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		Price list of fees and services
No. of appendices.:	1	Reader's application
1st		Repeals: directive VP-PR-15 Library and Lending Rules – Library of the College of Regional Development and Banking Institute – AMBIS, of 10 July 2017

Introductory provisions

Art. I

Library status and mission

- (1) AMBIS University library (hereinafter the “**AMBIS**” and “**library**”) is a basic library with a special collection regulated by Act No. 257/2001 Coll. on Libraries and Terms of Operating Public Library and Information Services (Library Act).
- (2) The library provides public information and library services pursuant to the provisions of Section 4, paragraphs 1 and 3 of the Library Act.
- (3) Library activities are further regulated by the following laws and regulations:
 - decree of the Ministry of Culture of the Czech Republic No. 88/2002 Coll. implementing the Library Act
 - General Data Protection Regulation (EU GDPR) 2016/679 on personal data protection, repealing Directive 95/46/EC
 - Act No. 121/2000 Coll. on Copyright and Related Rights and Amendments to Certain Acts (Copyright Act)
 - Act No. 111/1998 Coll. on Higher Education Institutions and Amendments and Supplements to some other Acts (Higher Education Act)
 - AMBIS internal and other regulationsas amended.
- (4) The mission of the library is the provision of study, pedagogical and scientific research activities which is achieved by building, processing and managing the library collection and making it accessible through information and library services.

Library and information collections

Art. II

Thematic and type structure of the library collection

- (1) The library collection is thematically structured by accredited AMBIS study programmes and current research needs.
- (2) The library collection consists of various types of sources – printed documents (monographs, qualification theses, periodicals, etc.) and electronic information resources.
- (3) Information on printed items of the library collection is made available through the OPAC catalogue of the TRITIUS library system via the Internet.

Library and information services

Art. III

Public library and information services provision

- (1) The library provides library and information services that may be charged according to the Library and Lending Rules and the valid price list.
- (2) Standard library services:
 - on-site (study room) loans of library materials
 - off-site (outside) loans of library materials
 - interlibrary loan services
- (3) Reference services:
 - advisory and consulting services
 - location information services – checking the availability of information resources
 - bibliographic services – finding bibliographic information
 - search services
- (4) Electronic services:
 - access provision to electronic information resources (pursuant to license terms)
 - electronic communication with library visitors
- (5) Access to qualification theses:
 - qualification theses are accessible via the AMBIS information system (hereinafter the “**IS**”); older theses not stored in the IS can be ordered with the librarian
 - a user is obliged to apply the information obtained by the Copyright Act and Act No. 14/1993 Coll. on Measures concerning the Industrial Property Protection, as amended; if the user cites the information, they have to strictly comply with the Czech citation standards (ČSN ISO 690 and ČSN ISO 690-2) and provide complete bibliographic data

Users of library and information services

Art. IV

User categories

- (1) Every citizen of the Czech Republic – a natural person over 15 years of age –, or a foreigner with a CR residence permit can become a registered user of the library.
- (2) Users are divided into internal and external ones.
- (3) Internal users are:
 - AMBIS students and participants in AMBIS Lifelong Learning and Erasmus Plus programmes
 - AMBIS academic and other staff
- (4) External users are other natural persons (general public members).

Art. V Registration

- (1) A person becomes a library user by filling in the reader's application.
- (2) The user is obliged to immediately notify the library about any relevant changes in their personal data.
- (3) To protect the library collection and other property, to ensure the quality and speed of service provision, and to meet other legal obligations, the library creates and maintains an automated registration database where each user has their own personal card with data facilitating mutual communication (email and phone no.).
- (4) Apart from personal data, the user card registers borrowings and returns, extensions, reminders, reservations, notes on the condition of the borrowed item, and, where applicable, records of library rules violations.

Art. VI Registered user's rights and obligations

- (1) A registered library user is entitled to use the study and library premises, collections and services
- (2) When registering a user, the librarian acquaints them with library rules and operations.
- (3) The user is entitled to submit written proposals, complaints about and comments on the library workings to the head of the library or the operations department.
- (4) The user is entitled to apply for a loan from both the Prague and Brno branches of the library. If the required item is available in only one of them, the librarian shall arrange its transfer to the respective branch, such a loan remaining subject to the present rules. After the deadline and the return of the document, the librarian sends it back.
- (5) If the library does not own the required item, the user is entitled to request it through the interlibrary loan service. If AMBIS students repeatedly request an item that is not available in the collection, the library shall buy it.
- (6) Internal users can use their reader's account through the online catalogue.
- (7) Each time the user attends the library, they may be asked to prove their identity (e.g., with an ID card).
- (8) Visitors under the influence of addictive substances are prohibited from entering the library. In all library premises, the user is obliged to comply with the ban on smoking, alcohol and drug use. They are supposed to behave properly, keep order and follow the instructions of the library staff.
- (9) The user is obliged to obey the present rules and library staff's instructions.
- (10) Both internal and external users are obliged to settle their obligations to the library – the former before the termination of their studies or employment, the latter before the registration expiration date.

