

**Library of the Institute of Philosophy of the
Academy of Sciences of the Czech Republic, v. v. i.**

RULES AND REGULATIONS

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OPENING HOURS:

MON, THU	9:00 – 18:00
TUE, WED	9:00 – 16:00
FRI	9:00 – 15:00

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I. Basic provisions

1. Pursuant to Act No. 283/1992 Coll. on the Academy of Sciences of the Czech Republic in its amendments, the Status of the Academy of Sciences of the Czech Republic of 24 May 2006 (Article 49d) and the Establishment Document of the Institute of Philosophy of the Academy of Sciences of the Czech Republic, v. v. i. of 28 June 2006, I issue these Rules and Regulations:

2. The Library of the Institute of Philosophy of the Academy of Sciences of the Czech Republic, v. v. i. (hereinafter referred to as “the Library” and “the Institute”) is, according to the Act No. 257/2001 Coll. on libraries and terms of operating public library and information services (i.e., the Library Act), a basic library with a specialised collection. The main activities of the Library are providing information and library services to the workers of the Institute helping them to carry out their scientific tasks.

3. In the meaning of the Library Act the Library facilitates equal access for everybody to public library and information services and to other services that ensures. The details of providing public library and information services as well as other services are stated in these Rules and Regulations.

II. Library collection

1. The Library collection comprises library documents corresponding to scientific tasks of the Institute, especially documents concerning philosophy and related disciplines in particular logic, classical and medieval studies, studies and editing of John Amos Comenius' work, theory of science and global studies. The specialised collection of the Library is systematically completed through purchase, exchange of documents and other means of acquisition in cooperation with the libraries of the same or similar thematic specialisation.

2. The Library collection is located and managed on the premises of the Library and in the reference libraries found in the departments of the Institute.

III. Library and information services

1. Within the meaning of the Library Act the Library

- a) makes available library documents from its collection, or by means of inter-library services, from the collection of another library,
- b) provides oral bibliographic, referential and subject information and literature searches,
- c) obtains information from external sources,
- d) facilitates access to information on the internet which is available to the Library.

2. The Library provides services referred to in Paragraph 1 free of charge to the extent and in consideration of user definition specified by these Rules and Regulations.

3. For reimbursement of the cost and considering user definition set in these Rules and Regulations the Library

- a) makes available library documents from the collections of other libraries within the framework of international inter-library loan services,
- b) makes available library documents from the collections of other libraries by facilitating the provision of their reproductions within the framework of inter-library reprographic services,
- c) provides reprographic services in compliance with the Copyright Act.

IV. Users of library and information services

1. The Library provides library and information services to

- a) internal users, i.e., employees of the Institute (hereinafter referred to as “internal users”),

b) external users, especially scientific employees of other institutes of the AS CR, other scientific and research workplaces and universities, co-workers of teams and departments of the Institute and the general public (hereinafter referred to as “external users”).

2. The director of the Institute can give the statute of the internal user to former employees of the Institute and others.

V. Loan regulations

1. General provision

The Library determines the manner and terms of accessing its collection in accordance with its main activities and in consideration of requirements for protecting library collections.

2. User registration, processing and protection of personal data

1. A registered user of the Library is defined as a natural person over 15 years of age who has been registered (by filling out a registration form and paying the registration fee according to the Fees and Services List) and has a valid Library card based on

- a) an employee card for internal users, or
- b) a valid identification card for external users (a valid passport or driving licence and long-term or permanent residence permit for the Czech Republic in the case of foreigners for checking out library documents); the Library may also request other documentation from the applicant for registration (e.g. proof of residence, proof of student status, purpose of using library services, etc.).

2. Also any library based in the Czech Republic may become a registered user of the Library.

3. The user is obliged to inform the Library on any later changes of data given during registration. If the Library is obliged to

find these changed data itself, the incurred cost will be assumed by the user.

4. Registration of an internal user is valid for the duration of his contract of employment with the Institute. Registration of an external user is valid for one year from the date of the issue of his library card. Renewal of the registration period is permitted when requested by the user.

5. The Library processes personal data of the registered users in accordance with the Act No. 101/2000 Coll. on personal data protection in its amendments. This data is processed for the purpose of protecting Library property, providing high-quality services to users, evaluating statistically Library activities, and fulfilling the obligations imposed on the Library by generally-binding legal regulations.

