

CIRCULATION RULES
CHARLES UNIVERSITY IN PRAGUE
Faculty of Science

According to §4, par.6 Act No. 257/2001Sb., of libraries and of rules of running the library and information services, as amended by later regulations (thereinafter the Libraries Act) and related regulations and following the Library Regulations of the University in Prague (Regulations of the Chancellor of the University No. 21/2002) the following **circulation rules** are issued:

- I. General Regulations**
 - **Article 1. Basic Regulations**
 - **Article 2. Activities of CSI (Centre of Scientific Information) and Libraries**
 - **Article 3. Legal Basis**
 - **Article 4. Library and Information Collection**

- II. Library Users**
 - **Art. 5. User Categories**
 - **Art. 6. User Card for the Libraries of Faculty of Science**
 - **Art. 7. User Registration**
 - **Art.8. Users' Rights and Obligations**

- III. Borrowing Services**
 - **Art. 9. Outside Loans**
 - **Art. 10. Loans for Reference Only**
 - **Art. 11. Inter-Library Loans**
 - **Art. 12. Loan Period, Renewing**
 - **Art. 13. Loan Request – Reservation**
 - **Art. 14. Return of Loans**
 - **Art. 15. Requisition of Unreturned Loans**
 - **Art. 16. Losses and Replacement**

- IV. Information Services**
 - **Art. 17. Electronic Information Services**
 - **Art. 18. Bibliographic-information and Search Services**
 - **Art. 19. Reference and Advisory Services**
 - **Art. 20. Promotional Services**
 - **Art. 21. Reprographic Services**
 - **Art. 22. Payment for Services**

- V. Final Regulations**
 - **Appendix no.1: Table of Charges and Priced Services at the Faculty of Science of Charles University**
 - **Appendix no. 2: Overview of the Relation of User Categories to Loans – Table of Loans.**
 - **Appendix no. 3: Rules for Borrowing Loans for Reference Only out of the Reading Room.**
 - **Appendix no.4: Rules for Using Information Resources.**
 - **Appendix no.5: Rules for Using Information Technology in Libraries.**
 - **Appendix no.6: Rules for Providing Inter-library Hans**

I. General Regulations

Art. 1. Basic Regulations

1. Centre of Scientific Information (thereinafter CSI) and special libraries of the Faculty of Science (thereinafter Fac. Sci.) are part of the system of libraries of Charles University (thereinafter ChU) in Prague.
2. According to the Dean's Regulations No.20/2007, CSI is a purpose facility of Fac. Sci. with all-faculty function. It is run by the Vice-dean who is in charge of science and research.
3. Special libraries are administration parts of individual departments of the faculty and are managed by Vice-deans.

Art. 2. Activities of CSI and Libraries

1. According to §4 par.6 of the Act about libraries (257/2001 Sb., as amended by later regulations) CSI and special libraries provide public information service both to internal and external users.
2. The main aim of the activities of CSI and special libraries is to provide information to study programmes and research activities at the Fac. Sci.

Art. 3. Legal Basis

The following regulations apply to the functioning of CSI and special libraries (The functioning of CSI and special libraries are further affected by the following regulations):

1. Ordinance of the Ministry of Culture No. 88/2002 Sb., to realize the Act No.257/2001 Sb. on libraries and conditions for providing public library and information services (the Library Act), thereinafter the Ordinance of MC No.88/2002 Sb., as amended by later regulations.
2. Act No. 121/2000 Sb., of copyright, laws connected with the copyright and of the changes in some laws (the Copyright Law), thereinafter the Copyright Law, as amended by later regulations.
3. Act No. 101/2000 Sb., of personal data protection and of changes in some laws, thereinafter Law of Personal Data Protection, as amended by later regulations.
4. Act No. 40/1964 Sb. (Civil Code) as amended by later regulations.
5. Act No. 499/2004 Sb., of archival services and register system and of changes in some laws, thereinafter the Archival Law, as amended by later regulations
6. Act No. 89/1995 Sb., of state statistical service, as amended by later regulations.
7. Related legislation and recommendations.

Art. 4. Library and Information Collection

1. Library and information collection of Fac. Sci. consists of library collections of individual special libraries.
2. Library and information collection is stocked in accordance with the research and study programme of Fac. Sci. in the form of printed and electronic information resources.
3. It is not the duty of the library to provide study literature for all students to borrow. The amount of the documents depends on financial competences of the faculty, or more precisely, the department.
4. One copy of lecture notes (study text) is usually included in the library collection for internal studying.
5. Acquired documents are processed by the library in order to file them, protect them and make them available for users.
6. Web interface of the university computerised library system Aleph, so called Web OPAC, is used to inform users about the contents of the library collection of Fac. Sci.

