying in full all costs incurred in obtaining a replacement for the lost document, within the time limit set by CU SU.
9. The user is responsible for damage to or loss of a library document even if returned by mail or by a third party.
10. The user rights of internal users (Article 8 Categorization of Library Users ad 1), 2), 3), 4)) end on the date of termination of employment, termination or interruption of studies. At the latest on this date the user must have settled his/her liabilities towards the UKS SU.
11. Comments and complaints about the work of CU SU can be submitted orally, in writing or electronically to the heads of individual departments.

### PART THREE

### UK SU SERVICES

**Article 11
Loan services**

1. UK SU provides both absentee (outside the premises of UK SU), as well as attendance loans (only
Documents included in the attendance collection can be borrowed outside the premises of UK SU only exceptionally with the consent of the responsible employee of UK SU. In particular, the following items are lent on loan:
* daily newspapers and single issues of serials (e.g. magazines)
* digital data carriers
* final theses, Neuwirth Library collection
1. Other library documents are borrowed on an absentee basis. Borrowing hours are set according to the categorization of users. Extension of the borrowing period can be done in person, by phone, by e-mail or through the reader's account on the website of the Charles University SU (via the on-line catalogue), the login name and password is the same as the login name and password to the information system of the University of Silesia. For the public category, the renewal can be done in person, by e-mail or via the username and password (registration number and PIN on the website catalogue.uk.slu.cz). In case the document is reserved for another user, it is not possible to make an extension.
2. UK SU is entitled to set a shorter borrowing period for absentee loans without giving a reason. The user is not allowed to borrow more than one copy of the same work.
3. Self-service counters: the user can print out a receipt for inspection
of the rental/return.

**Article 12
Reservation of documents**

A borrowed document can be reserved for another user. The reservation can be made in person, by phone, by e-mail or through a reader account. When a document is available, the user is notified by the library via email. The deadline for picking up the document is 14 days from the date of the request.

**Article 13
Reminders for overstaying the loan period**

One day before the expiry of the loan period, the user is sent a "pre-notification" by e-mail (or by post), which warns them that the loan period of a certain document is about to expire. After 7 days of the expiry of the loan period, the user receives a 1st reminder and after another 7 days a 2nd reminder. In the period between the reminder and the 1st reminder, the document can be returned without penalty or the loan period can be extended. It is not necessary to bring the document to the library to extend the borrowing period, the user has the possibility to extend the borrowing period by himself/herself, either via e-mail or via his/her reader account. This also applies to the 1st and 2nd reminders, and for the 3rd reminder (i.e. after a maximum of 90 days), the user is required to bring the document to the library for checkout. If the document is requested by another user (i.e., it is reserved), any extension is not possible. If the document is not requested, a further extension is possible. If the borrowing period is not observed, a late fee of 2,- CZK /day/document is charged. Reminders are sent by e-mail or by post.

**Article 14
IGC**

1. At the user's request, the library will provide via MVS (or MMVS) those documents that are not in its collection.
2. For processing fees, see the reader categorization.
3. The lending period for documents borrowed through MVS is determined by the library that lent the book.
4. Libraries that borrow a document from UK SU and fail to meet the borrowing deadline are charged a one-off fee of CZK 50 and CZK 2 per day for each additional day.

**Article 15
Electronic services**

1. The user is obliged to use only the software provided in the offer in UK SU.
2. For personal use, he/she may copy information obtained from databases available in the library or on the Internet.
3. The user is obliged to comply with the following. 121/2000 Coll.) and other generally binding legal regulations, the information obtained is exclusively for the personal use and study needs of the user, not for commercial purposes and further distribution. The user is responsible for compliance with these regulations.

**Article 16
Bibliographic and information services**

UK SU provides the following bibliographic and information services to its users:

* provision of reference and information services on information resources by oral, telephone and electronic means free of charge to all categories of users
* access to the library catalogue
* access to selected FES in the study room or via remote access
* information lessons, excursions
* information, advisory, consultancy services
* research services are provided in the form of methodological assistance.

