

**SLEZSKÁ
UNIVERZITA**



Rector's Directive No. 1/2023

Library Rules of the University Library of the Silesian University in Opava

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PART ONE INTRODUCTORY PROVISIONS

Article 1

In accordance with Act No. 257/2001 Coll., on libraries and the conditions of operation of the 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 operations are further regulated by the following legal regulations and laws:

- 1) Decree No. 88/2002 Coll., issued by the Ministry of Culture that implements Act No. 257/2001 Coll., on libraries and the conditions for the operation of public libraries and information services (Library Act)
- 2) Act No. 121/2000 Coll., on copyright, on rights related to copyright and amending certain acts (the Copyright Act), as amended
- 3) Act No. 110/2019 Coll., on the processing of personal data, as amended
- 4) Regulation No. 2016/679 issued by the European Parliament and the European Council on 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 that repeals Directive 95/46/EC (the General Data Protection Regulation, hereinafter referred to as “GDPR”)

Article 3

Introductory provisions

The University Library of the Silesian University in Opava (hereinafter referred to as “the UL SU”) serves as the main library of the Silesian University. It currently comprises the University Library – Opava (which 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, the UL SU ensures equal access to public library and information services for all users. The activities of the UL SU adhere to Article 17(5) of the Charter of Fundamental Rights and Freedoms as well as Act No. 106/1999 Coll., on Free Access to Information, as amended, and the Higher Education Act.

Article 5

Mission and activities of the library

The mission of the UL SU is to collect, process, preserve and provide access to library documents and information services to all library users. For the characterization of users and activities, see the Lending Regulations.

Article 6

Library and Information Holdings

- 1) The UL SU holdings comprise various types of documents, including books, teaching materials, domestic and foreign periodicals, audio-visual materials, electronic documents, and printed and digital copies of final theses (bachelor’s, master’s, doctoral, dissertations and habilitations). The UL SU also provides access to electronic information resources as per the licensing agreements of individual units of the Silesian University.
- 2) The library collections are continuously expanded to align with the scientific and study programmes of individual faculties, institutes and departments of the Silesian University. The acquisition process takes into account the existing profile of the UL SU, which is based on accredited study programmes (fields of study), scientific research plans, grants and the needs of the teaching and academic staff. The main sources for expanding the collections are purchases, donations and exchanges. Once the documents undergo professional library processing, they are made available to users through both physical loans and electronic access.

Article 7

Service Users

- 1) The UL SU offers its services only to registered users and other libraries. Users are categorized based on their level of access rights to the UL 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 for the library collection audit.
- 2) Relations between the UL SU and library users, their rights and obligations, categorization of readers and individual activities of the UL SU are outlined in the Lending Regulations of the UL SU.

PART TWO

LENDING REGULATIONS

Article 8

Categorisation of library users

- 1) Employees of the Silesian University and students of the doctoral programme at the Silesian University:

Number of borrowings:	unlimited
Loan period:	1 year, can be extended 2 times
Registration:	no fee
Reminders:	no charge
ILS:	no charge
ILLS:	no charge

- 2) Students of the full-time bachelor's and master's study programme at the Silesian University:

Loan period:	30 days, can be extended 2 times
Short-term loan:	14 days*
Registration:	no fee
Reminders:	2 CZK/day/document
ILS:	30 CZK
ILLS:	350/500 CZK**
ILS late fees:	30 CZK + 2 CZK /day/document

- 3) Students of the blended bachelor's and master's study programme at the Silesian University:

Loan period:	45 days, can be extended 2 times
Short-term loan:	14 days*
Registration:	no fee
Reminders:	2 CZK/day/document
ILS:	30 CZK
ILLS:	350/500 CZK**
ILS late fees:	30 CZK + 2 CZK /day/document

- 4) Students of lifelong learning (LLL) and students of the University of Third Age (U3A) at the Silesian University:

Loan period:	30 days
Registration:	no fee
Reminders:	2 CZK/day/document
ILS:	30 CZK
ILLS:	350/500 CZK**
ILS late fees:	30 CZK + 2 CZK /day/document

- 5) Graduates of the Silesian University:

Loan period:	15 days, up to 2 extensions if there is no reservation
Registration:	no fee
Reminders:	2 CZK/day/document
ILS:	30 CZK
ILLS:	350/500 CZK**
Late fees - ILS:	30 CZK + 2 CZK /day/document

- 6) The public:

Loan period:	30 days
Registration:	100 CZK/year
ILS:	30 CZK
ILLS:	350/500 CZK**
Single entry:	10 CZK/entry, no remote borrowing

- 7) ILS libraries (active – loans to other libraries):

Loan period:	30 days, 2 extensions possible
Registration:	no fee

* The library reserves the right to set a shorter borrowing period for remote loans, or to change a remote loan to in-library use.

