

Charles University, Faculty of Medicine in Hradec Králové

Dean's act no. 13/2020

No. UKLFHK / 225469/2020

Title: Operating rules of the Medical Library of the Faculty of Medicine in Hradec Králové

Valid: on the day of the Dean's signature

Effective: on the day of publication on the website of the Medical Library of the Faculty of Medicine in Hradec Králové

**Art. 1
Basic provision**

1. Medical Library (hereinafter “LK” or “Library”) of the Faculty of Medicine in Hradec Králové (hereinafter referred to as “LF HK”) is a workplace of LF HK for the provision of library and information services. The library in accordance with the Library and Lending Rules of Charles University (hereinafter referred to as the “Library and Lending Rules of Charles University”) and the law No. 257/2001 Coll., on libraries and conditions of operation of a public library and information services (Library Act), as amended (hereinafter referred to as the “Library Act”) issues Operating Rules of the Medical Library of the Faculty of Medicine in Hradec Králové (hereinafter referred to as the “Operating LK order”).
2. These LK Operating Rules supplement the Library and Lending Rules of Charles University and regulate other relations between the Library and its registered users in the provision of library and other information services.

**Art. 2
Providing public library and information services**

1. Users have at their disposal the freely accessible library collection of LK, which consists of professional monographs, journals, CDs (hereinafter referred to as “documents”) and electronic information collection, which is made available on the LF HK network in accordance with applicable license conditions for individual electronic resources. A part of the library collection is a study fund, which is primarily intended for students of undergraduate, graduate, and doctoral programs in LF HK (hereinafter referred to as “students of LF HK”).
2. Public library and information services in LK include:
 - a) Borrowing services:
 - standard: lending books to be used outside of the area of the library.
 - in-house: Lending books to be used in study rooms, computer rooms and depository libraries.

b) Information and search services:

- on the basis of oral, telephone, written or electronic orders, LK processes searches from databases in printed and electronic forms. In accordance with § 4 par. 3 and 4 of the Library Act, a fee may be charged for this service to cover the costs actually incurred (see Appendix No. 1: Price list);
- consulting service in the independent processing of searches;
- professional consulting activities.

c) Interlibrary loan service (hereinafter referred to as “MVS”) and international interlibrary loan service (hereinafter referred to as “MMVS”):

- MVS and MMVS are implemented in accordance with the regulations according to the principles set out in Art. 9 of the Operating Regulations of LK;
- in accordance with § 14 par. 4 of the Library Act, a fee may be charged for this service to cover the costs charged by the supplying library (see Appendix No. 1: Price list).

d) Methodological and teaching activities:

- teaching lectures and exercises for students of LF HK;
- lectures for employees of the Faculty of Medicine HK and the University Hospital in Hradec Králové (hereinafter referred to as “FN HK”) on the use of information systems and training for the independent use of electronic databases;
- continuous acquaintance with new methods in the processing of scientific information in the form of training and lectures, also for the medical libraries of the Hradec Králové region;
- providing methodological assistance related to the use of bibliographic and documentation sources;
- providing methodological assistance to the depository libraries of LF HK and FN HK.

e) Records of publishing activities:

- recording and processing of overviews and reporting of publishing activity of employees of LF HK and FN HK.

f) Reprographic services:

- self-service copying and copying to order;
- printing from electronic information sources in accordance with the valid license conditions for individual electronic sources.

Reprographic services are provided in accordance with the provisions of Sections 30 , 30a and 37 of Act No. 121/2000 Coll. on Copyright, on Rights Related to Copyright and Amendments to Certain Acts (Copyright Act), as amended (hereinafter referred to as the “Copyright Act”) . Reprographic services are performed on a non-commercial basis, the user bears the cost of the materials and any necessary levy (according to § 25 paragraph. 1, 2, point. E) and 5 copyright law (see Annex no. 1: The price list)).

g) Promotional services:

- information on new documents and services in printed and electronic forms;
- exhibitions of publications on the premises of LK, or LF HK or FN HK and cooperation on exhibitions of other institutions.

h) Electronic services:

- access to freely available and paid electronic information sources on the LK website;
- use of electronic communication with users and the LK website, where the relevant forms are listed, to secure LK information services.

i) Circulation service:

- lending of magazines/journals from other workplaces for the needs of employees or providing funding (based on individual agreement between LK and the participating institution).