**Article 17
Reprographic services**

1. Reprographic services are provided for a fee (see Annex 1).
2. Reprographic services are available to holders of any type of student card (Student, ISIC or ALIVE). The printing system is credit-based. The student card can be charged with any amount at UK SU.
3. Reprographic services are provided in accordance with the provisions of Act No. 121/2000 Coll., (Copyright Act) only for the personal use of the user.
4. Information on the provision of reprographic services, including photography, is provided by a member of staff at UK SU.
5. If the licence conditions for the use of individual electronic resources allow it, the user can print the results of his/her work.
6. Copying and printing are self-service, in case of problems the user must inform the staff of the UK SU.

**Article 18
Penalties for non-compliance with the UK SU Library Regulations**

Failure to comply with the library regulations of the CU SU is a reason for temporary or permanent cancellation of the right to use the services of the CU SU. Temporary or permanent cancellation of the right does not affect the user's liability for the damage caused and its compensation under applicable legal norms. The decision on cancellation of the right of use shall be taken by the Head of UK SU.

**Article 19
Final provisions**

1. Rector's Directive No. 18/2018 Library Regulations of the University Library of Silesian University in Opava is repealed.
2. This Directive shall enter into force and effect on the date of its publication on the intranet.

In Opava on Doc. Ing. Pavel Tuleja, Ph.D.

 Rector

**Attachments:**

Annex 1: Price list of fees and services

Annex 2: Application form

 *Annex 1: Price list of fees and services*

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| **Price list of fees and services** |
| **Registration fee:** |   |
| Public | 100 CZK/year |
| Public | 10 CZK/entry |
| **Reprographic services, printing:** |   |
| Black and white A4 | 1,00 CZK |
| Colour A4  | 2,50 CZK |
| Black and white A3 | 2,00 CZK |
| Colour A3  | 5,00 CZK |
| **Others:** |   |
| Fee for MVS | 30 CZK |
| Fee for MMVS | 350 CZK |
| for documents from UK and USA | 500 CZK |
| Reminders for MVS |   |
| (after the loan period) | 30 CZK |
| for every day and every document | 2 Kč |
| **Price list for ring bindings**: (price includes: spine, front and back, binding) |   |
| number of sheets |   |
| < 25 | 30 CZK |
| 26 - 100 | 35 Kč |
| 101 - 150 | 40 CZK |
| 151 - 200 | 45 Kč |
| 201 - 300 | 55 Kč |
| > 301 | 60 CZK |
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*Annex 1: Reader application form*

Silesian University in Opava

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READER APPLICATION FORM ID number:

Reader's name:

Date of birth:

Permanent address:

Phone:

E-mail:

In accordance with Act No. 110/2019 Coll. and the GDPR, personal data will be used only for the internal use of the library.

I hereby declare and confirm by my handwritten signature that I have read the valid Library Rules of the University Library of the Silesian University in Opava (hereinafter referred to as UK SU) and I undertake to abide by these rules.

I agree to the provision of my personal data taken from the information system of the study agenda, which are necessary for the unambiguous identification of my person and for contacting me. I further agree to the storage of my personal data for the duration of the contractual relationship and subsequently 1 year after its termination. I consent to UK SU using my personal data for statistical or identification purposes arising from its legal obligations towards superior or state authorities.

The administrator of personal data is Silesian University in Opava, registered office Na Rybníčku 626/1, 746 01 Opava, ID: 47813059. I undertake to comply with the provisions of the Copyright Act, which stipulates that information resources are to be used only for personal use and non-commercial purposes.

This declaration is valid for the duration of the contractual relationship between the user and the library.

The user's personal data is deleted from the database one year after the termination of the contractual relationship if the user has no obligations towards UK SU.

 Signature: ....................................

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| Designation: | **Rector's Directive** |
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