



# **LIBRARY CODE**

**Hradec Králové**

**2022**

# **LIBRARY CODE**

## **and Rules of Provision of Library and Information Services of the University of Hradec Králové Library**

### **I.**

#### **Basic Provisions**

##### **Article 1**

###### **Law**

This Library Code and Rules of Provision of Library and Information Services of the University of Hradec Králové Library (hereinafter the Library Code) is issued in accordance with Section 4(6) of Act No. 257/2001 Sb., on libraries and conditions of providing public library and information services (hereinafter the Library Act), act No. 111/1998 Sb., on higher education institutions and on changes of and amendments to other acts (hereinafter the Higher Education Act), the UHK Constitution, the UHK Rules for the Internal Governance, and other regulations of the University of Hradec Králové.

Pursuant to Section 5 of the Library Act, the Library shall be entered in the register of libraries as a basic library in accordance with Section 3(1)(c) of the Library Act and as a basic library with a specialised collection in accordance with Section 12(1).

##### **Article 2**

###### **Equal Access to Information for Users**

1. Pursuant to Section 4(5) of the Library Act, the Library provides all public library and information services listed in paragraphs 1 and 3 to all its registered users on the basis of equality as enshrined in Articles 1 and 3 of the Charter of Fundamental Human Rights and Freedoms.
2. The University of Hradec Králové Library (hereinafter referred to as the UHK Library) provides the above services free of charge to all its registered users.

##### **Article 3**

###### **Library Mission and Activities**

1. The UHK Library is a university-wide information workplace of the UHK. Its mission is to provide information for all forms of study at the UHK and for scientific, research, professional and pedagogical work of the UHK faculties and their departments. It fulfils its mission by collecting, processing and making available information sources and resources and providing library and information services.
2. The Library is headed by a director, who is subordinate to the Vice-Rector for Creative Activities, and the Library activities are governed by the Library Code and Rules of Provision of Library and Information Services.

## **Article 4**

### **Links to other Laws**

1. The following legislation also affects the Library activities:
  - a) Decree of the Ministry of Culture No. 88/2002 Sb., on the implementation of Act No. 257/2001 Sb., on libraries and conditions of providing public library and information services (the Library Act);
  - b) Act No. 89/1995 Sb., on the state statistical service;
  - c) Act No. 106/1999 Sb., on free access to information;
  - d) Act No. 121/2000 Sb., on copyright, on rights related to copyright and on amendments to certain acts (the Copyright Act);
  - e) Act No. 110/2019 Sb., on personal data processing;
  - f) EU general regulation 2016/679 on personal data protection.

## **II.**

### **Library and Information Collections**

#### **Article 5**

##### **Composition of Collections**

1. The Library builds library collections in accordance with its mission as stated in Article 3 (1) of the Library Code as specialized library collections the information profile of which is based on accredited study programmes and scientific and research activities at the UHK.
2. The Library collection, registered in accordance with Sections 4 and 5 of Decree No. 88/2002 Sb. of the Ministry of Culture, consists of periodical and non-periodical documents in printed, multimedia and digital form.
3. As a special collection, the Library is building up an archival collection of textbooks on general education subjects taught at primary and secondary schools.
4. The electronic information collection consists of documents stored on CD-ROMs, bibliographic and full-text databases stored on the Library server disk space or accessible via licenses from remote information sources. It also includes freely available resources made available by links.

#### **Article 6**

##### **Access to Collections**

1. After the Library collection is processed professionally, it is made available through:
  - a) Lending in the Library premises (in-library lending);
  - b) Absent lending;
  - c) Depositing in the established libraries of the UHK faculties.
  - d) The electronic information collection is made available in accordance with the licence conditions on the Library internal network or on the university intranet. The electronic information collection is made available by remote access within the licence conditions and after identification of the user.