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

Article 9

User registration

- 1) A natural person (or a legal person after the conclusion of the relevant contract) becomes a user of the UL SU by completing the user application form, which is then verified by a UL SU employee based on personal documents (see Annexe 2). The registration is valid for a period of one calendar year. As a part of the registration process, the user is required to familiarize themselves with the Library Regulations of the UL SU, which they confirm by their signature (see Annexe 2).

- 2) The UL SU requires the following information for registration: first name, last name, permanent address, birth certificate number, student or personal e-mail address, or telephone number. This information is used to identify the user, provide quality library services and facilitate 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, the UL SU acts as a personal data administrator. The UL SU processes user personal data in compliance with applicable legal regulations, in particular the data required by the library for user registration, borrowing, and other data required for the operation of the UL SU, user identification and communication purposes. The collection and processing of personal data by the UL SU serve the purpose of protecting library assets and holdings while fulfilling the obligations imposed by applicable legal regulations. The library retains service data related to the user (borrowing records, sent reminders, notes regarding violations of library regulations, and data on payments 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 when borrowing materials. Students and employees of the Silesian University must prove their identity by presenting a student or employee ID card or ID card/passport. All ID cards are non-transferable, and users are not allowed to borrow documents using IDs other than their own.

Article 10

Obligations and rights of the user

- 1) The user is obliged to protect and refrain from damaging the library collections and facilities of the UL SU.
- 2) The user has the right to use all the facilities, services and information resources offered by the UL SU, in accordance with the Library and Borrowing Regulations of the UL SU and in compliance with the principles specified therein.
- 3) The user bears personal responsibility for the borrowed documents and is not permitted to lend them to other persons.
- 4) When borrowing materials via the ILS, the user agrees to adhere to the policies of the lending library, particularly regarding the loan periods.
- 5) The user is obliged to return the documents in the same condition in which they were borrowed, considering reasonable wear and tear.
- 6) Upon borrowing, the user is obligated to identify and report any defects. Failure to do so makes the user liable for any defects discovered upon returning the documents.
- 7) If a borrowed document is returned with significant damage, it will be considered lost.
- 8) In the event of a lost document, the user must comply with the provisions of the Civil Code by either providing a replacement document, an appropriate replacement, or fully covering all expenses incurred in obtaining a replacement for the lost document, within the time frame determined by the UL SU.
- 9) The user is responsible for damage or loss of the 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)) cease upon termination of employment, termination or interruption of studies. The user must settle all outstanding obligations to the UL SU by this date at the latest.
- 11) Comments and complaints regarding the operation of the UL SU can be submitted orally, in writing or electronically to the heads of respective workplaces.

PART THREE THE UL SU SERVICES

Article 11 Loan services

- 1) The UL SU offers both remote (outside the premises of the UL SU) and in-library (on the premises of the UL SU) loans. Documents included in the reference section of the library can be remotely borrowed only exceptionally with the consent of a designated employee of the UL SU. The documents eligible for in-library loans include:
 - daily newspapers and individual issues of series (e.g. magazines)
 - digital data carriers
 - final theses, the Neuwirth Library collection
- 2) Other library documents are eligible for remote loans. The loan period is determined based on user categorization. The loan period can be extended in person, by phone, by e-mail or through the reader's account on the UL SU website (via the online catalogue). The login name and password for the library account are the same as the login credentials for the information system of the Silesian University. For the public category users, an extension of the loan period 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. Extensions are not possible if the document is reserved for another user.
- 3) The UL SU reserves the right to set a shorter loan period for remote loans without providing a reason. Users are not permitted to borrow more than one copy of the same work.
- 4) Self-service counters: The user can print out a receipt confirming their loan/return.

Article 12 Document reservations

Users can reserve documents borrowed by other users. Reservations can be made in person, over the phone, via e-mail or through a reader account. Once a reserved document becomes available, the library will notify the user via e-mail. The user is then given a period of 14 days to collect the reserved document.

