

LIBRARY RULES AND REGULATION

Janáček Academy of Music and Performing Arts in Brno

Library

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Library Rules and Regulations

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I. Fundamental Provisions

Article 1 The status of the library within the organizational structure of JAMU and its registration pursuant to Library Act No. 257/2001 Coll.

- 1) JAMU library was established to provide information and library services according to Article 23 of the JAMU Statute.
- 2) The head of the library reports to the Vice-rector for studies and artistic activities. The library is subject to Library Rules and Regulations.
- 3) The library committee is organised by the Vice-rector as an advisory body. The members of the committee are chosen from academicians and students of both faculties. The head of the library is a permanent member of said committee.
- 4) The head of the library is in charge of the library, collections and the approved budget.
- 5) The library was registered, pursuant to § 5 of the Library Act, as an institute library pursuant to §3 Article 1c, and as an institute library with specialized items pursuant to § 12 Article 1.

Article 2 Assignments and services of the library

- 1) The library provides information services for studies, research and artistic activities at JAMU. The library and information items are registered, processed and made available via library and information services.
- 2) The library provides all library and information services (see § 4 Article 1 and 3 of the Library Act) to all registered users according to the Charter of Human Rights. Selected library and information service are provided free of charge to guarantee their complete availability. However, certain groups of users are given preferences.
- 3) Library services are specified by the following regulations:
 - a) Regulation No. 88/2002 Coll. of the Ministry of Culture on Act No. 257/2001 Coll. on Library Act, hereinafter regulation MC No. 88/2002 Coll.,
 - b) Act No. 89/ 1995 Coll. on the State Statistic Service in effective wording on Act No. 356/1999 Coll., hereinafter Act No. 89/1995 Coll.,
 - c) Act No. 106/1999 Coll. on free access to information, hereinafter Act No. 106/1999 Coll.,
 - d) Act No. 121/2000 Coll. on copyright and rights pertaining to copyright, hereinafter the Copyright Act,
 - e) Act No 101/2000 Coll. on Personal Data , hereinafter Act No 101/2000

II. Library Collections

Article 3 Structure

- 1) The library generates specialized collections of both paper and electronic information items according to the plan based on accredited study disciplines and research and artistic projects of JAMU. The plan is continually updated.
- 2) The library collections, registered pursuant to § 4 and §5 of the MC regulation No. 88/2002 Coll., consists of printed texts, music, manuscripts audio and audiovisual documents, electronically readable media.

- 3) Electronic information items consist of bibliographic databases and other electronically publishable documents stored on library servers, set of licences for admission to remote information resources, systematically assembled links to information resources with free access.

Article 4 Replenishment

- 1) The collections are continually replenished according to the acquisition strategy of the library.
- 2) The head of the library is authorized to buy new items from the library budget.
- 3) The collections are also replenished by donations, interlibrary exchanges and extra-budgetary purchases.

Article 5 Availability

- 1) All library items, having been professionally processed, are available on-site on the library premises and off-site loans for a definite and specified period.
- 2) The electronic information items are available both on the JAMU Intranet and Internet pursuant to licence agreements.

III. Users

Article 6 Categories

- 1) Pursuant to Article 3 of the Library Rules and Regulations, access to the library is restricted to any registered person over 18 years of age. In accordance with library assignments pursuant to article 1 of the Library Rules and Regulations, users are divided into the following categories:

Internal users

- a) academics and researchers (P)
- b) PhD students (S)
- c) Other students
- d) Life-long education students
- e) JAMU employees (Z)

External users

- f) students of other schools (S)
- g) academic public (E)

The above mentioned categories of users have access to the library collections and electronic information items under different conditions according to the Library Rules and Regulations.

Article 7 Registration

- 1) The library generates and maintains an electronic register of users, which is deemed necessary for the secure and effective operation of the library (see Act No.89/1995

Coll.). Each user is issued with their own registration card. Personal data are processed pursuant to Act No. 101/2000 Coll., upon the rector's request, and according to the Library Rules and Regulations and other generally binding legal regulations.