7. Electronic information resources are made available by systematically organized references for both publicly available and licensed information resources on web sites of CSI and libraries (if they have their own web sites), or on local computers in special libraries.

II. Library Users

Art. 5. User Categories

1. In view of the provided services, users are generally divided into 3 groups:
 - Fac. Sci. considers the following groups to be **internal users**: students of Bachelor's or Master's studies, PhD students, teachers and other staff of other departments of Charles University, also guests and students of tuition free or fee courses and scholarship students.
 - For **external students** the following groups are considered: students, teachers and staff of other universities, staff of research institutions and general public. With regard to the borrowing services they are divided into groups of specialists and non-specialists.
 - Other libraries, institutions and corporations are considered to be **collective users**.
2. Categorization of users is part of the **Table of Loans**, see Appendix no.2.

Art. 6. User Card for the Libraries of the Faculty of Science

1. To be registered with the library, each user must show user card for the services provided by Charles University in Prague. The card entitles their owners to use the services of special libraries and to attend their reading rooms. It contains the barcode and identification code, and, in case of internal users even the user's photograph.
2. Implementation and use of the card for the services provided by Charles University in Prague are regulated by the Dean's Ordinance No. 13/2003 and its Amendment. The prices connected with issuing these cards are under the competence of the department of Charles University that is in charge.
3. The cards are issued by the **cards dispensing centres of Charles University in Prague**.
4. For registration of students of Charles University the "Student's Card of Charles University in Prague" is needed. After finishing their studies students are obliged to give back their Student's Cards.
5. For registration of the staff of Charles University the "Employee's Card of Charles University in Prague" is needed. After finishing their employment with the faculty the staff are obliged to give back their Employee's Cards.
6. For registration of external users the "Card of External User of services at Charles University in Prague" becomes user card according to the following rules:
 - Personalized Card is obtained by the users themselves in one of the Card dispensing centres at Charles University.
 - Non-personalized Card is provided by the library on the user's request. Non-personalized Card is lent by the library to emeritus professors, guest professors, former respectable employees of the Faculty of Science, etc. on the basis of a deposit equal to the amount of the price of the card, see the Table of charges and Priced Services – Appendix no.1. Persons to whom Non-personalized Cards are lent, are chosen by the library. External users with non-personalized cards commit themselves to give their user card back to the library after the end of their registration. After doing so they are given their deposit back.
7. Library cards are not transferable, users are responsible for their potential abuse. Their loss must be reported to the library immediately.

Art.7. User registration

1. Individuals or corporations become users of special libraries of Fac. Sci. on the basis of regular registration – which is realized on their personal visit to the library after signing the application form, that is checked by the library on the basis of identity papers. In case, there are more libraries at one department, users register in the library, which they belong to according to their field of study and their department.
2. The data of internal users (students and staff) – are taken from the information system of Charles University. On registration of external users the library staff check and complete personal data of the users according to their identity papers (personal identity card, passport).
3. By signing the printed and completed application form users confirm that they are familiar with the current **Circulation rules**, accept given rules and agree with processing their personal data for the library purposes.
4. Signed application form remains saved in the subject library where the user was registered for the time needed.
5. Users are registered in the library system only once – namely in the subject library where they were registered. The users' local registration can be activated in all libraries of the Charles University.
6. Library staff is obliged to deal with personal data of users in accord with Act No. 101/2000 Sb., of personal data protection as amended by later regulations.
7. The library gets only such data about users that is necessarily needed for the purpose of operating the library, protecting the library collection and quality of provided services (i.e. surname, first name, permanent or temporary address, kind and number of identity papers that were used for the users' identification).
8. The library communicates with the users through electronic mail. Therefore it is essential that the users state their current e-mail address. Change of the address can be made by the users themselves on their readers' accounts.
9. Any change of personal data (name, address, finishing or interrupting of the users' studies, change of the e-mail address) must be reported to the library immediately. If users do not do so, the library has the right to require replacement of costs for harm caused by the users (e.g. connected with their finding, etc.)
10. The library is obliged to show the data from its database connected with the users on the users' request.
11. The time of registration is set in the library system, and it varies according to the user category. Registration can be extended (updated) if the user card is valid in accordance with the Dean's Regulations No. 13/2003.
12. For the Fac. Sci. staff registration expires on the date of finishing their employment with the library or finishing the agreement of work performed without employment. Henceforth they can be registered in the library as external users.
13. For students of Fac. Sci. registration finishes on the date of passing the last part of the state exam or the date of interrupting the students' studies. For the students of Fac. Sci. registration lasts for 1 academic year, and it is possible to extend the registration time during the studies, however, always only for the following academic year. After finishing their studies users can be registered in the library as external users.
14. Validity of the guests' registration – trainees and students of paid courses, including courses of lifelong learning - is limited only for the time of the students' stay or duration of their course.
15. Users' obligations towards the library have to be met at latest by the date of the end of registration.