6. The Library processes personal data on the basis of the written consent of the registered user.

7. The basic data that a registration applicant is obliged to provide to the Library are: name and surname, date of birth and permanent address. Applicants are not obliged to provide their contact address, email address or telephone number.

8. Processed data is stored on the card index and in the database of the library system, in the service areas of the Library, where access to unauthorised persons is restricted by the usual technical and organizational means.

9. Library employees who come into contact with personal information are obliged to maintain confidentiality with regard to such data and security measures, the disclosure of which might threaten its security. The obligation to maintain confidentiality persists even after the termination of employment.

10. The registered user may at any time make a written request for the termination of the processing of his personal data by the Library. If there are no obligations towards the Library on the user's side, the

Library will comply with his request at once.

11. The personal data of the registered users are removed from the library's files even without their request if two years have passed since the end of the last registration period and, at the same time, if one year has passed since the user's last debt towards the Library was settled.

3. Users' rights and obligations

1. Users are entitled to obtain information and use services provided by the Library to the extent set out in its Rules and Regulations.

2. The users of the Library are obliged to

- a) follow the Rules and Regulations of the Library and instructions given by the library staff,
- b) conform to management measures necessary to maintain order and protect property of the Library,
- c) be responsible for damages to property of the Library caused by themselves according to provisions of the Civil Code,
- d) act in accordance with the Copyright Act when using information resources and services provided by the Library. The users are personally responsible for possible breach of the Copyright Act;
- e) report a lost Library card to library staff without unnecessary delay, and
- f) maintain quiet and order in the Library (the Library Club is available to users for refreshments and telephone calls, see Appendix 3 of the Library's Rules and Regulations).

3. If the user does not comply with the Rules and Regulations of the Library, his right to use library services can be withheld temporarily or permanently, which does not divest him of responsibility or duty to recompense for the incurred damages.

4. Users who may disturb others will be deprived of their right to use Library services (noisiness, intoxication, unsuitable behaviour, extraordinarily soiled clothes,

persons suffering from infectious diseases, etc.).

5. For safety reasons, the movement of visitors in the Library may be monitored by a camera system. On entering the Library visitors are taken to be familiar with this fact.

4. Loans

1. The Library provides in-house and external loans of library documents to both internal and external users.

2. All types of library documents can be borrowed on-site in the study room of the Library (in-house loans).

3. Registered users may check out library documents; unregistered users may use only on-site library services.

4. External users are not allowed to check out the following library materials:

- a) journals (bound volumes as well as individual issues),
- b) library documents published more than 50 years ago and of which there is only one copy in the Library,
- c) editions of the collected works of significant authors in their fields (including individual volumes) of which there is only one copy in the Library collection,
- d) library documents marked for on-site use or circulation to internal users only,
- e) publications from the Institute's reference libraries, and
- f) manuscripts, old prints, picture and other valuable publications (including selected documents on digital media), the loss or damage of which would cause significant or irreplaceable damage to the Library.

5. The head of the Library or a person in charge may decide on exceptions from the restriction of external lending in special well-substantiated cases.

5. Loan periods

1. The basic loan period for the internal user is three months. It is possible to renew

three times (each renewal is for three months).

2. The basic loan period for the external user is one month with an option to renew twice (for a total of two months).

3. The basic loan period pursuant to Paragraph 1 and 2 can be renewed only if the borrowed document is not requested by another user.

4. The Library can similarly require a borrowed document for a time period that is necessary for administrative purposes, especially for revision of the library collection.

5. An internal user is obliged to return all loans before his planned absence from the Institute if this should be longer than three months. If the absence is not longer than one year, the user can request the loans to be available immediately after his return to the Institute.

6. Number of borrowed library documents

1. The maximum number of documents that a user can have on loan from the Library at once is:

- a) 50 documents for internal users, and
- b) 5 documents for external users (10 items in the case of doctoral students whose supervisor is an employee of the Institute).

2. The head of the Library or a person in charge may make exceptions in number of loans in special well-substantiated cases.

7. Process of lending

1. The Library finds and lends ordered library documents in the shortest time possible as follows from operating conditions of the Library and the number of requested documents. A registered user may order a maximum of twenty library units (call numbers) at one time.

2. A user ordering a library document is obliged to state the call number of the document and other identification data if necessary.

3. It is possible to reserve library documents for a maximum of two users but reservations of internal users are processed first.