### **III.**

## **Public Library and Information Services**

### **Article 7**

#### **Provision of Public Library and Information Services**

1. The Library provides public library and information services (hereinafter the Services) to all its duly registered users who can only be natural persons.
2. Legal entities and persons who are not duly registered users of the UHK Library are provided with access to the Library collection through the inter-library loan service.
3. Persons who are not duly registered users of the UHK Library are also provided with services according to Article 4(1)(b),(c),(d). They can access external information resources on computers located in the entrance area of the Library.
4. The rules of provision of individual services are set out in the Library Code.

### **Article 8**

#### **Types of Services Provided**

1. **Lending services:**
  - a) In-library lending;
  - b) Absent lending;
  - c) Short-term in-library lending;
  - (d) Long-term lending covered by grant projects.
2. **Reservation of lent documents**
3. **Inter-library services:**
  - a) Inter-library loan services;
  - b) International inter-library loan services.
4. **Information services:**
  - a) Bibliographic and information service: Provides bibliographic and factual information, carries out bibliographic control;
  - b) Location information service: Identifies and provides information on the availability of documents;
  - c) Advisory service: Provides information on catalogues, databases, collections and library use;
  - d) Consultation service;
  - e) Search service.
5. **Consulting services in the field of citations and citation ethics**
6. **Training on the use of the library collection and practical training for work with electronic information resources (EIR)**
7. **Reprographic services:**
  - a) Copying;
  - b) Printing black and white and colour documents on multifunctional devices.
8. **Electronic services:**
  - a) Access to freely available electronic information resources on the internet;
  - b) Access to paid electronic information resources on the internet;
  - c) Access to local electronic information resources (CD-ROMs, databases on the local Library server);
  - d) Services provided through the Virtual Polytechnic Library (VPL).

9. **Promotional services:**
  - a) Library website and news service;
  - b) Publishing leaflets and guides with information about the Library, catalogues, Library collection and services;
  - c) Organizing training on the library and its use;
  - d) Individual and group training for working with electronic information resources.
10. **Special Services:**
  - a) Possibility to use a PC with a word processor (Word), spreadsheet application (Excel), Adobe Acrobat and software for visually impaired individuals.
11. **Extraordinary services at the time of emergency measures:**
  - a) For registered users, books for study are prepared for pick-up upon request sent via e-mail with a pre-agreed pick-up time and place.

## IV.

### Users of Library and Information Services

#### Article 9

##### Categories of Users

1. A natural person over 15 years of age can become a registered user of the Library.
2. With regard to the fulfilment of the Library mission which is stated in Article 3 of the Library Code, the scope and manner of providing services is determined by the categories of users:
  - 2.1 **In-house users**
    - a) Internal academic and research staff of the University of Hradec Králové;
    - b) Students of full-time, distance-learning and combined studies;
    - c) In-house doctoral students;
    - d) Other employees of the University.
  - 2.2 **External users = others**
    - a) External teachers and external doctoral students at the University of Hradec Králové;
    - b) Participants in other forms of education;
    - c) Interns;
    - d) Public.

#### Article 10

##### User Registration

1. When registering, the user is obliged to familiarize him/herself with the Library Code and Rules of Provision of Library and Information Services of the UHK Library and undertakes to respect the Library Code provisions by signing the Lending Declaration. The signing of the Lending Declaration constitutes the conclusion of a lending contract within the meaning of Section 2193 et seq. of Act No. 89/2012 Sb., the Civil Code, between the user and the UHK Library. Each user is obliged to familiarize him/herself with the Information on the Personal Data Processing by the UHK Library before providing his/her personal data to the UHK Library database.
2. In order to protect the Library collection and other assets, to ensure the quality and speed of the services provided and to meet the obligations arising from Act No.89/1995 Sb., the

Library creates and maintains a registration database of users in an automated form where each user has his/her own personal card. In processing personal data, the Library acts in accordance with the relevant legislation and Rector's Decree No. 4/2020.