Art. 8. Users' Rights and Obligations

1. Users have the right to use the services stated in the **Circulation rules** of Fac. Sci. Users have the right to use all books and magazines of open access, technical facilities serving for this purpose, and on request, also information resources, e.g. publications from the reference library or those stored in the repository.
2. Users have free access to the public part of the library. Access to other parts of the library is possible only with agreement of the responsible library staff, and solely in their company.
3. Users are obliged to use the library collection and facilities carefully, protect them against damage, loss or theft and must not damage them wittingly.
4. Users commit themselves to check through the information resources on their acceptance. If they find any damage on them, they are obliged to report this fact immediately to the responsible library staff.
5. Users are obliged to replace all losses caused to the libraries.
6. Users must not lend the borrowed publications to other persons.
7. Users are obliged to show their users' cards to responsible staff to be checked.
8. Users of reference services are permitted to use only one seat in the reading room. If the reading room is fully engaged, users have to wait for a seat outside the reading room. It is not possible to reserve workspace for another users who will arrive later.
9. It is forbidden to take away any parts of the library collection outside the library without regular borrowing.
10. Users are obliged to respect the given control measures that are necessary for maintaining order and for property protection, e.g. walking through the security gateway, leaving luggage in a place assigned for such purposes.
11. If the library is equipped with lockers, users are obliged to use them for their jackets, coats and handbags. Users are allowed to use the lockers only during the time of their stay in the library.
12. Users are not allowed to take away the keys from the lockers outside the library. In case of loss of the key, a charge may be made for replacement on basis of the Table of charges and Priced Services, see Appendix no.1.
13. Users are obliged to maintain silence and order in the library, behave considerate to other attendants of the library and respect the rules and orders of the library staff (oral or written), otherwise they may be required to leave the library.
14. Users are not allowed to smoke, bring food and drink or use mobile phones in the library.
15. If users seriously or repeatedly break the Library Regulations, the employees of the subject library are entitled to permanently or temporarily withdraw their membership at the library. By this the users are acquitted neither of the duty to replace the losses nor the responsibility arising from the current generally obligatory legal regulations and internal regulations of the Charles University in Prague and Fac. Sci.
16. Comments, complaints and suggestions regarding the work or concept of the libraries or CSI can be passed on in an oral or written form to the heads of special libraries, the head of CSI or the Vice-dean for science and research.

III. Borrowing Services

Art.9. Outside Loans

1. Users borrow publications after presenting their user cards. After the bar code is checked they confirm borrowing by their signature.
2. The borrowing process is completed on accepting books by users. The library is not obliged to issue a printed receipt automatically. Users have the right to require a printed receipt individually.
3. Users can check the balance of their account through the library system.

4. The library staff decide about lending specific publications. With respect to protection of the library collection or its better utilization, circulation restrictions may be imposed on some publications or they can be lent only for reference use in the library.
5. Each user can borrow only one copy of each book.
6. The maximum permitted number of borrowed volumes depends on the user category, and is stated in Appendix no.2.
7. The library lends (depending on technical equipment) publications immediately after accepting the requirements of a user. If users request a publication that is still not registered in the library system or that is not labelled with a barcode, the library prepares it for the user for the date agreed.
8. Users are obliged to collect requested books from the library within opening hours, unless agreed otherwise.

Art. 10. Loans for Reference Only

1. Rules of internal borrowing services vary in special libraries. It is possible to borrow internally:
 - periodicals designated only for the use in reading rooms and reference libraries,
 - library collection designated for in-house studying only in the reading room or in free access,
 - selected CD ROMs and electronic publications,
 - irreplaceable and extraordinarily valuable documents with the status of loans for reference only, documents borrowed through the Interlibrary Borrowing Service and International Interlibrary Borrowing Service, if the lending library or the borrowing subject library of Fac. Sci. decides this way,
 - other documents according to the decision of the CSI head or heads of special libraries,
 - students' dissertations (bachelor's, master's, inaugural dissertations, doctoral theses etc.) in accordance with the current rules on copyright. Under the Dean's Regulations No. 10/2006 of publication of bachelor's, master's, inaugural dissertations and doctoral theses, they are subject to a special borrowing system which requires keeping records of the print-outs, transcripts and copies of works.
2. Users can choose in the reading room collection only those items that they need at the moment. After using them they are obliged to return them to designated areas.
3. Selected CD ROMs and other frequented documents that are not freely available may be lent by the library staff on request.
4. It is prohibited to remove documents from the library without agreement of the responsible staff.
5. Users are obliged to follow any other instructions applying to loans for reference only in individual libraries.
6. In special cases loans for reference only can be lent even out of the reading room to some categories of users overnight or over the weekend. Rules for borrowing loans for reference only out of the reading room are stated in Appendix no. 3.
7. Unregistered users can use common services of reading rooms.
8. The head of the subject library can allow exceptions from the rules, mentioned above.