4. The Library does not give any information about users having documents on loan.

5. A prepared library document may be on reserve for a maximum of two weeks after informing the user of this fact, and then it is released to another user if requested or it is returned to depository of the Library.

6. Upon taking possession of any checked out library documents, the user is obliged to examine the documents and report any damage to library staff in a loan register. The library employee will enter the information into the library system.

7. The user signs for checked out documents on a checkout receipt. Upon request, the library assistant will print out a list of the user's checked out items or a confirmation of receipt of returned items. Users can also view their checked out items by logging into the library's electronic catalogue via the internet.

8. The responsibility of user

1. The user is responsible for the borrowed library documents for the total duration of the loan.

2. The user is not authorized to re-lend the borrowed library documents.

3. Users are allowed to use checked out library documents only in accordance with Copyright Act and bear full responsibility for any violations thereof (users may make copies of library documents for their personal use, but they may not disseminate them further).

4. The user is responsible for any damage of a library document during the period of his loan and he is obliged to cover the repair expenses or to compensate for its loss (see chap. V, article 11).

9. Deposit

The Library may ask for a deposit on external loans to guarantee the return of a

borrowed library document. A receipt issued by the Library for the deposit must be presented at the return of the loan. If the user does not return the document in compliance with loan regulations, the Institute will keep the deposit which does not exempt the user from returning the document in question.

10. Demanding of delayed or lost loans

1. If the user fails to return a borrowed library document within the specified time, he receives up to three overdue notices sent at two-week intervals, the cost of which will be charged to him. The amount of the fine is set in the Fees and Services List.
2. The Library may refuse to provide further services after posting two disregarded notices to the external user or after posting three disregarded notices to the internal user until the user remedies this situation.
3. After posting three disregarded notices
 - a) for the external user, a letter by the director of the Institute will follow but if the borrowed document is still not returned, the Library will enter into litigation. All cost of litigation will be charged to the defendant;
 - b) for the internal user, his behaviour may be sanctioned by the director's decision as insubordination.
4. However, sanctioning stated in Paragraph 3 does not exempt the user from paying overdue charges.
5. The overdue charges may be imposed even if the user was not reminded according to Paragraphs 1 and 3.

11. Replacement of lost, damaged or destroyed documents

1. The Institute's proprietary right to the documents of the library collection is inviolable.
2. Loss or damage of a library document must be reported immediately to the Library and replaced within the period

stated by the Library in accordance with the provisions of the Civil Code on reimbursement of unreturned or damaged documents.

3. The Library states the possible means of replacement as follows

- a) another copy of the same work in the same edition and binding,
- b) a copy of the same work in another edition,
- c) reimbursement of cost for acquiring of a bound reproduction of another copy of the same work and edition,
- d) reimbursement of current price of the document that was established by expert opinion provided by the Library,
- e) another publication.

4. The Library is entitled to request the replacement in full even if that loss, destruction or damage pertains only to a part of a multi-volume work, provided that this work has been devalued as a whole.

5. The head of the Library decides on the manner of replacement according to the Paragraphs 3 and 4 considering objective prospects for getting a replacement as well as the value of it for the preservation of the integrity and quality of the library collections, in respect to the expert opinion.

6. By making compensation according to the Paragraphs 3 and 4 the user is not exempt from paying all expenses that the Library incurred in connection with the loss and replacement of the library document.

7. If the user does not compensate as stated in Paragraphs 3 and 4 the Library will enter into litigation. All cost of litigation will be charged to the defendant according to valid regulations.

8. The Library may refuse to provide all its services until the user will have paid for all debts.

12. Special provision

Terms and the manner of using and making available documents acquired from a grant project by an internal user who is an

investigator of a grant project or a member of a project team are stated with special measure issued by the director of the Institute.

VI. Other services

1. Reference and advisory services

1. The Library provides to the users without charge
 - a) information on Czech and foreign literature related to the discipline and methodical help with literature searching,
 - b) information of biographic, factual or encyclopaedic nature.
2. The information is usually provided verbally.

