

# **LIBRARY RULES AND REGULATIONS OF LIBRARY AT ŠKODA AUTO VYSOKÁ ŠKOLA**

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## **A. BASIC PROVISIONS**

### Article 1

Library Rules and Regulations of Library at Škoda Auto Vysoká škola are adopted within the meaning of the provisions in Sec. 4 (7) of Act No. 257/2001 Sb., regulating libraries and conditions for operating public library and information services, as amended (the "Library Act").

### Article 2

Library at Škoda Auto Vysoká škola (the "Library") ensures equal access to public library, information, and other services rendered by the Library according to Sec. 4 (6) of the Library Act. Library and information services are provided to both, internal and external users.

### Article 3

The "Library" is a basic library with specialized book collection within the meaning of Sec. 12 of the Library Act.

### Article 4

The Library provides library and information services and forms its collection with respect to the accredited study programs and research and creative activities of the university. The Library focuses on expert literature from the discipline of economy, management, law, technology, and information technology. It intends to participate on the increase of education of Škoda Auto University students and other users of the library.

### Article 5

The library collection consists of printed books (books, journals, university textbooks, diploma theses and bachelor theses, language literature), multimedia, and electronic sources of information. Documents are acquired mostly by purchase or by donations, including foreign publications.

### Article 6

Each library user shall protect the borrowed documents and must not damage them. An on-line catalogue with a search feature is available for searching document information.

### Article 7

Opening hours of the Library including the study room are regulated by the organizational measures of Škoda Auto University.

## **B. LIBRARY SERVICES**

#### Article 1 – Borrowing services

Borrowing services consists of borrowing articles from own library collection allowing the articles to be taken outside the Library, borrowing articles to and from other libraries, and borrowing articles that are to remain in the library study room.

#### Article 2 – Information and research services

The Library offers information services such as responses to oral or written queries or queries made by telephone and researches the given topic upon request.

#### Article 3 – Other special services

The library allows photocopies of materials from the library collection for personal use (price list see Appendix No. 2).

The library allows access to information on the Internet, to which it has free access (in the sense of Section 4 of the Library Act).

#### Articles 4 – Fees

Library users shall pay fees for paid library services according to the price list attached to these Library Rules and Regulations as Annex 2 (see letter G).

### **C. LIBRARY USERS**

#### Article 1

Basic user categories are:

- a) Internal users
- b) External users

Internal users are: academic personnel of Škoda Auto Vysoká škola, students of all modes of study at Škoda Auto Vysoká škola, and employees of Škoda Auto Vysoká škola. External users are: the general public.

#### Article 2

Any person mentioned in section C, article 1 becomes a user by submitting a filled-out application form, presenting a student's card or national ID card and signing the application form, by which the person agrees with the provisions of the Library Rules and Regulations. External users shall pay a fee for each calendar year (see Annex 2). Library employees have the right to require a reader to submit student's card or national ID card, and in the event of continuous non-compliance or gross violation of the provisions set out herein, the Library may temporarily or permanently refuse to provide services to such user.

### **D. DATA PROTECTION POLICY**

#### Article 1 – Processing of personal data

The Library processes personal information of users who are registered readers in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the

protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

The Library processes basic personal data for the purpose of

- a) providing services to readers
- b) protection of property and library collection
- c) procedures for handling readers' applications
- g) informing about services provided by the Library

Basic personal data of a registered reader include

- a) name and surname
- b) academic title
- c) e-mail address
- d) contact address and permanent address
- e) type and number of personal identity document
- f) telephone.

Applicants for registration must provide the basic data and give consent with the processing thereof. Registered readers shall promptly notify about any changes to their surnames or addresses.

## Article 2 – Rights of readers related to personal data protection

Rights of a reader as a data subject are guaranteed. Reader has right to access their personal data and to correct their personal data.

The Library shall allow the readers to review their corresponding applications upon request.

In the event of incorrect data, the reader shall provide the Library with correct ones.

Reader who finds out or believes that the Library processes their personal information contrary to the protection of private and personal life, such reader may require the Library to explain and remedy of such state (especially by correction, amendment, restriction of processing, or deletion of personal data). If the reader's request is found legitimate, the Library shall immediately remedy the defective condition in a manner adequate to the nature of the case. The application shall be filed in writing.

The reader has to right to contact the Legal Department of Škoda Auto Vysoká škola at any time with their complaint related to personal data, or lodge a complaint at the Office for Personal Data Protection.

## Article 3 – Storing personal data

The Library stores personal data of readers in their applications and in a computer database. The applications are stored in service areas of the Library with access to unauthorized personnel restricted by any common means. Access to these documents is permitted only to those employees who work with them in terms of their work tasks. Computer databases are stored in standalone computers. Access to these data is protected by a system of access accounts, passwords, and access rights determined within the scope necessary for each employee to carry out their work tasks.

## Article 4 – Period of processing personal data and disposal thereof

The Library processes personal data as of the moment of receiving an applicant's filled out application for registration.

The Library deletes personal data of a reader when the respective reader expresses their will to no longer be a registered reader. The condition is that the reader has no debts towards the Library.

A reader who has no debts towards the Library may request partial deletion of some of their personal data without terminating their reader registration in the process. The partially deleted data may include registered borrowings, reservations, orders of library articles.

# E. RULES FOR BORROWING

## Article 1

Users have free access to collections between the shelves after they put all their personal effects (coats, jackets, bags, luggage, etc.) to the corresponding areas of the library. Access to the Library's depository is forbidden to readers.

## Article 2

When searching for literature, the user shall follow the instructions of Library employees.