3. **The Library requires the following information for registration:**
  - a) User's basic identification data – name, surname, title(s), and residential address.
  - b) The user is obliged to provide this information if he/she wants to use the Library services.
  - c) Basic identification data of the UHK students and employees are taken from the university database; for external users, they are entered into the user's personal card manually.
  - d) To verify the basic identification data, the Library requires a valid ID card or passport for foreign nationals.
  - e) Interns need a recommendation from the head of department stating the duration of the internship and a guarantee of return of documents.
  - f) Additional data provided by the user – contact address, telephone number, e-mail.
4. **The Library also records the following information in the user card:**
  - a) Data on lending and returning documents;
  - b) Details of renewals, bookings, orders and reminders;
  - c) Any notes relating to the condition of the document being lent;
  - d) Date of reporting the loss of the card;
  - e) Record of a possible violation of the Library Code.
5. **Library user card**
  - a) For in-house teaching and research staff and other university employees, the UHK employee card serves as the Library user card after registration in the Library system.
  - b) For students of full-time, distance-learning and combined studies and interns, the student card serves as the Library user card after registration in the Library system.
  - c) For registered users of the Research Library in Hradec Králové (except for the UHK students, teachers and employees), their valid Research Library user card serves as the UHK Library user card.
  - d) Other users will be issued a Library user card in the Library.
6. **Validity of the user card**
  - a) The user card of academic and research staff and other employees of the University is valid for the duration of their employment with the UHK.
  - b) The user card of students of full-time, distance-learning and combined studies is valid for the duration of their studies at the UHK.
  - c) The user card of interns is valid for the duration of their internship at the UHK.
  - d) The user card of other users is valid for 1 year from the date of registration; then it must be renewed.
7. Non-registered users can access external information resources, especially information from the state and local government, on computers located in the Library entrance area while observing the rules set for their use. They are also provided with oral bibliographic, factual and reference information. They may request the processing of library searches for a fee in accordance with the price list.

## **Article 11**

### **Rights and Obligations of Users**

1. Properly registered users have the right to use all public areas of the Library and all library and information services in accordance with the Library Code of the UHK Library.

2. Users have the right to submit comments, suggestions and complaints about the operation of the Library: in writing by placing them in the box provided for this purpose, or electronically by e-mail to the contact address listed on the Library website.
3. Users are obliged to follow the Library Code, the instructions of the Library staff and respect the measures aimed at protecting the Library property.
4. When entering the interior of the Library and when leaving, users are obliged to identify themselves by attaching the user card to the scanning device of the turnstile which then allows entering.
5. Before entering the interior of the Library, users are obliged to put their outer clothing and bulky luggage in lockers or in the cloakroom. They cannot be left in the Library entrance area.
6. No food or alcoholic beverages are allowed in the Library.
7. Users have the right to bring a laptop, their own documents or documents previously borrowed from any library to the Library, but are obliged to notify the Library staff of this fact.
8. Users are obliged to behave in the Library in such a way as not to disturb or restrict other Library visitors.
9. It is forbidden to use mobile phones in the Library.
10. In-house users are obliged to report the loss of the user card to the CIT contact point. External users report the loss of the ID card to the Library staff.
11. In case of serious or repeated violations of the Library Code, the user may be temporarily or permanently deprived of user rights. However, this does not relieve the user of liability under the Civil Code and the provisions of the Library Code and the obligation to compensate for damage incurred.

## **V.**

### **Rules of Provision of Library and Information Services**

#### **Article 12**

##### **Lending Services**

1. Lending from the Library collection is governed by the provisions of Section 2193 et seq. of the Civil Code and loans are provided in accordance with the Library mission according to Article 3(1) of the Library Code and in accordance with the Copyright Act.
2. Documents from the Library collection are lent to libraries or institutions within inter-library loan services in accordance with Decree No. 88/2002 Sb. of the Ministry of Culture and the methodological guidelines of the National Library of the Czech Republic.