- 2) Access to the library collections is restricted to those internal users who are in possession of a valid student or employee identification card, which is also necessary for their registration. The relevant data for the electronic register of library users (name, surname, title, address, permanent address, identification number, faculty and study discipline) are taken from the JAMU database.
- 3) Access to the library collections is restricted to those internal users who are in possession of their own library card issued by the library at the registration upon presenting their identity cards or passport and residence permit. Their name, surname, title, permanent address and identification number are required for the electronic registration.
- 4) The data facilitating communication between the user and the library –temporary address, e-mail address, phone number and mobile phone number- can be registered only with the user's consent.
- 5) Besides the user's personal data, the card contains information about their loans and returns, extensions, reminders, notes on the condition of the borrowed items and a record of violations of the Library Rules and Regulations, as well as other data necessary for library operation.

Article 8 Rights and Commitments

- 1) Only registered users are entitled to use the library premises, collections and services in accordance with the library Rules and Regulations. Unregistered users are only provided with on-site library and information service.
- 2) Users are entitled to submit comments, complaints and proposals concerning library operation in writing at the designated locations. The library is obliged to respond within a week. Users are also entitled to address the head of the library in writing or in person.
- 3) During registration, users have to read and sign the Library Rules and Registration on a form. The signature confirms the existence of binding contractual relations between the user and the library.
- 4) The loss of the registration and/or library card has to be immediately reported to the library, otherwise the library cannot take responsibility for potential misuse.
- 5) Any changes in their surnames or permanent addresses of external users must be reported to the library within 30 days, and must be substantiated by the appropriate new documents.
- 6) Users seeming, in the assessment of staff, to be under the influence of alcohol and drugs are not allowed into the library. Consumption of alcohol, drugs, and smoking are prohibited on all library premises.
- 7) Upon entering the library, users are to present their cards for checking by the bar code sensor.
- 8) Coats and bags are to be put into the lockers in the corridor. Users must leave the lockers open with keys in the locks after use. The library staff are entitled to open, check and empty the lockers after the closing hour, and users will be fined for the return of their item(s).
- 9) Appropriate behaviour is required in all parts of the library (telephone calls are not allowed). Library staff instructions must be followed.
- 10) Users failing to comply with these requirement or who behave inappropriately, particularly in formal and informal study areas, will be asked to leave the Library

immediately, and are deprived of their users' rights. Any subsequent incidents will be subject to a fine pursuant to the appropriate regulations (Civil Code and Library Rules and Regulations).

- 11) Users' rights for those in categories P and Z expire on the day of termination of their employment; users' rights for category S expire on the day when they officially finish or interrupt their studies. By said date all borrowed items must be returned. The rights of category C users are valid for one year.

IV.

Library Information Services for the Public

Article 9 Availability

- 1) The library only provides its services to properly registered individuals, collective borrowing is not available.
- 2) Juridical persons may access the library collections via interlibrary services in accordance with valid regulations.
- 3) For detailed rules and regulations see Article 5 – Rules of library and information services.

Article 10 Services

- 1) Loans
 - a) on-site self-access in the reading room
 - b) on-site services provided by the library staff in the reading room
 - c) off-site loans from available collections
 - d) off-site loans from the library deposit provided by the library staff
- 2) Interlibrary services
 - a) interlibrary loans
 - b) providing copies of materials
- 3) Information services
 - a) counselling – information on catalogues, databases, collections, collections, and library services
 - b) on-site information services – information of the availability of items
 - c) bibliographic-information services
 - d) consultancy
 - e) searching for bibliographical, factographical and other information upon written request
- 4) Reprographical services
 - a) copying
 - b) scanning
- 5) Electronic services
 - a) services available library websites
 - b) electronic communication with users
 - c) electronic delivery of materials
 - d) providing access to electronic information resources and Internet
- 6) Publicity services
 - a) library websites
 - b) information on new items

- c) exhibitions and participation in exhibitions of other institutions
- d) instructions on library operation and services provided to both registered and prospective users
- e) information leaflets on the library and its services
- f) electronic information resources manuals
- g) electronic information resources training for registered users

Article 11 Fees

- 1) The services listed in § 4 article 1 of the Library Act are provided free of charge with the exception of cases listed in §4 article 2 of the Library Act, according to which a fee equal the real cost of the service may be charged.
- 2) Other services are charged according to the pricelist, an appendix of the Library Rules and regulations.
- 3) A deposit may be charged for paid services. Said deposit will be counted against the final price on delivery.

