

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

RULES AND REGULATIONS

**Institute of Philosophy Library
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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 ensures equal access for everybody to public library and information services and to other services that provides. The details of the Library's 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 donations in cooperation with the libraries of the same or similar thematic specialisation. Works by employees of the Institute are integral part of the Library collection. The task of the

Library is to make these works available to the professional and the general public.

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

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).
2. The Library requires the following personal data for registration: given

name(s), surname, date of birth and address of permanent residence.

3. Other information that the applicant for registration is not obliged to provide is: contact address, email, telephone number, academic degrees and information about study (i.e. whether the applicant is a student or not).
4. 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.
5. 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.
6. The Library processes personal data of the users in accordance with the General Data Protection Regulation (EU) 2016/679, known as the GDPR. Information on personal data protection is an appendix to these Library's Rules and Regulations (see Appendix 4).

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.
3. If the user does not comply with the Rules and Regulations of the Library, his right to use library services can be withheld temporally 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 and to protect the Library's facilities and collection, 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. The head of the Library or a person in charge may make exceptions in duration of the loan period in special well-substantiated cases.

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.
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.
2. The user ordering a library document is obliged to provide the information necessary for its identification (call number, title, author, etc.).
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. He can view his checked out items by logging into his user account in the electronic catalogue of the Library.

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 unreturned 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 no sooner than one-week intervals. The cost of overdue notices by post will be charged to the user according to the Fees and Services List (see Appendix 1).
2. The Library may refuse to provide further services after posting three 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 registered letter by the Library, possibly a registered 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 according to valid regulations;
- b) for the internal user, a registered letter by the Library will follow but if the borrowed document is still not returned, his behavior 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 registered user can ask the Library for assistance to obtain a loan through the inter-library loan service, respectively within the framework of international inter-library loan service. The document obtained in this way is made available to external users only in the form of in-house loan in the study room.
- b) The loan period and other lending terms for publications borrowed through the inter-library loan services (including a possible price for loan) 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) The library can order reprographic copies of documents from the collections of domestic and foreign libraries for registered users.

3. Electronic Sources of Information, IT and the Internet

1. Computers in the study room of the Library provide access to licensed and free electronic information resources (through the Library's website), documents on digital media from the library collection, and public resources for scientific data on the internet.
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 through the free Wi-Fi signal (see Appendix 2 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).

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 mainly from documents in the library collection, or from materials borrowed by the Library through inter-library services.
3. To make reprographic copies, users can use a self-service copier.
4. Prices of copies are based on the valid Fees and Services List (see Appendix 1)
5. Users are obliged to use the reprographic copies of the documents in accordance with the Copyright Act.

5. Services fees

With the exception of certain inter-library services 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).

6. These Rules and Regulations become valid and effective as of 1 September 2023.

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.
Appendix 4 – Information Regarding Protection of Personal Data.
Appendix 5 – Making the service NDK-DNNT available.
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 (<https://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.

PhDr. Ondřej Ševeček, PhD.

Director of the Institute of Philosophy AS
CR, v. v. i.



Appendix 1

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	according to the valid tariffs of the Czech Post
Second notice by post	according to the valid tariffs of the Czech Post
Follow-up notice by post	according to the valid tariffs of the Czech Post

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	2 CZK
(+ postal charge according to the valid tariffs of the Czech Post)	

Inter-library services (registered users)

Loans of documents	costs are determined by the requested library
Copies of documents	costs are determined by the requested library

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

Rules for Using IT Equipment and the Internet

1. The computers in the study room of the Institute of Philosophy 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. A registered user (user with a valid Library card) working with the Library's information resources has priority over other users in using computers. Internal users have priority over external ones.
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).
4. The Library is entitled to set a time limit for users' work on the computers of the Library, including access to the internet.
5. 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.
6. 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.
7. 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 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. 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.
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 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

Library Club

1. The Library Club (hereinafter referred to as “the club”) is a part of the Institute of Philosophy Library.
 2. The club is an informal relaxation room primarily designed for the employees of the Institute or other registered users of the Library.
 3. Employees of the Institute can make reservation of the club (in person, by phone, by email).
 4. 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.
 5. Library users are obliged to maintain order in the club.
 6. 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.
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Appendix 4

Information Regarding Protection of Personal Data

The Library of the Institute of Philosophy of the Czech Academy of Sciences, v. v. i. (henceforth “the Library”) processes personal data of registered users based on an agreement on the provision of services concluded with the user by accepting his library registration and in accordance with the General Data Protection Regulation (EU) 2016/679, known as the GDPR.

