RESPONSIBILITIES OF HEADS OF UNIVERSITY WORKPLACES AND MAIN AREAS OF ACTIVITY

1. UNIVERSITY LIBRARY

1.1 The head of the University Library (UL):

a) is responsible for:

- coordinating activities related to the management and maintenance of the University library collection and provision of lending services,

in the UL workplace in Opava, the head is responsible for:

- efficiently managing the allocated funds, organizing supplementary activities and managing the funds obtained from these activities, overseeing the property of the workplace,
- acquiring professional literature, purchasing foreign publications for the benefit of students and teachers of the University,

b) manages:

- the workplaces of the UL in Opava,
- methodically manages the workplaces of the UL in Karviná,

c) represents:

- the University in the Association of University Libraries.

1.2 The University Library provides the following services:

- acquisition of publications, including processing, registration and cataloguing,
- acquisition and management of the journal collection, including registration and cataloguing,
- registration and cataloguing of theses, the cataloguing of CDs,
- reader services – borrowing, interlibrary loan service (domestic and foreign), research assistance, information lessons for users, reprographic services,
- reviewing the library collection, discarding outdated literature,
- sale of publications published by the University, which includes the operation of an e-shop,
- management and maintenance of the depository,
- provision of internships for students studying information science and library science at the University.

1.3 Additionally, the UL in Opava:

- operates specialized libraries (Austrian, German and Neuwirth libraries),
- administers the Tritius library system and provides access to electronic information resources, websites and the UK Facebook profile.

2. INFORMATION TECHNOLOGY CENTRE

2.1 The head of the Information Technology Centre (ITC):

a) is responsible for:

- developing a comprehensive concept for introducing and implementing information and communication services and IT processes common to all parts of the University,
- ensuring the licensing coverage and compliance with licensing conditions of all SW products used by all University departments, ITC, UL and the Rectorate,
- coordinating the participation of the University in joint projects and activities with organizations such as CESNET, EUNIS.cz, eduID.cz and other associations and organizations, including involving ITC in the projects,
- managing the ITC budget and monitoring its expenditures,
- efficiently managing the allocated funds, organizing supplementary activities and managing the funds obtained from these activities, overseeing the property of the workplace,
- coordinating the engagement and utilization of external contractors,

b) methodically manages:

- ITC activities at all University workplaces and departments.

2.2 The Information Technology Centre provides the following services:

a) network infrastructure for:

- management and development of the backbone and distribution network infrastructure, as well as systems for managing resources and services,
- administration and development of the Identity Management System for managing users' electronic identities, the shared file system and its services, virtual server technologies, data storage, backup system, private cloud, email system and printing services,
- management and development of fixed and mobile telecommunications services,

b) management and development of:

- student records information system and the electronic filing system (IS SU),
- economic IS Magion (accounting, assets, contract records, HR and payroll, building management, etc.),
- IS for mobility management (ISOIS),
- IS for the management of chip ID cards,
- IS for student halls of residence and canteens (ISKAM),
- data box information system,
- Learning Management System for e-learning,
- shared environment of Microsoft 365 and Microsoft Teams,
- system for recording and managing user requests,
- data storage system including backup,

c) development and operation of:

- own software products,
- system for public web and intranet management,
- Central Register of Persons,

d) other activities:

- services for university-wide and rectorate departments in the areas of the user, technical, analytical and consultancy ICT support, including management of the local email and videoconferencing system, mobile operator services, computing facilities, building access system, classrooms, server rooms, selected rooms and attendance system.