V.

Rules and Regulations of Library and Information Services

Article 12 Loans

- 1) Loans are subject to provisions § 659 and 662 of the Civil Code.
- 2) Items are lent in accordance with the library assignment pursuant to No 2 of the Library Rules and Regulations and the Copyright Act.

Article 13 On-site and off-site loans and loan periods

- 1) The library provides on-site and off-site loans.
- 2) There are different loan periods for different items. Only on-site loans:
 - a) encyclopaedias, reference books, dictionaries, textbooks (labelled in a specific way), separate issues or bound periodical volumes stored in the reading room.
 - b) BA projects, diploma projects, PhD theses, and academic theses.
 - c) Precious and unique publications.
 - d) CDs and video tapes.

Article 14 Off-site loans

The number of off-site borrowed items is specified by the category of the user; see article 6 of the Library Rules and Regulations.

- a) Separate issues and bound volumes of magazines, CDs and video tapes – 1 week
- b) Book and music – 1 month
- c) Textbooks and music – 3months

JAMU users:

- P) internal and external JAMU teachers are entitled to borrow up to 15 items for a three-month period with the possibility of a maximum of two extensions.
- S) PhD students are entitled to borrow up to 15 items for a three-month period with the possibility of a maximum of two extensions.
- S) other students are entitled to borrow up to 15 items for a three-month period with the possibility of a maximum of two extensions.
- Z) employees are entitled to borrow up to 10 items for a three-month period.

External users

E) students of other schools and the academic public are entitled to borrow up to 5 items for a one-month period; extension is not possible.

Article 15 On-site loans

- 1) On-site items are available in the reading room only.
- 2) When no longer needed, the item shall be put on a library trolley and it is restored to its rightful place by library staff.
- 3) Items borrowed from the deposit shall be returned to the librarian at the information desk. This service is available daily between 10.00 and 15.30. Requests filed after this period are dealt with by the following day.

Article 16 Borrowing and returning

- 1) All items on the shelves are available. Loans from the deposit are provided daily between 10.00 and 15.30. Requests filed after this period are dealt with by the following day.
- 2) Users are expected to check the condition of each item and report any damage to the staff.
- 3) Each loan is recorded by a librarian. The registration cards are accessed by the sensor, and the loan is registered by scanning the bar codes of the items. Any extant damage is recorded.
- 4) Items shall be returned in due time and shall not be further lent to other parties. The user is responsible for the borrowed items until such time as the record of the loan is deleted.
- 5) The records are deleted by the staff by electronically removing the bar codes from the user's card. Users are expected to check the number of borrowed items and the date of loan period expiration on a PC or via the Internet.

Article 17 Overdue items

- 1) As soon as the loan period expires, the electronic library system imposes a fine payable on the user's card.

Article 18 Interlibrary services

- 1) If an item is not available in the library collections, the library borrows the items or arranges for a copy of the item to be delivered via the interlibrary service pursuant to § 14 of the Library Act and § 2 and 3 of the Regulation MC No 88/2002 Coll.
- 2) The type of borrowing and the loan period is set by the other library involved.
- 3) This service is charged in accordance with § 4 Article 2b,c according to the relevant costs.

Article 19 Information services

- 1) Information services listed in Article 10, clause 4a-d of the Library Rules and regulations are provided in person, over the phone and via e-mail.
- 2) Search services are provided in writing, upon request submitted by the user in writing or via e-mail. Unregistered users and judicial persons are provided with this service contractually.

Article 20 Reprographic services

- 1) The photocopier is available on the library premises and in the reprographical department. The price per copy and ring binding are fixed.
- 2) Data retrieved from the library electronic resources may not be used for purposes other than learning, teaching, research, personal educational development or administration pursuant to Copyright Act No 121/2000 Coll. Pursuant to §30 Article 3 of the said Act, scores shall not be copied.