Art. 11. Inter-library Loans

1. Inter-library Loan (IL) and International Inter-library Loan (IIL) assure the following:
 - for registered users - borrowing publications or copies of some documents from other Czech or foreign libraries through the library where the user is registered.
 - lending documents from the library collection to other libraries. The requesting library must fill in an appropriate form – an application, which is to be found on the web sites of the Fac. Sci. libraries.

2. IL and IIL follow the regulations stated in Appendix no. 6.

Art. 12. Loan Period, Renewing

1. The loan period of various categories of publications in relation to the categories of users, is stated in the Borrowing Table, see Appendix no. 2, together with the maximum number of publications of each category that can be borrowed by the user.
2. The Table of Loans also states how many times it is possible to renew borrowing of a specific category of publications.
3. A loan can be renewed only if no other user requires the borrowed publication. Renewing must be applied for before the end of the loan period.
4. Users are obliged to bring the books whose borrowing they want to renew on demand of the of the library staff.
5. Users themselves can renew the loans through the computerised borrowing system under the following conditions:
 - users are registered in the library system under their own identification data,
 - the regular loan period has not expired,
 - the publication is not reserved by other user.
6. The library head can state exceptions out of the rules mentioned above. E.g. a shorter loan period can be stated for frequently required publications, or in extraordinary and important case the library can require immediate return of a loan before the end of the loan period, etc.

Art. 13. Loan Request – Reservation

1. If a required publication is borrowed, users can ask for its reservation through the computerised borrowing system under the conditions that:
 - users are registered in the library system under their own identification data,
 - no copy of the publication labelled as an outside loan is present in the library.
2. If the user's current e-mail address is noted in the system, the system automatically informs the user through electronic mail about the fact that the document is prepared in the library. In other case users can ask the library to be informed by telephone or in a written form.
3. Users are obliged to collect reserved publications during opening hours of the library at latest by the date stated in the reservation notice. If they do not do so in the stated time, the reservation expires.

Art. 14. Return of Loans

1. Publications must be returned to the subject library, which they were borrowed from.
2. Users are obliged to return the borrowed publication in the same condition as borrowed.
3. Return of a publication is realized by checking the barcode of the publication. If the borrower's ticket was saved, the original of the ticket, or its relevant part is returned to the user. The second part stays in the library for archiving.
4. If users return the borrowed publication by post, they are obliged to pack it well, send it by registered post and enclose a label with their name and address into the package.
5. If the library is equipped with a box for returning books, it can be used even if the library is closed.

Art. 15. Requisition of Unreturned Loans

1. If users fail to return borrowed publications by the end of the loan period, they may be asked by the library to return the loan immediately.
2. The library is not obliged to send overdue notices to users.
3. Issuing overdue notices is part of the computerised library system. Overdue notices become valid at the moment of their issuing (printing out and sending by post, or by e-mail).

4. Overdue notices are issued by the system and sent by the library staff on the following dates:

- **1st Overdue Notice** – 1 week after the expiration of the loan period. If the user's e-mail address is notified in the library system, it can be sent by e-mail.
 - **2nd Overdue Notice** – 2 weeks after sending the first overdue notice. It can be sent by e-mail.
 - **3rd Overdue Notice** – 3 weeks after sending the second overdue notice. This overdue notice is sent by registered post.
 - **4th Overdue Notice**, so-called pre-trial – 4 weeks after sending the third overdue notice. This overdue notice is sent by registered post. Users get notification, which unambiguously states that unless the publication is returned by a certain date, its return will be enforced by law at the local relevant court. On basis of the verdict the borrowed publications will not only have to be returned, but the loss caused by the user, costs for the trial, eventual execution and costs for the advocate will have to be compensated financially.
5. Users are obliged to pay a fine for late return of loans (exceeding the loan period) even if the library did not send a written overdue notice.
6. The fine for exceeding the loan period is charged for each day from the end of the regular loan period until the day of its return. Its amount is stated in the Table of Charges and Priced Services, see Appendix no.1.
7. Fines are paid in cash at the department, which lends the documents.
8. The faculty staff do not pay a fine for exceeding the loan period.