#### **Article 13**

##### **Types of Lending and Lending Periods**

1. The library provides loans outside the library premises (absent loans) and lending in the Library reading rooms (in-library loans).
  - a) Absent lending is made for documents that are present in the Library collection in more than 1 copy (lending copies).
    - aa) Exceptions are some foreign language publications and computer literature, fiction, and books from depositories.

- b) Documents present in the Library collection in 1 copy (marked with a yellow sticker), periodicals, archive collection of textbooks, CD-ROMs, bulletins, decrees, and collections of laws can be lent as in-library loans only.
  - ba) Books and textbooks intended for full-time study may be lent through the inter-library loan service (hereinafter the ILS).
- c) Documents intended for full-time study may be lent (absent loans) to the UHK students, academic staff and employees on a short-term lending basis according to the conditions set by the library.

## 2. Lending periods

### 2.1 Category of in-house users – UHK doctoral students, academic and research staff

- a) Documents needed for teaching or research ..... 1 year
- b) Short-term lending from the collection..... for a maximum of 1 week

### 2.2 Category of in-house users – UHK employees

- a) Documents needed for the performance of work..... 1 year
- b) Short-term lending from the collection..... for a maximum of 1 week

### 2.4 Category of external users – interns

Determined individually according to the duration of the internship.

### 2.5 Other categories of in-house and external users – students and other users

- a) Documents needed for study and self-education ..... 1 month
- b) Other documents ..... 1 month
- c) Short-term lending from the non-lending collection.....  
.....night/Sunday/weekend

### 2.6 Inter-library loans to requesting libraries

- a) Absent lending ..... 1 month
- b) Lending from the non-lending collection.....1 week

## 3. Renewal of the lending period

### 3.1 Category of in-house users – UHK doctoral students, academic and research staff

- a) The lending period will be extended after presenting the checked and signed list of lent documents once a year (as of 30 June).
- b) In-house users are required to make documents purchased from the Library funds available for a period of at least 1 week, if the document is requested by another user or for the purposes of the inter-library loan service.
- c) Short-term lending from the non-lending collection cannot be extended.

### 3.2 Category of in-house users – UHK employees

- a) The lending period will be extended after presenting the checked and signed list of lent documents once a year (as of 30 June).
- b) In-house users are required to make documents purchased from the Library funds available for a period of at least 1 week, if the document is requested by another user or for the purposes of the inter-library loan service.
- c) Short-term lending from the non-lending collection cannot be extended.

### 3.3 In-house users – students

- a) The lending period may be extended unless another user requests the document.
- b) The lending period may be extended for a maximum of 5 times consecutively, always for a maximum of 1 month. After that, the document must be returned.
- c) Renewals can be done through the Library system. It is not necessary to bring the document to the Library to extend the lending period.
- d) Short-term lending from the non-lending collection cannot be extended.



### **3.4 Category of external users**

- a) The lending period may be extended if no other reader requests the document.
- b) The lending period may be extended for a maximum of 2 times.
- c) Renewals can be done through the Library system. It is not necessary to bring the document to the Library to extend the lending period.

### **4. Number of documents lent simultaneously**

- a) UHK academic staff and doctoral students.....50 documents
- b) Students of full-time, distance-learning and combined studies.....25 documents
- c) Employees .....20 documents
- d) Interns .....10 documents
- e) Other external users.....10 documents

## **Article 14**

### **Documents Reservation**

1. The user can reserve documents intended for absent lending and currently checked out.
2. Reservations are carried out by the user through the appropriate function of the Library system.
3. Reserved documents must be collected within the specified period. Uncollected documents will be provided to the next user.

## **Article 15**

### **Documents Ordering**

1. The user can order in advance documents that are stored in the Library depository.
2. Ordering is carried out by the user through the appropriate function of the Library system.
3. Ordered documents must be collected within the specified period. Uncollected documents will be provided to the next user.