## Article 3

The Library decides whether a document will be borrowed, since the borrowing is carried out in compliance with the function and study nature of the Library and with the requirements for the protection of the library collection. For that reason, borrowing of some types of documents and parts of collection with the intention to leave the Library with them is restricted in the following cases:

- risk of irreparable loss or damage thereof
- necessity thereof for everyday operation of the Library
- CD-ROM marked with "P" are borrowed for use in the study room of the Library only according to Copyright Act No. 121/2000, discs marked with "A" are allowed for borrowing and taking outside the Library without restrictions, provided that all conditions set out by the aforesaid act are satisfied.

## Article 4

In case of electronic or telephone order of a document, the Library will prepare and borrow it at the time and in the form pre-agreed with the user. The user is obliged to **accept** the requested document in the Library **within 48 hours** of the agreed borrowing.

## Article 5

If a document is already borrowed, user may reserve it. After being notified about the document being **available**, the user shall do so **no later than within 14 days**. Otherwise the reservation expires.

## Article 6

The period of borrowing of book is two months for students during their first borrowing and one month for external users during their first borrowing. Cartography, CDs, and magazines are borrowed for 14 days; however, the Library may set out a shorter borrowing period or prompt return of the document before the determined or agreed borrowing period ends.

## Article 7

The borrowing period can be extended by 1 month upon request, provided that the document is not reserved. New borrowing of the same document can be allowed in justified cases, but only after it is presented.

## Article 8

If a user fails to return the borrowed documents within the determined period, the Library shall send an electronic notice. If the user fails to return the borrowed document, the return is enforced at the user's expense as follows:

1. The Library shall send the first reminder on the day of the passing of the determined borrowing period.
2. The Library shall send the second reminder on the 10th day from the passing of the determined borrowing period.
3. The Library shall send the third reminder on the 20th day from the passing of the determined borrowing period.

4. The Library shall send the fourth reminder on the 30th day from the passing of the determined borrowing period.
5. If the document is not returned by the 40th days from the passing of the determined borrowing period, the Library will take relevant legal steps and will notify the student department of Škoda Auto University in case of an internal user.

The penalty for late return of the documents is set out in Annex 2 to these Library Rules and Regulations.

Penalties are to be paid in cash at the library of Škoda Auto University or to the bank account of Škoda Auto Vysoká škola.

Penalties for late return of documents is of the nature of contractual fine. Payment of the contractual fine shall not affect the title of the Library to receive any damages occurred in this regard.

#### Article 9

User shall not borrow the borrowed document or otherwise provide it or leave to third parties. When accepting the document, the user shall report any found defects, otherwise they become liable for them. The borrowed document shall be returned in the same condition in which it was accepted.

#### Article 10

User shall promptly notify the Library about the damage or loss of a document and pay the damages within the meaning of the relevant provisions of the Civil Code in the determined period. The Library may upon own consideration require the payment of damages in one of the following forms, while having regard to actual possibilities of doing so:

- reverting the document into original condition
- acquiring a replacement copy of the same issue and binding
- bound photocopy of the document printed at the user's expense.

#### Article 11

When impossible to revert the document into its original condition it when not purposeful to do so, the Library may require the following as a replacement: another edition of the same work, financial compensation, or another document as per the decision of the Library.

#### Article 12

User shall pay to the Library any expenses incurred in association with the loss of document. In case the Library does not agree on a solution, the manner of compensation and its amount will be decided by the court.

#### Article 13

If a user needs a document that is not in the Library collection, the Library will secure borrowing via an Interlibrary Loan (the "MVS") from another library in the Czech Republic within the sense of the provisions in Sec. 14 of the Library Act. If no library in the Czech Republic has the needed document available, it can be borrowed via an international MVS according to the applicable treaties of the International Federation of Library Associations (IFLA) upon the user's request and with regard to the importance of the borrowing. Both the Library and the user shall observe the terms and conditions set out by the borrowing library.

## **F. RULES FOR STUDY ROOM BORROWING**

### **Article 1**

User shall leave coats, briefcases, bags, purses, etc. in the designated area prior to entering the study room. If a user brings their own material, they shall present it to the Library employee for inspection.

### **Article 2**

Eating and drinking is not allowed in the study room; smoking and using cellular phones is strictly forbidden in the study room. Library visitors shall remain silent and be respectful towards other users and follow the instructions of the Library employees.

### **Article 3**

Study room visitor may use one working space only and is not allowed to reserve a stop for another visitor who comes later or went away for a while. They are entitled to use the reference library and journal collections.

### **Article 4**

The Library offers making photocopies of documents available in the library or study room using the local copier. In this regard, users shall observe any and all regulations set out by Copyright Act No. 121/2000 Sb., as amended. If copying a document would result in damaging it, the Library employee may refuse to copy it.

### **Article 5**

User shall protect the borrowed documents that are to remain in the Library from damage and shall not devalue it, even by making notes (the user is liable for any damage). Documents borrowed for study that are to remain in the Library cannot be taken outside the study room.

## **G. ANNEXES**

The following annexes are an integral part to this Library Rules and Regulations:

1 a) Application to Register an Individual as Internal User of Services Provided by Library at Škoda Auto Vysoká škola.

1 b) Application to Register an Individual as External User of Services Provided by Library at Škoda Auto Vysoká škola.

2) Price list of fees and paid services provided by the Library

The Library may change or amend the Annexes, whereas it shall notify the Library users about doing so in a corresponding manner.

## **H. FINAL PROVISIONS**

These Library Rules and Regulations become valid and effective on 2. 01. 2021.

Mladá Boleslav, 22. 01. 2026