Art. 16. Losses and Replacement

1. Users are obliged to report loss of a publication or its damage immediately, and replace the loss in the term stated by the library in accordance with the ordination of the Civil Code No. 40/1964 Sb. as amended by later regulations, esp. § 442.
2. The library heads decide about the way of replacement according to the regulation mentioned above. As replacement they can require the same or newer edition of the same publication, making a copy of the publication including binding, or other publication of similar topic and price. In extraordinary cases a replacement in the form of purchase price of the lost publication in relation to the current market price (its amount is stated by the library head) is possible.
3. If users return a damaged publication, they are obliged to pay the costs for its repair.
4. Users are obliged to pay also all other costs, which the library suffers from the loss or damage of a publication.

IV. Information Services

Art. 17. Electronic Information Services

1. Libraries provide following kinds of electronic services:
 - electronic communication with users,
 - completing and making accessible the electronic catalogue of the library (OPAC),
 - ensuring access to electronic information sources and internet from the faculty computers even through remote access through the universitarian proxy server Onelog, or the faculty proxy server,
 - users initiate remote access according to the instructions from the faculty web,
 - providing publications in electronic form in libraries equipped with scanner in accordance with the copyright and rules for using electronic information sources. For more information see Appendix no.4.

- providing other selected computer applications through web sites of CSI and libraries of Fac. Sci.
2. While using the computer technique in libraries, it is necessary to follow the rules stated in Appendix no.5.
 3. In case of Priced Services, connected with electronic services, the prices are stated by the Table of Charges and Priced Services, see Appendix no. 1.

Art. 18. Bibliographic-information and Search Services

1. Search services in libraries are provided to internal users – students in the form of initial systematic help.
2. For pedagogical and research fellows of the Fac. Sci. (except the above mentioned systematic help) required search services are provided in accord with ensuring common continual run of the library in the form of classic and computerised search with eventual on-line (or off-line) access to home or international databases.
3. External users can ask for search services individually. The library staff can meet their demand only in the case that search services will not affect the common continual run of the library. The pricelist of search services is stated in Appendix no. 1.

Art. 19. Reference and Advisory Services

1. Reference and advisory services are provided by the library staff in oral form, by electronic mail, by telephone, through information brochures or in the form of seminars and information trainings.
2. The library staff is ready to give advice on:
 - library collection and orientation in the library,
 - using the library search system,
 - using with databases and other electronic information sources,
 - information departments with similar branch orientation,
 - other useful expert information.

Art. 20. Promotional Services

1. CSI and special Fac. Sci. libraries provide promotional services in the form of up-to-date information brochures placed (depending on the facilities) on notice-boards and stands, also in the form of web pages with topical information from the intranet as well as extranet of Fac. Sci..
2. Promotion applies to library and information collection (new books, news in the field of electronic information resources), events organized by the library, seminars, etc.

Art. 21. Reprographic Services

1. Libraries provide reprographic services in accord with the copyright in dependence on their equipment, i.e. if they own a photocopier, scanner, public printer, digital camera, etc.
2. Users have the right to use this equipment for making copies from documents of the Charles University for their personal need. Users must follow current regulations of the copyright.
3. While using the photocopier and other devices, users are obliged to follow the service instructions placed on them, or instructions provided by the library staff.

Art. 22. Payment for Services

Basic library and information services are free of charge. Charges for certain sorts of services are in accord with § 4 subsections 2 and 3 of Library Law. Fees correspond to the level of administration expenses. The Table of Charges and Priced Services is stated in Appendix no.1.

V. Final Regulations

1. Exceptions from the **Circulation rules** are in justified cases permitted by the heads of special libraries, or heads of CSI.
2. The head of CSI and heads of departmental special libraries are responsible for continual observing the rules of these **Circulation rules**.
3. Appendices of the **Circulation rules**, which are their integral part:
 - **Appendix no. 1: Table of Charges and Priced Services at Fac. Sci. of Charles University.**
 - **Appendix no. 2: Overview of the Relation of User Categories to Loans – Table of Loans.**
 - **Appendix no. 3: Rules for Borrowing Loans for reference only Out of the Reading room.**
 - **Appendix no. 4: Rules for Using Information Resources.**
 - **Appendix no. 5: Rules for Using Information Technology in Libraries.**
 - **Appendix no. 6: Rules for Providing Inter-library Loans.**
4. All future changes and amendments to these **Circulation rules** must be done in writing in the form of numbered amendments signed by the Dean of the faculty.
5. These regulations fully replace the **Library and Circulation rules** of CSI Fac. Sci. of 21.3. 2005, including all their amendments.
6. These regulations come into force on the day of their signing by the Dean of the faculty and they are valid from the 1.10. 2008.