Article 13

Reminders for overdue loans

One day prior to the expiration of the loan period, the user will receive a “pre-notification” via e-mail or post, informing them that the loan period of a certain document is about to end. After 7 days from the loan period expiration, the user will receive a first reminder, followed by a second reminder after an additional 7 days. During the period between the reminder and the first reminder, the user has the option to return the document without incurring any penalties or they can extend the loan period. The user can extend the loan period without the need to physically bring the document to the library. The extension be done via e-mail or through a reader account. The same applies to the first and second reminders. However, for the third reminder (issued after a maximum of 90 days), the user is required to bring the document to the library for checkout. If the document has been requested by another user (i.e. it has been reserved), further extensions will not be possible. If the document has not been reserved, additional extensions can be granted. Failure to observe the loan period will result in a late fee of 2 CZK per day per document. Reminders will be sent either by e-mail or post.

Article 14

ILS

- 1) Upon request, the library will utilize the ILS (or ILLS) to secure documents that are not available in its holdings.
- 2) For processing fees, see the reader categorization.
- 3) The loan period for documents borrowed through the ILS is determined by the lending library.
- 4) In the event that the borrowing library fails to meet the deadline for a document borrowed from the UL SU, a one-time fee of CZK 50 will be charged, with an additional charge of CZK 2 per day for each subsequent day.

Article 15

Electronic services

- 1) The user is required to use only the software offered by the UL SU.
- 2) The user is permitted to make copies of information obtained from databases accessible within the library or on the Internet for personal use.
- 3) The user is obligated to comply with the applicable laws and regulations, including Act No. 121/2000 Coll., on copyright, and other legally binding regulations. The information obtained is strictly for the personal use and study needs of the user and should not be used for commercial purposes or further distribution. The user holds full responsibility for adhering to these regulations.

Article 16

Bibliographic and information services

The UL SU offers the following bibliographic and information services to its users:

- reference and information services, available free of charge to all categories of users, through oral, telephone and electronic means
- access to the library catalogue
- access to selected EIS (electronic information sources) in the study room or through remote access
- information lessons and excursions
- information, advisory and 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 Annexe 1).
- 2) Holders of any type of student card (Student, ISIC or ALIVE) are eligible to use reprographic services. The printing system is credit-based. The users can load any amount onto their student card at the UL SU.
- 3) Reprographic services are provided in accordance with the provisions of Act No. 121/2000 Coll., on copyright, and are intended solely for the personal use of the user.
- 4) Information regarding the provision of reprographic services, including photography, is provided by a member of staff at the UL SU.
- 5) If the licencing conditions for the use of electronic resources allow it, users are permitted to print the results of their work.
- 6) Copying and printing are self-service. In the event of any issues, users are required to notify the staff members of the UL SU.

Article 18

Penalties for non-compliance with the UL SU Library Regulations

Non-compliance with the UL SU Library Regulations may result in temporary or permanent cancellation of the right to use the services of the UL SU. Temporary or permanent cancellation of the right does not absolve the user from their liability for damage and obligation to compensate for damage, as outlined in applicable legal norms. The decision regarding the cancellation of the right to use the services of the UL SU will be made by the head of the UL SU.

Article 19

Final provisions

- 1) The rector's Directive No. 18/2018 Library Regulations of the University Library of the 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

Annexes:

Annexe 1: Price list of fees and services

Annexe 2: Reader application form

Annexe 1: Price list of fees and services

Price list of fees and services	
Registration fee:	
The public	100 CZK/year
The public	10 CZK/entry
Reprographic services and 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 ILS	30 CZK
Fee for ILLS	350 CZK
Fee for documents from the UK and USA	500 CZK
Reminders for ILS	
(after the expiration of the loan period)	30 CZK
for every day and every document	2 CZK
Price list for spiral binding: (price includes: spine, front and back, and binding)	
number of sheets	
< 25	30 CZK
26–100	35 CZK
101–150	40 CZK
151–200	45 CZK
201–300	55 CZK
> 301	60 CZK

Silesian University in Opava

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 provided in this form will be used only for the internal use of the library.

By signing below, I declare that I have read and understood the Library Rules of the University Library of the Silesian University in Opava (hereinafter referred to as the UL SU) and I agree to comply with these rules.

I hereby consent to the collection of my personal data from the student agenda information system, which is necessary for unambiguous identification and communication purposes. I also acknowledge that my personal data will be stored for the duration of the contractual relationship and for a period of one year following its termination. I understand that the UL SU may use my personal data for statistical or identification purposes as required by legal obligations towards superior or state authorities.

The administrator of personal data is the Silesian University in Opava, Na Rybníčku 626/1, 746 01 Opava, ID no.: 47813059. I undertake to comply with the provisions of the Copyright Act, which stipulates that information resources are to be used solely for personal 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 will be deleted from the database one year after the termination of the contractual relationship, provided that the user does not have any obligations towards the UL SU.

Signature:

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