Lending rules

Art. VII Loan types and periods

- (1) The library provides off-site and on-site loans (for outside and inside use, respectively).

- (2) Loan periods are dependent on the type of the document:
 - the following are lent **for on-site** use only – qualification theses in paper form, encyclopaedias, explanatory and language dictionaries, rare or irreplaceable publications,
 - other library items are lent for off-site use for **four weeks**.
- (3) For an internal user, the off-site loan period can be extended twice in a row (exceptionally more times) if the item is not reserved by another user.
- (4) An extension of the loan period can be requested in person or via email, phone and online catalogue.
- (5) Loans of all library items available off-site that are currently borrowed by another user can be reserved in the meantime.
- (6) Items that are currently available for off-site loan can be ordered (“off-the-shelf”).
- (7) Having exceeded the loan period, the user is obliged to pay a delay charge according to the valid pricelist of fees.

Art. VIII

Borrowing and return of library items

- (1) In freely accessible collections, the user searches for the material to be borrowed themselves, and the librarian assists them in finding a document from closed stores. The item from closed stores becomes available within three working days, the borrower is notified via the registered contact data (by email or phone).
- (2) The user can borrow only one copy of the same document.
- (3) Upon receipt of the document, the user is obliged to examine it and immediately report any defects to the library staff. The user can also check their current reader's account.
- (4) The user is responsible for the material borrowed, which must not be passed on to other persons, and is obliged to comply with the loan period and the rules for its prolongation.
- (5) Upon return of the item, the user can also verify the document return record on their reader's account.
- (6) The user is obliged to collect the reserved materials and those ordered off-the-shelf or transferred from a closed store no later than five working days after notification. After this period, the reservation is cancelled.
- (7) A loan provision is possible only if the user has no financial obligations to the library and holds no library units for which the set loan period has expired.

Art. IX

Recovery of unreturned loans

The library is not obliged to remind its users to return borrowed items. However, it can warn the user that the loan period has been exceeded by sending a reminder, either in paper or electronic form. The user is obliged to pay a late return fee regardless of whether a reminder has been received or not. The obligation to pay the fee arises on the day following the expiry of the loan period specified.

Art. X

Compensation for damage or loss of library items

- (1) The user is obliged to immediately report any damage or loss of the borrowed document to the library staff and pay damages within the due time. The library decides on the method of compensation.
- (2) The library is entitled to cancel the provision of all services to the user until all receivables are paid and compensation procedures are adopted.
- (3) The user may opt for material replacement or monetary compensation by:
 - replacing the item with an intact identical copy in the same edition,
 - replacing the item with an intact identical copy in another edition (in agreement with the library),
 - financial compensation according to the valid price list.
- (4) In the case of loss or damage of one part of a multi-volume set, the library is entitled to request compensation for the whole set.
- (5) If minor damage to the printed materials occurs, the user pays the costs of making copies of the damaged pages and bindings; if only the latter are damaged, they pay for the rebinding.
- (6) In all cases of damage compensations, the user pays additional fees for the damage settlement.

Art. XI

Sanctions for non-compliance with library and lending rules

- (1) In the case of gross violation of the present rules, the provision of services to the user concerned may be restricted or their registration cancelled. This does not affect the user's obligation to compensate for any damage.
- (2) For non-compliance with the regulations set out in these rules, the library is entitled to demand a late charge or compensation according to the valid price list.
- (3) Theft of or damage to the library property as well as non-compliance with legal rules (e.g., copyright) and these rules shall be settled by AMBIS Disciplinary Code.
- (4) If the user does not meet the requirements of these regulations voluntarily, AMBIS may demand their fulfilment through the courts.

Concluding provisions

Art. XII

Appendices

- (1) Appendix 1 Price list of library fees and services
- (2) Appendix 2 Reader application

Art. XIII

Concluding provisions

- (1) The present guidelines repeal directive VP-PR-15 of 10 July 2017 "Library and Lending Rules – Library of the College of Regional Development and Banking Institute – AMBIS".
- (2) This regulation uses gender-neutral masculine terms to refer to the individuals involved.

- (3) The validity and effectiveness of this directive are indicated on the title page.
- (4) The present directive is published on the AMBIS Office Board in the controlled documentation section.

Art. XIV Distribution list

- (1) Copy 1 administrator copy.
- (2) Copy 2 loan copy.

Pricelist of library fees and services

of AMBIS University

1. Registration fees

• internal user – student	50 CZK/year
• internal user – academic staff member, employee	free of charge
• external user – general public member	100 CZK/year

2. Loan services

• penalties for late return of a library item	5 CZK/day
• library item reservation	free of charge
• interlibrary loan services	charged costs

3. Compensation for damage, loss and improper handling of library items

• library item damage	damage-related
• library item loss	purchase price + 50 %
• taking an on-site loan away from the library	2,500 CZK

4. Reference services

• information consultancy services	free of charge
• bibliographic services	free of charge
• paid services of external institutions	charged costs

The registration fee and delay charges are paid by the user non-cash in the library, the compensation is paid in the time and form specified by the library staff or the AMBIS financial department.