Art. 3

Rights and obligations of users

1. Users are obliged to comply with the Library and Lending Rules of Charles University, the Operating Rules of the LK, and the operating rules of the study rooms and buildings of the Faculty of Medicine in HK, and to follow the instructions of the LK staff and internal regulations .
2. LK users are obliged to comply with the applicable copyright law.
3. When using the library's computer equipment, users must comply with the current rules and regulations for the use of the Charles University computer network and the Operating Rules of the LF HK computer network.
4. The user is responsible for the borrowed document to the extent specified by the Library and Borrowing Rules of Charles University until its return to the Library. The user is responsible for the document returned by post or similar service until the moment of its first delivery to the Library. In the event of returning a damaged or destroyed document or not returning it, the user is responsible for any damage incurred and is obliged to compensate it.
5. Users have free access to the rental shop, a free choice area, study rooms and a computer study room. Users can use the reader's catalogues, the internet and LK databases in accordance with the LK Operating Rules and license conditions. Users are allowed to access the Library's warehouses only with an LK employee. Only students of the Faculty of Medicine in HK and employees of the Faculty of Medicine in HK and FN HK have access to the study room in the Learning Centre.
6. Users have the right to use only one workplace in the Library.
7. Users are obliged to maintain peace, quiet, cleanliness, order and to not disturb other LK users on the Library premises. Users are not allowed to consume food or beverages or make telephone calls in the lending or the free choice areas or in study rooms. In the areas of the study rooms it is forbidden to speak loudly or make noise. Smoking is prohibited in the entire Library building.
8. Users must comply with the control measures that are necessary to maintain order and protect the property of the Library (LF HK).
9. If a user or another person leaves the area of the Library, protected by security gates, and a warning signal is set off, or if the user (or another person) is called out by a worker of LK, he/she is obliged to remain in place and have his/her belongings set aside for an inspection done by a worker of LK. The user (or another person) is obliged to submit to such a check and possibly wait for the arrival of summoned members of the Police of the Czech Republic or the Municipal Police.
10. Unauthorized document removal or the attempted taking away of documents from the area of the Library is a theft (or attempted theft) and is dealt with in accordance with generally binding legal regulations. For students of LF HK, such an act is also a reason to initiate

disciplinary proceedings, and for students from another part of Charles University the relevant part shall be informed of such an act having taken place. For employees of LF HK, such an act may have labour law consequences; for employees from another part of Charles University and employees of FN HK, such an act is a reason for the relevant part or FN HK to be informed about such an act.

11. If a user violates the Library and Lending Regulations of UK, Operating Procedure of LK, operational orders of reading rooms and buildings of LF HK and other internal regulations, his/her registration may be cancelled and the rights to use the services of LK may be suspended. This does not relieve him/her of the obligation to settle his/her liabilities to LK and compensate for any damage caused to LK and LF HK.

Art. 4 Document loans

1. Loans are made in accordance with the provisions of § 2193 et seq. and other relevant provisions of Law no. 89/2012 Coll., of Civil Code, as amended, in accordance with the character, operational capabilities and rules of the Library and requirements for the protection of funds.
2. LK provides registered users loans outside the Library (standard loans) and on-site loans (in-house loans) free of charge.
3. The rules of loans depend on the category of users and are determined by the loan matrix, which is an integral part of the Library and Loan Regulations of Charles University as its Annex No. 2 : Uniform matrix of loans (hereinafter referred to as the “uniform matrix of loans”).
4. If a free copy of a required title is not available, LK allows registered users to make a reservation of the documents (in person or electronically in the online catalogue).

Art. 5 In-house loans

1. Lending of some parts of the LK fund is limited to on-site loans, in particular:
 - all the documents stored in the study room of a Learning Centre.
 - selected unique or expensive documents, and the documents included in the depository and reference libraries. These documents are marked with a yellow label and have the status of in-house in the electronic catalogue.
 - special documents (university qualification theses and theses for obtaining scientific degrees according to valid regulations, etc.), which the reader may not take away from the premises of the Library even for a short time. The only exception is a loan based on the written consent of the author of the work.
2. LK provides in-house loans to all registered users in all areas of the Library, with the exception of university qualification theses.
3. The user has the right with the permission of a worker of LK to make paid copies of a document or a part of a document, with the exception of work on obtaining academic degrees according to valid regulations.