In Prague, 6.8.2008

Prof. RNDr. Pavel Kovář, Csc.

Dean of the Faculty of Science of Charles University in Prague

The **Circulation rules** were prepared by RNDr. Alena Balvínová (head of CSI Fac. Sci. Charles University) together with the heads of special libraries.

The translation into English was prepared by Barbora Sýkorová.

Appendix no. 1: Table of Charges and Priced Services of Fac. Sci. of Charles University

According to the recommendation of the Association of Libraries in the Czech Republic and the Union of Librarians and Information Workers it is recommended to keep the following services free of charge:

- providing **borrowing services**
- **using reading rooms**, ready-to-use works, catalogues of libraries and national bibliography,
- **using internet** under the condition that computers in libraries and reading rooms are used in preference for librarian services,
- **using licensed and free electronic information sources** by the students and staff of the faculty and other library users.

Paying for certain sorts of services is in accord with § 4 subsections 2 and 3 of Act No.257/2001 Sb., of libraries and conditions of providing public library and information services, as amended by later regulations. Fees are equal to the level of administration expenses. Listed prices include VAT for fees, which are subject to VAT.

Table of Charges and Priced Services

Item		Price
Issuing the user card (in the Card dispensing centre of Charles University –see the web sites of ChU)		
	Internal users of ChU	According to internal regulations of ChU
	External users	According to internal regulations of ChU
Issuing the user card in case of loss or damage		
	Students, teachers, staff of ChU	According to internal regulations of ChU
Overdue notices		
	Overdue charge – common, study, grant, specific loans	2 CZK / publication/ day
	Overdue charge – short loan items	5 CZK / publication / day
	Overdue charge – loans for reference only	5 CZK / publication / hour
	Sending an overdue notice by e-mail	Free of charge
	Charge for sending an overdue notice by post	Based on the current table of charges of the Czech Post
Fees for reserving publications		
	Sending a reservation notice by e-mail	Free of charge
	Reservation notice is commonly not sent by post, charge for sending it by post (in extraordinary cases after an agreement with the library staff)	Based on the current table of charges of the Czech Post
Damage of a document		
	Loss or damage of the barcode in a book	10 CZK

	Loss or damage of the chip in a book	35 CZK
	Other damage of a document	10 CZK to full purchase price
Losses and replacement – the subject library heads decide about the form of replacement. The procedure is usually as follows:		
	Replacement with the same or newer edition of a publication	
	Bound copy of the lost publication + penalty equal to 100% of the purchase price of a document	Minimum 100 CZK
Inter-library services		
	Processing ILS	Based on the current table of charges of the Czech Post
	Processing ILS (from Europe)	Based on the current table of charges of the requested library
	Processing ILS (from Great Britain or countries outside Europe)	Based on the current table of charges of NL Czech Rep., STL
	Copies	Based on the current table of charges of the requested library
	Charge for packaging	10,- CZK
Search services		
	Teachers and staff of Fac. Sci. ChU	Free of charge
	Teachers and staff of Fac. Sci. ChU	Free of charge
	Students of Fac. Sci. ChU	First methodological help free of charge
	External users	Charges 100 CZK (on ordering the search service) + the work of a search analyst 200 CZK / 1 hour
Reprographic services		
Copying (Copying on self-service photocopiers based on the pricelist of cards)		
	page A4 single-sided	2 CZK
	Page A4 single-sided	2 CZK
	Page A4 double-sided	3 CZK
	Page A3 single-sided	3 CZK
	Page A3 double-sided	3,60 CZK
Print-outs from PC – laser printer		
	A4 black and white, single-sided	1 CZK
	A4 black and white, single-sided	1 CZK
	A4 black and white, double-sided	2 CZK
	A4 colour, single-sided	10 CZK
	A4 colour, double-sided	20 CZK

Print-outs from PC – inkjet printer		
	A4 black and white	2 CZK
	A4 black and white	2 CZK
	A3 black and white	5 CZK
	A4 colour	15 CZK
	A3 colour	30 CZK
Other services		
Scanning		
	Self-service scanning	Free of charge
Lockers		
	Using lockers	Free of charge against deposit
	Using lockers	Free of charge
	Loss of the key from the locker	100 CZK or replacing the lock with a new one
	Charge for not returning the key from the locker by the end of the opening hours of the library	100 CZK / day

Appendix no. 2: Table of Loans (relation of the user categories to Loans)