2. Inter-library services

1. Inter-library loan services:
 - a) if the requested document is not present in the library collection, the internal user can ask the Library for assistance to obtain a loan through the inter-library loan service, within the framework of international inter-library loan service (the loans from abroad are arranged by the Library of the Academy of Sciences of the Czech Republic),
 - b) the loan period and other lending terms for publications borrowed through the inter-library loan services are stated by the requested library and the users confirm them with their signature on a special loan card,
 - c) the Library provides loans of library documents from its collection to all libraries in the Czech Republic free of charge on the basis of a printed or electronic order,
 - d) the Library ensures inter-library loan services according to the provisions valid for these services. The documents provided through inter-library loan services to libraries reside in Prague must be collected in person.

2. Reprographic inter-library services:
 - a) the Library provides copies of documents from its collection to all libraries in the Czech Republic on the basis of an order (printed or electronic). Copies are sent by post to libraries located outside of Prague, while they are retrieved by staff from Prague libraries in person,
 - b) prices of copies are based on the valid Fees and Services List (see Appendix 1 of the Rules and Regulations).

3. Electronic sources of information, IT and the Internet

1. Computers in the study room and the club of the Library provide access to licensed and free electronic information resources (through the library website), documents on digital media from the library collection and public resources for scientific data on the internet (online catalogues of other libraries, search engines for scientific texts, etc.).
2. All data and information acquired from these resources may only be used for users' personal use or for study purposes.
3. Users may use their own portable devices to connect to the internet available in the study room and the club of the Library either through the free Wi-Fi signal or a cable connection (see Appendix 2 of the Rules and Regulations for more information).
4. Users are obliged to observe the Rules for Using IT Equipment and the Internet when working with the library's information resources and computers (see Appendix 2 of the Rules and Regulations).

4. Reprographic services

1. The Library may decide to replace the requested loan of document by provision of its reprographic copy.
2. Copying services are provided only from documents in the library collection, or from materials borrowed by the Library

through inter-library services.
Requirements of the internal users for copying more than 50 pages of the text are accepted only if the current operating capacity of the Library is sufficient.

3. The Library can ensure making of reprographic copy from the collections of domestic and foreign libraries when requested by the users.

4. User, for whom the reprographic copy was made, is obliged to use it in accordance with the Copyright Act.

5. Services fees

The Library provides services to the internal users free of charge. Services to the external users are charged under the Fees and Services List (see Appendix 1 of the Rules and Regulations).

VII. General and concluding provisions

1. The Library provides library, information and other services to the extent stipulated in the Rules and Regulations at Husova 6, Prague 1. The extent, place and terms of library and information services provided by the Library's autonomous branches are set by their own rules of research.

2. Exceptions to the Rules and Regulations can be made by the director of the Institute or an employee authorised by the director.

3. An integral part of the Library's Rules and Regulations are its appendices:

Appendix 1 – Fees and Services List.

Appendix 2 – Rules for Using IT Equipment and the Internet.

Appendix 3 – Library Club.

4. The Library reserves the right to amend its Rules and Regulations and appendices thereof. The valid version of the Rules and Regulations and its appendices is available on the Library's website (<http://knihovna.flu.cas.cz>) and in its study room. Users are obliged to follow any changes to the Rules and Regulations and appendices thereof, and to act in accordance with them.


5. By signing the registration form users agree that they accept the Library's Rules and Regulations and will abide by them.

6. The Rules and Regulations from 8 January 2009 become ineffective on 5 April 2010.

7. These Rules and Regulations become valid and effective as of 24 May 2010.

In Prague on May 20, 2010

PhDr. Pavel Baran, CSc.
Director of the Institute of Philosophy
AS CR, v. v. i.



Appendix 1 of the Rules and Regulations of the Library of the Institute of Philosophy

Fees and Services List

Registration fee

(issue of the Library card is included)

Employees of the Institutes of AS CR	free
Persons older than 70 years	free
Other external users	50 CZK
Renewal of registration	free
Replacement of the lost Library card	25 CZK

The fees for overdue return

Overdue notices by electronic mail	free
First notice by post	10 CZK
Second notice by post	20 CZK
Follow-up notice by post	50 CZK

Handling charges

Finding new address data if not reported by a user	50 CZK
Fine for a loss of cloak-room key	100 CZK

Inter-library services (libraries in the Czech Republic)

Libraries of the Institutes of the ASCR:

Loans of documents	free
Copies of documents	free

Other libraries in the Czech Republic:

Loans of documents	free
Photostat copy black and white 1 x A4 one side	1 CZK
Photostat copy black and white 1 x A4 both sides (+ postal charge)	2 CZK