Article 21 Electronic services

- 1) Services available via websites for registered users only are the following:
 - a) access to their library cards
 - b) request forms for interlibrary services are sent electronically
- 2) Electronic deliveries of copied originals are only available to category P and S users. In accordance with §37 of the Copyright Act such an electronic copy is regarded as temporary. The addressee is obliged to print it out and delete the electronic copy. The use is subject to § 30 of the Copyright Act.
- 3) Registered users have access to the Internet, on-site free and paid information resources. This service is free of charge to internal users. External users need not pay for access to the Internet and on-site free information resources. They can use paid information resources according to the price list unless the licence is limited to academic users only.

VI.

Sanctions for the Rules and Regulation Violations

Article 22 Replacement value

- 1) Users are accountable for any damage to library property in their custody.
- 2) Any damage including such as may be caused by negligence shall be compensated for pursuant to Civil Code No 40/1964 Coll. in effective wording on § 442 Article 2:
“Besides monetary compensation, the damaged items may be restored to their original state if required by the library”.
- 3) Any damage, destruction or loss of an item must be immediately reported, and the damage must be compensated for within the period set by the library. The library staff has the right to decide the level of compensation which will be required.
Possible compensations:
 - a) an intact copy of the damaged item of the same edition
 - b) an intact copy of the damaged item of a different edition
 - c) an intact copy of another item which complies with the library information plan and has a comparable value
 - d) monetary compensation
- 4) The amount of compensation is set by the library, and consists of the value of the item according to its market price at the time of the loss plus an administration fee.
- 5) The user may be deprived of the possibility to use library services until the loss/damage has been settled.

Article 23 The following violations are fined:

- 1) overdue items and claim collection
- 2) loss of the library card and issue of a duplicate
- 3) unreported changes in address
- 4) loss of a key to a locker and the use of the staff key
- 5) unnecessary (outside hours) storage of personal belongings

**VII.
Final provisions**

Article 24 Exemptions from the Library Rules and Regulations

- 1) All exemptions shall be agreed on by the head of the library.

Article 25 Supplements /Amendmentf of the Library Rules and Regulations

- 1) The following supplements are an integral part of the Library Rules and Regulations.
Appendix No 1 Sample statement form
Supplement No 2 List of fees and services for a the valid period

Article 26 Effectiveness

- 1) The Library Rules and Regulations come into effect from December 10, 2002
- 2) The Library Rules and Regulations of June 30, 1996 are thus rendered null and void

Alois Hajda
Rector of JAMU

Appendix to the JAMU Library Rules and Regulations

List of fees and paid services in the academic 2002/2003

FEES

1) Registration fee per academic year – JAMU students	50 CZK
2) Registration fee per academic year – JAMU teachers and employees	50 CZK
3) Registration fee – external users	100 CZK
4) Single entrance fee to the reading room - external users	20 CZK
5) Overdue fees:	
1st reminder	10 CZK
2 nd reminder	20 CZK
3 rd reminder	50 CZK
4 th reminder	100 CZK
6) Loss or damage of an item bar code	50 CZK
7) Administration fee in case of loss	50 CZK
8) Legal actions	based on real costs
9) Interlibrary services	based on real costs
10) Notification of reserved items	10 CZK
11) Loss of the key	50 CZK
12) Improper use of the locker	50 CZK

PAID SERVICES

12) Self-access copier	
A4 one-sided	1.50 CZK
A4 double-sided	2.50 CZK
A3 one-sided	2.50 CZK
A3 double-sided	5 CZK
Requested copies	
A4 one-sided	1.50 CZK
A4 one-sided (books, volumes)	2 CZK
A4 double-sided	2.50 CZK
A3 one-sided	2.50 CZK
A3 one-sided (books, volumes)	3 CZK
A3 double-sided	5 CZK
14) Ring binding (up to 20mm)	15 CZK
Ring binding (above 20 mm)	20 CZK

The list of fees and paid services is updated every year by the rector of JAMU.