Document categories/ status	Reader categories	Faculty students (SF-01)	Faculty staff (ZF-11)	Non-specialist public (21)	Trainee (ST-03)	Specialist public (VO-22)	PhD students of the faculty (DF-02)	Users from ChU (UK13)	ILS (MS-31)
Loans for reference only 01	Number of loans	2	2	0	2	2	2	0	0
	Renewal	0	1	0	1	0	1	0	0
	Loan period	1	1	0	1	1	1	0	0
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	5	0	0	5	5	5	0	0
	Max. no. of requirements	1	3	0	3	3	3	0	0
	Max. loan period	1	2	0	2	2	2	0	0
Not to be borrowed 02	Number of loans	0	0	0	0	0	0	0	0
	Renewal	0	0	0	0	0	0	0	0
	Loan period	0	0	0	0	0	0	0	0
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	0	0	0	0	0	0	0	0
	Max. no. of requirements	0	0	0	0	0	0	0	0
	Max. loan period	0	0	0	0	0	0	0	0
Grant loans 03	Number of loans	15	30	0	15	15	30	15	0
	Renewal	3	3	0	0	0	3	0	0
	Loan period	31	365	0	365	31	365	0	365
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	2	0	0	2	2	2	0	2
	Max. no. of requirements	3	3	3	3	3	3	3	3
	Max. loan period								
Common loans I 04	Number of loans	15	30	15	15	15	30	15	15
	Renewal	3	4	0	3	0	4	0	3
	Loan period	31	31	31	31	31	31	31	31
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	2	0	2	2	2	2	2	2
	Max. no. of requirements	3	3	3	3	3	3	3	3
	Max. loan period								
Common loans II 05	Number of loans	5	30	2	5	5	30	2	0
	Renewal	1	1	0	1	1	1	0	0
	Loan period	7	7	7	7	7	7	7	0
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	2	0	2	2	2	2	2	0
	Max. no. of requirements	3	3	3	3	3	3	3	0
	Max. loan period								
Common loans III 06	Number of loans	15	30	2	15	15	30	2	15
	Renewal	3	3	0	3	3	3	0	3
	Loan period	14	14	14	14	14	14	14	14
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	2	0	2	2	2	0	2	2
	Max. no. of requirements	3	3	3	3	3	3	3	3
	Max. loan period								
Short loan items 07	Number of loans	2	2	2	2	2	2	2	0
	Renewal	3	3	0	3	3	3	0	0
	Loan period	3	3	3	3	3	3	3	0
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	5	0	5	5	5	5	5	0
	Max. no. of requirements	3	3	3	3	3	3	3	0
	Max. loan period								
Study loans 08	Number of loans	15	30	2	15	15	30	15	15
	Renewal	3	3	0	3	1	3	0	0
	Loan period	183	183	31	183	31	183	31	31
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	2	0	2	2	2	2	2	2
	Max. no. of requirements	3	3	3	3	3	3	3	3
	Max. loan period								
Specific loans 09	Number of loans	2	30	2	2	2	2	2	0
	Renewal	1	3	0	1	1	1	0	0
	Loan period	31	5x365	31	31	31	31	31	0
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	2	0	2	2	2	2	2	0
	Max. no. of requirements	3	3	3	3	3	3	3	0
	Max. loan period								
Loans strictly for reference 10	Number of loans	0	0	0	0	0	0	0	0
	Renewal	0	0	0	0	0	0	0	0
	Loan period	0	0	0	0	0	0	0	0
	Tolerance (in days)	0	0	0	0	0	0	0	0
	Fines for overdue (for 1 hour)	0	0	0	0	0	0	0	0
	Max. no. of requirements	0	0	0	0	0	0	0	0
	Max. loan period								

Appendix no. 3: Rules for Borrowing Loans for reference only out of the Reading room

1. Borrowing overnight

Borrowing can be realized at earliest 30 minutes before closing the library and it is possible to borrow maximum **two publications** from the reference collection. Users are obliged to prove their identity. Publications must be returned the following day at latest 30 minutes after opening the library.

2. Borrowing over the weekend

Borrowing can be realized at earliest 30 minutes before closing the library on Friday (the last opening working day of the week). It is possible to borrow maximum **two publications** from the reference collection. Users are obliged to prove their identity. Publications must be returned on the first working day after the weekend at latest 30 minutes after the beginning of the opening hours.

If users do not follow the conditions mentioned above and do not return the publications by the stated date, they will not be allowed to borrow any items from the reference collection in the future. Failure to return publications on time will result in a fine being incurred according to the Table of Charges and Priced Services.

