MU Directive No. 11/2014

Masaryk University Library Rules
(as amended effective as of October 1, 2014)

Pursuant to Section 10, paragraph 1 of Act No. 111/1998 Coll., On universities and on amendments to other Acts (Higher Education Act), hereinafter referred to as “the Act”, I hereby publish the following directive:

Article 1
Subject matter

Masaryk University Library Rules (hereinafter referred to as “MU Regulations”) define the main principles of operation of network of libraries at the Masaryk University (hereinafter referred to as “MU”) in accordance with the Act No. 257/2001 Coll., On libraries and conditions of public library and provision of information services (hereinafter referred to as “Library Act”).

Article 2
System, mission and organization of MU libraries

(1) Network of MU libraries consists of the central faculty libraries, respectively libraries that are part of MU listed in Annex 1 (hereinafter referred to as “MU Libraries”). These libraries can be structured down to so called branch libraries.

(2) MU Libraries provide library and information services to students and MU professional community in a standard that corresponds to the mission of MU as a research university and in accordance with the specific needs of the respective MU departments. Operation of MU Libraries is governed by the rules of individual MU libraries (hereinafter “MU Libraries Rules”) issued by the deans or directors of the individual workplaces in accordance with the MU Regulations. In the case of the Campus library (hereinafter “KUK”) the operational rules of KUK are proposed by the KUK Council and are published jointly by the deans of faculties located in the area of the University campus and by the CEITEC MU Director.

(3) Activities of MU Libraries are coordinated by the MU Library and Information Centre at the Institute of Computer Science (hereinafter “KIC”), particularly in the areas of design and implementation of common university-wide rules, standardization of the document bibliographic processing including creating a union catalogue, acquisition and use of electronic information sources, development and records of library proficiency projects.

Article 3
Library and Information Services

(1) MU Libraries are providers of public library and information services within the meaning of Section 4 of the Library Act. They can also provide other services arising from the nature and mission of relevant workplaces.

(2) MU Libraries provide these services to users depending on their categorization of users. Absence lending services can be provided only to registered users. The
specific rules for the provision of various services, including document categorization and lending rules are set in the MU Libraries Rules.

(3) Furthermore, the MU Libraries provide unified centralized services, including automatic sending of electronic reminders to the internal users before the end of the loan period, the possibility of electronic reservation of documents or other services specified in the MU Libraries Rules. Rules of providing these services are included in the MU Libraries Rules.

Article 4

Users

(1) MU Libraries provide the services to the following groups of users:
   - internal users
   - external users

(2) Internal users are students, employees having an employment relationship with MU, MU emeritus professors and foreign students or employees on stays at MU. External users are all other users.

(3) The group of internal users is divided into the following categories:
   - students of MU Bachelor’s and Master’s degree programs, and participants of lifelong learning programs,
   - doctoral MU students,
   - MU academic staff,
   - MU non-academic staff,
   - MU emeritus professors, who have been awarded this status according to Career Rules of Masaryk University,
   - persons (students and MU staff) with Specific Needs,
   - foreign students during exchange stays at MU,
   - foreign employees working in the MU departments on the basis of international cooperation.

(4) As a student in accordance with the first two items of paragraph 4.3 is also considered a student who has properly completed the study in MU programs, but on the day when the last program is completed he/she files an application to study in another study program offered at MU. This situation will continue until the day when
   a) such person had a deadline for registration into another study program, but he/she did not register,
   b) the deadline for filing an application for review of a decision of non-acceptance to study in another study program expired, if such a decision was issued,
   c) a decision about rejection of an application for review of a decision of acceptance to study in another study program was delivered to the person, provided such a decision of non-acceptance for studies was issued and the person has filed an application to review this decision,
whichever of the foregoing occurs first.
The Director of the Centre for Students with Specific Needs decides about the inclusion in the category of persons with specific needs.

The users classified as persons with specific needs are provided, in accordance with the Act No. 121/2000 Coll., On Copyright and Related Rights (Copyright Act) special services to the extent justifiable by medical specifications of their claims.

In the context of internal user categories the users from different faculties are not distinguished.

The MU Libraries Rules determine for each of the categories of internal users regulations that apply uniformly to all internal users within the MU.

The collections of MU libraries are made available to the legal entities outside MU by means of interlibrary loan services in accordance with Section 14 of the Library Act.

Article 5
Registration of users

(1) A natural person becomes a user within the meaning of Article 4 in the following way:
- by registration in the MU Libraries based on a student MU card or MU staff ID card (internal users), or
- by registration in the library and obtaining a library user's card (external users and internal users without MU card), or
- without registration in case the user needs the presence services only.

Registration in one MU library is valid for all MU Libraries.

(2) Record of the user's personal data is a part of registration to the extent necessary for the provision of library services. Internal Users' data are taken from the MU information systems. The processing of personal data is performed in accordance with applicable laws and MU directives.