## **Article 16**

### **Decisions on Documents Lending**

1. In exceptional cases, the Library may set a shorter lending period for absent lending.
2. Due to the needs of teaching, the Library may, at the request of academic staff and for a certain period of time or even permanently, increase the number of copies of a document intended only for in-library study.
3. For teaching reasons, the Library may, at the request of academic staff and for a specified period of time, restrict absent lending of documents to a specific group of users.

## **Article 17**

### **Documents Lending Procedure**

1. Documents are lent to each user in person upon presentation of a user card.
2. Orders for deposited documents are placed by each user directly in the Library catalogue and are provided to the user within the pre-set deadlines.
3. Before the lending, the user examines the document and reports any defects that the librarian records. The user is responsible for any defects discovered later and is obliged to pay the cost of their removal.

4. Registration of loans is done by the Library staff by scanning the barcode of the document into the open user card. The user is obliged to check the loan registration on the PC screen.
5. The user is obliged to observe the lending period indicated in the record of each loan. The user is liable for the lent document until its return and is not entitled to lend it to other persons.

## **Article 18**

### **Documents Returning Procedure**

1. The user returns lent documents in person, through an authorized person, by mail or through a bibliobox.
2. The Library does not issue receipts for returned books. The user may request a printout of the current status of his/her loans for a fee according to the price list.
3. Users are obliged to return all lent documents upon termination of the contractual relationship with the UHK Library. Employees who terminate their employment with the UHK shall submit a certificate of return of lent documents to the Human Resources. Students shall return all lent documents no later than 30 calendar days after the end of the final examination. Failure to return the documents will result in the duty to replace/refund unreturned documents and pay fees for default according to the price list.

## **Article 19**

### **In-Library Loans**

1. Documents stored in freely accessible shelves can be retrieved by the user. After finishing work, the user puts the documents on the book cart. Documents are rearranged by the Library staff.
2. For in-library lending of a document stored in the depository, the user asks the Library staff or orders the document from the Library system. At the end of the work, the lent document is returned to the Library staff.

## **Article 20**

### **Inter-library Loan Services**

1. If a document is not in the Library collection, the Library will, at the user's request, arrange for its lending or delivery of a copy through an inter-library loan service from another library in accordance with Section 14 of the Library Act and Sections 2 and 3 of Decree No. 88/2002 Sb. of the Ministry of Culture and the methodological guidelines of the National Library of the Czech Republic.
2. The lending conditions are set by the lending library and the user is obliged to respect them.
3. For this service, the Library charges a fee in accordance with Section 4(2)(b) and (c), equal to the actual costs incurred.
4. When requesting loans from foreign libraries, the Library may require a deposit in the amount of the estimated cost of the loan. Once the order has been processed, the deposit will be billed according to the actual cost.
5. Documents lent from foreign libraries are provided only for in-library study.
6. Documents borrowed from national libraries are made available for absent lending unless the lending library specifies otherwise. In the case of absent lending, the Library may require a deposit according to the current price list.

## **Article 21**

### **Information Services**

1. The Library provides information and reference services free of charge, either orally, by telephone or e-mail.

## **Article 22**

### **Consulting Services in the Field of Citation Ethics**

1. The Library provides consulting services in the field of citation ethics to pre-booked interested persons or groups of interested persons.

## **Article 23**

### **Search Services**

1. Search services are provided on the basis of a specific assignment. The applicant can request a search in person, by e-mail or electronically by filling in a form.
2. In accordance with Section 4(3) of the Library Act, this is a paid service. The prices are set out in the current price list.

## **Article 24**

### **Electronic Services**

1. **Services available through the website for all registered users**
  - a) Access to the user's personal account;
  - b) Access to internet and its services;
  - c) Access to freely available electronic information resources;
  - d) Access to paid electronic information resources from the UHK IP addresses:
    - da) In-house users have free access;
    - db) External users have access to those resources where the licence is not restricted exclusively to the University's academic community.
2. **Services only for research and academic staff and other UHK employees**
  - a) Sending a request to purchase a document;
  - b) Sending a request for inter-library loan service.