Reprographic services

Employees of the Institute of Philosophy ASCR	free
External users:	
<i>Photostat copy black and white (self-service copier)</i>	
1 x A4 one side	1 CZK
1 x A4 both sides	2 CZK
1 x A3 one side	2 CZK
1 x A3 both sides	4 CZK
<i>Printout (black and white) made by the library staff</i>	
1 x A4 one side	1 CZK
1 x A4 both sides	2 CZK

Appendix 2 of the Rules and Regulations of the Library of the Institute of Philosophy

Rules for Using IT Equipment and the Internet

1. The computers in the study room and the club of the Library are intended to provide access to the Library's electronic information resources for study and research purposes and to data of scientific character available on the internet.

2. Registered users (users with a valid Library card) working with the Library's information resources have priority over other users in using computers.

3. A registered user can make a reservation for a computer in the study room for a specific time (in person, by phone, or email). In the event that there are many users interested in working on library computers, the Library is entitled to set a time limit for their work.

4. Information and data acquired from licensed databases may be used exclusively for non-commercial purposes – teaching, study or scientific purposes and for the user's private use. Data may not be further copied, reproduced, distributed or made accessible to third parties. The systematic or en masse downloading of the entire contents of electronic resources or substantial parts thereof, in particular the copying whole volumes of electronic journals, is not permitted. Outputs from licensed databases are subject to the terms and conditions set by the license agreements.

5. There is free Wi-Fi access in the study room and the club of the Library. Login information will be provided to the user by library staff in a loan register.

6. The Library of the Institute of Philosophy provides free access to the internet on its computers or on users' portable devices through a free Wi-Fi or cable connection. Registered users must submit their Library card to study room staff, which entitles them to work with IT equipment in the Library's study room and

club. Other users must fill out a form for a one-off registration and present identification to the library staff who will verify their personal data.

7. Access to paid electronic information resources is possible only from library computers.

8. Users are allowed to use the internet only in accordance with the Czech Republic's legal code and moral norms. In particular, users may not breach the Copyright Act or other related laws, access websites containing pornographic or offensive content directed against a nationality or religion, or create such websites. The same restrictions apply to websites propagating racism, violence or inciting drug use and the like.

9. The Library does not provide any protection against risks connected with direct access to the internet. The user is obliged to cover all costs incurred to the Library resulting from the user's inappropriate or unauthorised access to electronic resources on the internet.

10. Users bear full responsibility for any damages caused by their unqualified manipulation of IT equipment including damages caused by computer virus infections transmitted by them.

11. Users are not entitled to compensation in the event of failure of the Library's IT equipment.

12. The above-mentioned rules also apply in their full extent to work on laptops connected to the internet through the Library's Wi-Fi or cable connection.

13. Users are not allowed to:

- a) use IT equipment for other purposes than those described above,
- b) use other software than that installed on library computers,

c) change the settings of computers or the library network or install their own programs on library computers,
d) copy or distribute parts of the operating system, installed programs or applications,
e) copy data from digital media that are part of the library collection, unless permitted under the license agreement,
f) intentionally disturb the work of other network users or the operation and performance of the library network as a whole, e.g. by overburdening network resources, abusing the network through

unauthorised access to other computers or networks, or disseminating computer viruses or other harmful software or spam emails,
g) attempt to circumvent means of data protection, or
h) attempt in any way to obtain access rights or privileged status to which they are not entitled; if such a situation occurs (including through an error of system hardware or software), users are obliged to immediately report the error to the library staff.

Appendix 3 of the Rules and Regulations of the Library of the Institute of Philosophy

Library Club

The Library Club (hereinafter referred to as the club) is a part of the Library of the Institute of Philosophy.

The club is primarily designed for the employees of the Institute of Philosophy and other registered users of the Library.

The club's informal setting allows users to spend time with a visitor or a book, consume refreshments, make phone calls, debate with colleagues, connect to the internet or Library catalogue, etc.

Library users are obliged to maintain order in the club.

Library materials from the study room may not be taken to the club. Exceptions can be granted only for certain types of library documents and only with express permission from library staff.

If there is a public exhibition or other similar cultural event in the club, then it is also open to other visitors on the condition that they observe the instructions of library staff and behave in accordance with the Library's Rules and Regulations.

The head of the Library is entitled to modify the manner, extent and rules of the club's use in view of current operational conditions.