



**CENTRAL
LIBRARY
CTU IN PRAGUE**

Library and Lending Code

Part 1

User declaration

Internal User

1 Basic Provisions

I, born in hereby declare by signing this Declaration that I accept the terms and conditions of the Central Library of the Czech Technical University in Prague for using its collections. Lending from its collections is subject to the current Civil Code. Further I declare that I will use electronic information sources accessible at the Library and copies of documents only for my personal usage, for noncommercial purposes, and I will respect Act No. 121/2000 Sb. on Copyright and Amendments.

2 Basic Rights and Responsibilities of the User

The User is obliged to get acquainted with current Library and Lending Code and its Appendix to follow its rules and to follow the Library staff instructions. Disregard of the Code might lead to temporary or permanent deprivation of user rights yet the User is still obliged to compensate caused damage and to respond in accordance with valid rules. In case of debts (reminders) the User account may be blocked till the compensation is completed. Blocking of the user account is activated with the 1st reminder and applies to all branches of Central Library. The User is informed by e-mail (CTU e-mail address is being used for Internal Users).

The Library staff is obliged to treat Users personal data in accordance with Act No. 110/2019 Sb. On Personal data protection and with related acts. Personal data is provided for the purposes of Central Library only. Exceptions may occur in the case of specific regulations.

Users are entitled to use all collections and services of the Central Library in line with corresponding user category.

3 Lending Procedure

A lending arrangement cancelling the user obligation to confirm each loan by signing a lending paper form has been introduced in Library. Protection of the User and of the Library is secured by other means while complying with the terms stated in this Declaration. The lending procedure involves a non-transferable Student or Staff card (Internal Users) or a Library card (External Users) bearing a barcode and a Personal Identification Number (PIN). The User selects a PIN in the course of registration under the guidance of the Library staff.

Loan registration is made by using the specific PIN solely. Each User must remember the set PIN. In combination with the card the PIN is unique and therefore cannot be misused by the Staff. If User forgets the PIN, a new one may be selected. This act is viewed as a loss and the User must pay a charge according

to the current Library charges and fines. Repeatedly forgotten PIN might be followed by temporary or permanent deprivation of user rights to the Library services.

There is no printed lending form to be signed upon lending procedure, no receipt of the borrowed Item or of its return. User may follow the lending and returning procedure on the computer monitor. User may renew the loan electronically on the Web library catalogue or at the lending desk if there is no reservation for the Item. The renewal period depends on type of the document, lending period and user category. The one-time prolongation is 30 days at the maximum. By signing this declaration User agrees to follow the conditions of the given lending procedure.

4 Reservations

An Item reservation from Library collections may be required with intentation of borrowing the Item. User may require up to 10 reservations within Union Catalogue of the Central Library. User is obliged to collect the prepared Item within 6 working days, after the expired period the document may be lent to another User. User is automatically informed about prepared Item to borrow (the document could be for example lent in the Library) by e-mail (CTU e-mail address is being used for Internal Users). After the notice has been sent, the request cannot be cancelled via the Internet and User has to contact the Staff in person.

5 Enforcement of Unreturned Loans

Should User fail return the borrowed Item within the lending period, the Library will request the Item by sending reminders to the e-mail of User. After three reminders have been sent (the third of which is sent by registered mail), the return of the borrowed item is enforced by legal procedure. User is charged on exceeding the lending period and on being sent reminders in accordance with the current Library charges and fines. A charge is also paid for the administration procedure connected with the preparation of enforced unreturned loan by legal procedure.

6 Lost Item and its Compensation

User is obliged to report the loss or damage of an Item and with the terms and conditions of the the Library to compensate the damage in compliance with the current Civil Code. The way of compensation for the lost or damaged Item is ordained by the Director of the Central Library or by the Staff in charge. They may claim a replacement issue of the same Item of the same edition and binding. Should this be impossible, the Library may require replacement of the same Title of a newer edition or a different document of the same costs or reimbursement. The reimbursement is ordained by the Director of the Central Library or by the Staff in charge and is usually equal to the original cost of the Item.

7 Comments

Comments, complaints and suggestions regarding Library services may be handed to the Director of the Central Library in person and/or submitted in writing.

8 Effect of this Declaration

Singing this Declaration states the Privity of contract to the User and to the Central Library, which governs the Lending procedure in Library collections.

The Document is printed in two identical copies. One is stored in the Library, the other remains with the User. As soon as User account is deleted from the system database, the User declaration will be eliminated.

In Prague

Signature of the User