## **Article 25**

### **Reprographic Services**

1. Reprographic services are provided in accordance with Act No. 121/2000 Sb., on copyright, on rights related to copyright and on amendments to certain acts (the Copyright Act). When making any reproduction, the user is obliged to comply with the provisions of the cited Act, in particular Section 30, according to which he/she may make 1 copy for his/her personal use and this copy may not be used for any other purpose. The Library pays a fixed fee to the collective copyright administrator in accordance with Section 25 of the Copyright Act.
2. Registered users may make copies of Library documents on a self-service basis via multifunctional copying devices. The price per one copy is set out in the current price list.
3. Scanning is available on scanners in the Library.



## Article 26

### Other Services

1. Registered users can use computers located in the Library to create documents.
2. Users can use Adobe Acrobat software to create their own documents.
3. The list and amount of fees for individual services provided by the Library is listed in the Annex to this Library Code and forms an integral part of the Library Code.

## VI.

### Penalties for Non-Compliance with the Library Code

#### Article 27

##### Replacement/Restoration of Lost or Damaged Documents

1. The user is obliged to report the loss or damage of a document and to replace/restore the document within the time limit set by the UHK Library according to the provisions of Section 442 (2) of the Civil Code on the way of compensation for damage.
2. Replacement/restoration is possible by:
  - a) Restoration to original condition (delivery of an intact copy of the same document in the same or a different edition);
  - b) Another document of equivalent value (upon agreement with the Library).
3. The Library may suspend all services to the user until the replacement/restoration is resolved.

#### Article 28

##### Penalty Fees for Breaching the Library Code

1. **Fees payable for default – failure to return documents**
  - a) The obligation to pay the fee for default shall commence on the day following the end of the specified lending period. If the last day of the lending period falls on a day on which the Library is closed, it is postponed to the next lending day.
  - b) The amount of the fee for default is set out in the Annex which forms an integral part of the UHK Library Code. The amount of individual fees may be changed by decision of the Library director and with the consent of the UHK Rector. The provider is obliged to inform about changes in fees on its website and on the information board located outside the entrance to the Library.
  - c) The amount of the penalty fee is determined for each overdue Library item.
  - d) The user is obliged to pay the full amount of the penalty fee.
2. **Unreturned loans exacting**
  - a) The Library exacts the return of overdue loans by reminders.

Reminder order	Time limit for the creation of a reminder
1 <sup>st</sup> reminder	<b>31 days</b> from the date of borrowing <i>or renewal of the</i> document

2 <sup>nd</sup> reminder	<b>41 days</b> from the date of borrowing <i>or renewal</i> (1 <sup>st</sup> reminder +10 days)
3 <sup>rd</sup> reminder	<b>51 days</b> from the date of borrowing <i>or renewal</i> (2 <sup>nd</sup> reminder +10 days)
4 <sup>th</sup> reminder	<b>61 days</b> from the date of borrowing <i>or renewal</i> (3 <sup>rd</sup> reminder +10 days)

- b) When a third reminder is issued and sent, the user card will be blocked until the documents are returned. Similarly, the UHK identification card will be automatically blocked in all UHK systems. No later than 24 hours after the return of the documents, all services associated with the UHK identification card and the user card will be unblocked.
  - c) In the event that the Library is forced to take legal action, the user must pay the costs of legal representation. These costs are governed by the relevant legislation.
3. **Loss of user card**
- a) Replacements for lost user cards that are also student ID cards or employee ID cards are issued by the CIT Department which also sets the issuance fees.
  - b) Replacement for external users' lost cards is issued by the Library for a fee corresponding to the purchase price of the card (see the valid price list).
4. Until all claims are settled, the Library has the right to suspend all services to the user.