Art. 6
Standard loans

1. The maximum number of loaned documents and the length of the loan period is established in a uniform matrix of loans.
2. LK lends standard loan documents with a status of a normal loan.
3. Before the loan period expires, the LK sends users an e-mail with a notification of the approaching expiry of the document loan period. This alert is not a reminder.
4. The loan period can be extended (in person or electronically in the online catalogue) according to the rules set out in the uniform loan matrix if the document is not requested by another user. LK may also set a shorter loan period or request immediate return of the documents before the loan period expires.
5. The LK employee records the loan and also deletes it by scanning the bar code of the document.
6. The user is obliged to return the borrowed document in the condition in which he/she borrowed it; he/she may not give the document to other people. For each damage to the document, including damage to the bar code, LK is entitled to demand compensation (see Appendix No. 1: Price list and the Library and Borrowing Rules of Charles University, Appendix No. 4: Price list of fees).
7. The user can monitor the status of his/her loans and the date of returning of the documents via his/her reader's account in the online catalogue.
8. LK is entitled to charge the user a fine for exceeding the loan period of the document (see the Library and Borrowing Rules of Charles University, Appendix No. 4: Price list of fees).

Art. 7
Study fund

1. Documents from the study fund may be borrowed according to the rules of the uniform matrix of loans depending on the category of the user. The study fund is marked on the barcode of the document, has the status of a study loan and is primarily intended for students of the Faculty of Medicine.
2. Borrowing textbooks for the next period of study is conditional on returning textbooks from the previous period. (The study period is in accordance with Art. 2 Rules for organization of studies at the Medical Faculty in Hradec Kralove; here meant to be a year.)
3. All other rules for standard lending contained in the Operating Procedure of LK (see above) are also valid for the lending of documents from the educational fund.
4. Standard loans of books for foreign students are subject, in addition to the rules for standard lending already mentioned, to the provisions laid out in the Dean's act no. 12/2014-15 Standard loans of documents from the library collection of the Library of Medicine, Charles University in Hradec Kralove to students of master's degree programs in English, as amended.

Art. 8
Document losses

1. In the event of non-return, loss, destruction or damage to the document, an LK employee shall draw up a loss report with the user.
2. Compensation for a damage is governed by the provisions of § 2894 et seq. Of Act No. 89/2012 Coll., of The Civil Code, as amended, and the Library and Borrowing/Loan Rules of Charles University.
3. The user is obliged to compensate all damages and costs incurred by the LK in connection with the loss. The user is obliged to provide compensation within a maximum period of three months from the moment of notification of the decision on compensation to the user. Part of the compensation fees are for the processing protocol of the loss of the document (see Annex no. 1: Prices and Library and Lending Regulations UK, Appendix no. 4: Price list of charges).
4. Until the resolving of the losses and paying of all debts, the LK may suspend the concerned user from access to all services.

Art. 9
Interlibrary Loan Service (MVS)
and International Interlibrary Loan Service (MMVS)

1. MVS and MMVS are subject to the rules of the Decree of the Ministry of Culture No. 88/2002 Coll., on the implementation of Act No. 257/2001 Coll., on libraries and conditions of operation of public library and information services (Library Act), as amended and the principles of interlibrary services in the Czech Republic issued by the National Library of the Czech Republic.
2. If the document needed for the study or scientific work is not in the LK collection, the LK will arrange a loan or order a copy of a part of the document by an interlibrary loan service from another library in the Czech Republic at the request of the registered user.
3. Requests for MVS are accepted via electronic request, issued on the website of the LK, or by e-mail or in writing.
4. If the requested document is not located in the territory of the Czech Republic, it is possible to request it through the MMVS.
5. Documents borrowed under the MVS and MMVS are intended only for the scientific and study purposes of users and may not be reproduced or used for commercial purposes. In the case of an order for a legal entity, it is necessary to prove that it is an order for a specific user (according to copyright law).
6. The loan period of the document and its possible extension is determined by the sending library. For documents lent through the MMVS, the loan period is determined by the foreign library that lends the document.
7. MVS and MMVS are provided free of charge. Any fees for MVS and MMVS charged by the supplying library are handled for employees of LF HK and FN HK by internal transfer from the LF HK and FN HK. The MVS and MMVS services are provided to LF HK students on

the basis of a confirmation from the LF HK or FN HK workplace, and the fees are settled by internal transfer from the confirming workplace.

8. This service will be provided to other users after payment of a possible fee to cover the costs charged by the supplying library (see Appendix No. 1: Price list).