(3) During the first registration in the MU Libraries the user shall sign a consent with the processing of personal data in MU library system, the obligation to learn MU Regulations and MU Libraries Rules and the consent with the obligation to observe these Regulations and Rules.

(4) Registration of internal users – students is valid for the period of their studies, respectively for the period specified in Article 4, paragraph 4. Registration of employees is valid for the duration of the employment relationship, registration of Emeritus Professors is not limited, persons on short stays at MU have a valid registration during their stay. Registration of the external users is valid for a period of 12 months from the date of registration. If the registration is not renewed, user rights end at the date of expiration of the registration. Their obligations towards the library have to be fulfilled to the above given date at the latest.

Article 6
Rights and obligations of the users

(1) The registered user is entitled to use the library and information services defined in the MU Libraries Rules in accordance with the rules applicable for the category of users, in which the user is included.
The user has the right to make comments, complaints and suggestions concerning the services of MU Libraries to the managers of the libraries, KIC head, or in severe cases to the Vice Rector, whose areas of activity include library services (hereinafter referred to as the “responsible Vice-Rector”). The user is obliged to observe the MU Regulations and rules of MU libraries, whose funds and services he/she uses.

In case of serious or repeated violation of the rules according to paragraph 6.2 the user may be temporarily or permanently restricted in the user’s rights in the MU Libraries. This shall not relieve the user from the responsibility arising from the valid rules and regulations to indemnify any damage.

Article 7
Fees for services

(1) Registration of the internal users in the MU Libraries is free.

(2) The registered external users are obliged to pay a registration fee according to the university price list specified in Annex 2 (hereinafter referred to as “Price List”). The obligation to pay the registration fee does not apply to MU graduates who show the MU Graduate’s card during registration, former MU employees aged over 60 and to the members of the MU Alumni and Friends Association.

(3) MU libraries provide public library and information services referred to in Section 4 para. 1 of the Library Act free of charge, except as specified in Section 4 para. 2 of the Library Act, defining the cases when the fee in the amount of real costs may be collected for providing the services.

(4) For some other services MU libraries charge fees in the amount set in the Price List.

(5) In case the user does not meet the loan period, each user is required to pay a penalty in the amount specified in Annex 2. This penalty is determined independently of the fact whether the delay in returning a library unit was caused by the user deliberately or not and regardless of the fact whether a damage that can be collected separately was caused to MU by this delay and in which amount.

Article 8
Final Provisions

(1) I hereby authorize the responsible Vice Rector to update regularly Annex No. 2.

(2) I hereby authorize the Head of KIC with interpretation of the provisions of this Directive.

(3) I hereby authorize the responsible Vice Rector with supervisions of observance of this Directive.


(5) The MU Regulations come into force on October 1st, 2014.

In Brno, September 30, 2014

Mikuláš Bek
Rector
Annex 1

List of MU Libraries

Library of the Faculty of Informatics,
Botanická 68a, 602 00 Brno

Library of the University Centre Telč,
Náměstí Zachariáše z Hradce 2, 588 56 Telč

MU University Campus Library,
Kamenice 5, 625 00 Brno

Scientific Information Centre of the Faculty of Economics and Administration,
Lipová 41a, 602 00 Brno

University Library for Students with Specific Needs,
Komenského nám. 2, 602 00 Brno

Central Library of the Faculty of Social Studies,
Joštova 10, 602 00 Brno

Central Library of the Faculty of Arts,
Arne Nováka 1, 602 00 Brno

Central Library of the Faculty of Education,
Poříčí 31a, 603 00 Brno

Central Library of the Faculty of Law
Veveří 70, 611 80 Brno

Central Library of the Faculty of Science,
Kotlářská 2, 611 37 Brno

Current addresses are available on www.muni.cz.
Annex 2
Price List of Fees and contractual penalties of MU Libraries

A) Registration Fees

- **Internal users**  no fee
- **External users**  CZK 200 / a year – at the first registration (including issuance of a reader’s card)
  CZK 100 / a year – in case of repeated registration
  CZK 100 – issuance of a substitute card

B) Contractual penalties for delay

According to the category of a book loan (for each item in delay), the same is valid for all users:

- Book loans of “in attendance” forms  CZK 10 / hour
- Short-term book loans (no longer than 14 days)  CZK 10 / day
- Other types of book loans (except for the category “long-term book loan”)  CZK 5 / day

Collection of book loans in a legal way according to the costs

C) Other Fees and services

Individual faculty libraries and libraries of other parts of MU may charge additional fees for specific services according to the price list, which is a part of the Operating rules of the relevant library.

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Notes:

1) Registration fees are exempt from VAT.
2) Contractual penalties for delays are not subject to VAT.
3) Loan periods for the individual categories of documents are determined in the operating rules of individual MU libraries. Category “In attendance form+” describes the documents borrowed in attendance form, with the possibility of lending the document at the end of working hours for the time the library is closed, with the obligation to return the document until the specified hour of the following working day.