## VII.

### Final Provisions

#### Article 29

##### Exceptions to the Library Code

1. Exceptions to the Library Code are permitted by the Library director.

#### Article 30 Library Code Supplements

1. The Price List of Paid Services and Fees and the Rules of Access to the National Digital Library Service form an integral part of the Library Code.

#### Article 31

##### Library Code Effect

This Library Code shall enter into force on 19 September 2022.  
At the same time, the Library and Lending Code of 1 October 2018 shall be repealed.

In Hradec Králové, 1 September 2022

Prof. Ing. Kamil Kuča, Ph.D.  
Rector

PhDr. Marie Otavová  
Director of the University Library

## XIII.

### Annexes

1. Fees for services provided by the Library
2. Rules of Access to the National Digital Library Service

#### 1. Fees for Services Provided by the Library

##### Registration fees:

External users (always for 1 year from the time of registration) 100.00 CZK

##### Issuing a duplicate licence

External users (price of identification card) 100.00 CZK

##### Inter-library Loan Service

ILS from other libraries in the Czech Republic:

Deposit for 1 document borrowed from a library in the Czech Republic 200.00 CZK

ILS from abroad:

For each borrowed document according to the tariff of the providing library (NL, STL) 250.00 CZK  
(450.00) CZK

Xerox copies, postage and packing according to the price list of the providing library

ILS to other libraries:

Xerox copy per 1 A4 page 1.50 CZK

Xerox copy for 1 A3 page 3.00 CZK

##### Searches ordered from another library:

The user pays the price charged by the library

##### Searches prepared by the library:

Search for term and course papers and bachelor's thesis 100.00 CZK

Search for master's and doctoral thesis 200.00 CZK

##### Penalty fees:

For books not returned on time:

1<sup>st</sup> reminder for each document not returned 10.00 CZK

2<sup>nd</sup> reminder for each document not returned 20.00 CZK

3<sup>rd</sup> reminder for each document not returned 30.00 CZK

4<sup>th</sup> reminder (registered letter) 150.00 CZK

Exacting the return of documents through the courts: according to actual costs

Reminder for failure to return each short-term in-library loan on time

Reminder for each day of unreturned short-term in-library loan 100.00 CZK

50.00 CZK

Absent loans of ILS books 200.00 CZK

##### Other paid services:

Printing of the list of loans 10.00 CZK



1 page A4 colour copy	6.00 CZK
1 page A3 colour copy	12.00 CZK
1 page A4 black and white copy	1.50 CZK
1 page A3 black and white copy	3.00 CZK

## **2. Rules of Access to the National Digital Library Service**

### **Libraries of publications unavailable on the market**

1. The UHK Library will enable the registered user to use the service National Digital Library – Works Unavailable on the Market (hereinafter referred to as NDL-WUM) provided on the basis of a licence agreement between the National Library of the Czech Republic and the collective administrators DILIA and OOA-S.
2. The user may read the displayed documents only, use their content for his/her own personal use, for study, teaching and research purposes (including citation).
3. Reproduction of the displayed documents, i.e. printing them, saving them to USB or other storage media or reproducing them in any other way (e.g. via mobile phone, camera) is not allowed.
4. When working with NDL-WUM, it is not permitted to use various forms of robots or other tools for automatic downloading of content. Registered users who use non-standard tools to search, view or store data from licensed sources may have their access suspended or denied.
5. A condition for accessing the NDL-WUM service is that a registered user logs in by entering his/her login details. To log in, the registered user will use the same username and password as to log in to his/her user account in the Library system.
6. If a registered user violates the terms and conditions of the NDL-WUM service, the UHK Library is obliged, upon a reasoned written request from the National Library, to provide the collective administrator and the National Library with assistance in establishing the identity of the registered reader who caused the violation.
7. The National Library of the Czech Republic processes and stores the personal data of registered users in connection with the use of the NDL-WUM service for 1 calendar year following the use of the service. This includes identification data, connection sessions, login history and logs.