Appendix no. 4: Rules for Using Electronic Information Resources

1. Users of electronic information resources are the following groups:

- a. students of daily or combined form of study, teachers, research fellows and other staff of the institution, who have access to faculty computers, and in case of network licences, also remote access from outside faculty computers through the university system Onelog, or the faculty proxy server,
- b. other regularly registered external users of the Fac. Sci. libraries, who, however, have access to licensed information resources only from the library computers of Fac. Sci.

2. Users can:

- a. search and browse licensed products,
- b. print and download reasonable number of articles, abstracts, records or parts of chapters, but solely for their own personal or study needs, namely without making any modifications,
- c. provide downloaded materials only to other accredited users for academic or research purposes,
- d. mention references to articles, extracts or chapters in their study courses and in electronic materials used in these courses.

3. Users must:

- a. respect the copyright, always quote the used licensed materials correctly,
- b. in case of Inter-library Loan to other academic non-commercial library in the Czech Republic print the document and send it by post or fax.

4. Users must not:

- a. duplicate, mediate, give out, resend, make derivatives, distribute or sell licensed materials, publish or compound contents of materials in any way with any other contents of a third party,
- b. send licensed materials by e-mail; sending by e-mail is not safe enough,
- c. make any alterations, modifications, abbreviations,
- d. download big amount of data (especially not the whole publication or the whole copy of a magazine), use a robot for downloading or an application for quick downloading,
- e. remove, make incomprehensible or in any way modify the copyright rules,
- f. systematically copy licensed products.

These rules apply to all users and generally apply to all licensed contracts; users commit themselves to follow these rules!

Appendix no. 5: Rules for Using Information Technology in Libraries

1. Personal computers (PC) placed in the library can be used solely for purposes corresponding with functioning of the library – gathering and making accessible expert

information with focus on natural sciences with the priority of ensuring research and pedagogical activities of the faculty.

2. Those users, who use OPAC for search while working on PC, enjoy priority over other users.

3. Electronic catalogue of the library (OPAC), or some other selected applications and electronic information resources are freely available to all users.

4. Rules for using electronic information resources are summarized in Appendix no.4.

5. Users can reserve a PC in advance. If they do not turn up at the time of reservation, this reservation expires.

6. Maximum 2 persons can work at one PC station at a time.

7. Users work on PC only under their own users' name and are responsible for potential abuse of their users' rights by other person.

8. Users must not change the configuration of PC or terminal, and must not exceed their users' rights. They are also not allowed to pursue such activity, which would prevent other users from normal use of network.

9. It is forbidden to use users' own brought software and to copy programmes.

10. Using a floppy disk is possible only after anti-virus check, printing can be realized through the library printer (if available).

11. If WiFi network is available in special libraries, it can be used after users' regular registration in the library.

12. Access to computers, or computer network can be limited or interrupted, e.g. due to hardware or software maintenance.

Appendix no.6: Rules for Providing Inter-library Loans

1. The library arranges inter-library loan services (ILS) and international inter-library loan services (IILS)

- only for internal users,

- only from libraries outside the capital city of Prague

- only those related to literature, which corresponds to the stated study profile and is not part of the library collection of the Fac. Sci. libraries.

2. The ILS service is free of charge, however, users are obliged to cover costs incurred in connection with this service, see Appendix no. 1 of the Borrowing Regulations - ***Table of Charges and Priced Services of Fac. Sci. of Charles University***. It generally involves charges stated by the requested library, postage expenses, etc.

3. The IILS service is provided through the State Technical Library (STL) or the National Library of the Czech Republic (NL), applicants are obliged to cover costs according to the table of charges for services of these libraries.

4. With the request for ILS or IILS users call upon the subject library, where they are registered. If there are more libraries at the appropriate section (e.g. the Biological section), they choose the library that belongs to their department.

5. In accordance with the Act no. 121/2000 Sb. (the Copyright), as amended by later regulations, head I, section 4, subsection 2 – Free use and legal licence, § 30, the requesting library must, together with the application of ILS, also submit a statement that it requires a loan, or copy, for the final user's personal need, and that the library functions only as an agent of the user's order; or it is possible to submit the user's statement.

6. Those applications will be processed, which will contain at least minimum set of data needed to identify the publication. By minimum data is meant: author, name, place of issue, publisher, year of issue, ISBN, and for periodicals ISSN and the required page.

7. Time needed for obtaining the publication from Czech libraries is three to six weeks, from abroad libraries six weeks to three months.

8. Publications obtained through ILS or IILS are lent on basis of the regulations of that library from which the publication is borrowed.

9. Inter-library loans from electronic information resources are obtained from other libraries (which own the access licence) on basis of an application for inter-library loan, or through the STL service only in the form of a print-out (for more information see Appendix no.4). This service is paid according to the rules of the provider and the agent (required library, or the agent library – STL, NL).