Personal data processed

The Library processes personal data of registered users to the following extent:

Mandatory identification data: given name(s), surname, date of birth, address of permanent residence.

Each person asking for a registration must supply these data in order to be permitted to use the services of the Library to their full extent. Without supplying these data, library user may only use non-authorised library services, such as on-site study of library documents from open access collection in the study room, copying services, and the like.

Optional contact and other information: contact address, email, phone number, academic degrees, information about study (i.e. whether the library user is a student or not).

Service information: the number of user’s Library card, an overview of loans including their history, an overview of reservations, an overview of overdue notices, information about payment of compensation for damage on loaned library items.

Accounting information regarding past monetary transactions, especially their purpose, place, time, and other information closely related to the above.

The purpose of personal data processing

The Library processes personal data in order to provide library, information, and other services to users, to inform users about its services, to conduct statistical evaluation of library’s activities, and to protect library facilities and its collection. Contact information is used to provide certain standard services, such as notice of upcoming loan period expiry, communication about reserved items being already available, sending of overdue notices, and to achieve better communication with users. Users are not obliged to provide this kind of information.

The rights of users as subjects of personal data

Users have the right to access their personal data, demand their correction or removal, eventually limitation of their processing. Users also have the right to object to the processing of their data.

Upon his or her request, the Library will provide a registered user with a copy of that user’s personal data that is being processed, eventually enable that user an inspection of his or her registration form and other documents forming user’s file. Users’ requests pertaining to protection of personal data are processed by the Library without undue delay, at the latest one month after receiving an application to that effect.

During personal data processing, the Library does not employ any means of automatised decision-making or profiling.

Personal data storage and security

In their paper form, processed data are kept in the service spaces of the library, where they are secured in the usual way against access of unauthorised persons. Access to those documents is limited to employees who work with them as part of their job description.

Personal data of the Library's users are also kept in a computer database (in the library system) and in MS Excel and MS Word files which document users' mandatory identification information, optional contact information and the like, service information, accounting documentation, as well as changes in these data. Access to these data is protected by a system of limited-access accounts, passwords, and rights granted to the extent needed for particular employees to carry out their tasks. All data kept in the library system are protected by antivirus software. Data in the library system are backed-up in the Library of the Czech Academy of Sciences in accordance with the GDPR. Library employees who come in contact with personal data are bound by confidentiality regarding both the data and security measures whose publication may threaten the security of personal data. This obligation to maintain confidentiality applies to employees even after termination of their employment at the Library.

Period for which personal data are kept and their liquidation

The Library keeps personal data of registered users for the duration of their registration and one additional year. Registered users may ask the Library, in writing and at any point in time, to destroy their personal data in case they have no debt to the Library and no longer wish to use the Library's services. Registered users may also ask for the destruction of their loan history without termination their registration.

Personal data of registered users are destroyed even in absence of any request to such effect if one year had elapsed since the end of the last registration period and, at the same time, a year had elapsed since a user settled his or her last obligation with respect to the Library.

Personal data in computer databases are destroyed by erasing their identification

data (anonymisation). Thus anonymised data is further used only for statistical purposes. Personal data in paper form are destroyed in accordance with the Document Management and Destruction Rules of the Institute of Philosophy. Document destruction follows the regulations of Act no. 499/2004 Coll. on archiving and records management and on the amendment of certain selected acts, as well as other relevant legislation.

Further information

Supervision of protection of personal data is conducted by the Office for Personal data Protection, which is also where you may address your complaints. We would, however, appreciate if in case of any concerns regarding your personal data, you first addressed us:

Library of the Institute of Philosophy of the CAS

Jilská 1, Praha 1, 110 00

Phone: +420 221 183 304

Email: knihovna@flu.cas.cz