Art. 10 **Final Provisions**

1. In addition, the provision of library and other information services to LK users is governed by the Library and Lending Rules of Charles University , Act No. 257/2001 Coll., On Libraries and Conditions for the Operation of Public Library and Information Services (Library Act), as amended, Act No. 89/2012 Coll., Civil Code, as amended, Act No. 121/2000 Coll. on Copyright, on Rights Related to Copyright and Amendments to Certain Acts (Copyright Act), as amended, and other related and relevant generally valid regulations and internal regulations of Charles University and the Faculty of Medicine.

2. The Dean's act no. 1/2016-17 Operating rules of the Medical Library of the Faculty of Medicine in Hradec Králové dated 1 April 2017 is cancelled.

3. This Dean's act is valid on the day of the Dean's signature and takes effect on the day of its publication on the LK website.

In Hradec Králové, June 9, 2020

prof. MUDr. Jiří Mandřák, Ph.D.
Dean

APPENDIX No. 1: Price list

MVS and MMVS services:

Fee 0, - CZK

For LFHK students and employees of LF HK and FN HK, fees for postage and copies are handled by internal transfer from the workplaces of LF H K and FN HK according to the costs charged by the supplying library.

Other users: pay the cost of copies and postage if they are charged by the supplying library.

Searches:

Students of LF HK and employees of LF HK and FN HK : 0, - CZK

Other users : flat fee 100, - CZK
1 printed page 2, - CZK

Reprographic and other copying services:

Acquisition of a black and white A4 copy: 1.50 CZK/1 page (double-sided: 3, - CZK)

Acquisition of a black and white A3 copy: 3, - CZK/1 page (double-sided: 6, - CZK)

Acquisition of a colour A4 copy: 10, - CZK/1 page (double-sided: 20, - CZK)

Acquisition of colour A3 copy: 20, - CZK/1 page (double-sided: 40, - CZK)

Acquisition of 1 black and white page output from a computer printer: 1.50 CZK

Acquisition of 1 colour page output from a computer printer: 10, - CZK

Penalty fees:

Fees for document loss or damage:

Fee for processing the loss report: 50, - CZK

Document damage fee: 50, - CZK

APPENDIX No. 2: Activities of depository libraries

Depository libraries (hereinafter referred to as DK) are established at LF HK and FN HK at institutes and clinics for the purpose of quick access by their specialists to long-term detached specialized documents, which LK obtains for these libraries on the basis of specific DK requirements and provides central library processing. LK provides methodological and professional assistance in the administration and management of DK to depository libraries at LF HK and at FN HK (based on the Agreement on the provision of services between FN HK and LFHK dated 30 June 2008).

1. DK is established on the basis of a written request of the head of the clinic or institute. The head of the workplace is responsible for the collection of the LK documents detached in DK and approves the operating hours of DK.
2. The head entrusts the selected employee of his/her own clinic or institute with the care of DK. At the same time, he/she informs the head of the LK about this fact, as well as about any personnel changes in the management of DK.
3. Upon arrival and at least 2 months before the departure of the employee in charge of DK, the head of the workplace appoints an audit committee to ensure the prescribed method of handing over the DK and informs the LK in writing. The revision report is handed to the head of the LK.
4. The new employee in charge of the DK is obliged to contact the relevant LK employee immediately after his/her appointment, who will, upon agreement, carry out a methodological visit with professional instruction at the DK workplace.
5. The employee in charge of the DK, accountable to the head of the clinic or institute, is responsible for the faultless operation of the DK and compliance with operational hours.
6. The employee in charge of the DK is obliged to:
 - a) regularly at least once a month receive documents from the LK intended for the DK;
 - b) keep an incremental list (records of received documents);
 - c) keep a drop-down list;
 - d) record loans and ensure the return of borrowed documents;
 - e) submit documents obtained at the workplace from grants and donations for registration and cataloguing in LK;
 - f) submit to LK any proposals for the exclusion of outdated documents from the DK fund;
 - g) expeditiously lend documents stored in DK at the request of LK for MVS and for loan from LK, or provide copies of the requested documents for these purposes;
 - h) ensure compliance with the loan rules in DK, the Operating Rules of the Medical Library of the Faculty of Medicine in Hradec Králové and related regulations.
7. If necessary, the head and the employee in charge of the DK turn to LK with a request for consultation.
8. DK is obliged to comply with the Decree of the Ministry of Culture No. 88/2002 Coll. to implement Act No. 257/2001 Coll. , on libraries and conditions of operation of public library and information services (Library Act), as amended.