

Charles University Library and Circulation Rules

These Charles University Library and Circulation Rules (the "Rules") are published under s. 4 of Act No. 257/2001 Coll., regulating libraries and terms of operating library and information services for the public, as amended, and for its enforcement.

Article 1 – Introductory Provisions

1. The system comprising the Central Library of Charles University (the "CLCU") and libraries, institutes of scientific information, and the scientific information centres of faculties and other units (sectional libraries) is collectively called the CU Library.
2. The CU Library is entered in the register of libraries of the Ministry of Culture of the Czech Republic¹ under registration number 3498.
3. The CU Central catalogue (the "Catalogue") is an automated library system through which library and information services are provided.
4. The electronic information resources (the "EIR") are specialist licensed resources for science, research, and instruction.

Article 2 – CU Library Mission and Activities, Librarian and Information Services

1. The CU Library is a specialised library under s. 13 of Act No. 257/2001 Coll., regulating libraries and terms of operating librarian and information services for the public (the Libraries Act),² as amended. The basic task of the CU Library is to provide librarian and information services necessary for study and scholarly and other creative activities at Charles University.
2. The CU Library provides librarian and information services in accordance with s. 4 of the Libraries Act. The CU Library may also provide additional librarian and information services in accordance with s. 4 (3) of the Libraries Act.

¹S. 5 of Act No. 257/2001 Coll., regulating libraries and terms of operating library and information services for the public, as amended (the Libraries Act).

²<http://aplikace.mvcr.cz/sbirka-zakonu/ViewFile.aspx?type=c&id=3676>

3. Basic librarian and information services are provided free of charge. The CU library may request the reimbursement of costs in cases regulated by law.³ The List of Fees constitutes an inherent part of these Rules.
4. The CU library makes information about its collection available through the catalogue. Registered users may manage their account and use other services (such as reservations or loan renewals).
5. The acquisition and stock revision of the library collection is carried out in accordance with s. 16 of the Libraries Act, as amended, and the related regulations. Document disposal is carried out in accordance with s. 17 of the Libraries Act, as amended, and the related regulations.
6. The EIR are made available to users in conformity with the terms and conditions of licences and they must be used exclusively for non-commercial purposes in instruction, study, science, and research or for personal use.

Article3 – Users of the CU Library, their Registration and Rights

1. The users of the CU library are:

Code	User	Description	Registration Period in the Catalogue
01	Student	Student of a bachelor's or master's programme of study at any CU faculty	3 years
02	Doctoral student	Student of a doctoral programme of study at any CU faculty	3 years
03	Internship student	Foreign intern at Charles University	6 months
11	Employee	Academic staff and scholars or other employees at any CU faculty or unit	5 years
12	CU co-operators	Employee of another institution co-operating with Charles University (e.g., faculty hospitals, Academy of Science of the CR)	1 year
22	Public	Anybody not mentioned above (CU Alumni club, external users of services, the public)	1 year
31	ILL	Artificial legal person entered in the register of libraries of the Ministry of Culture of the CR	5 years

³S. 4 (2) to (5) of the Libraries Act.

2. Librarian and information services may be used on condition that the user promises to respect the provisions of the CU Library and Circulation Rules and its appendixes.
3. The users of librarian and information services use one of the CU identity cards issued under the Rector's directive The Introduction and Use of Identity Cards at CU,⁴ as amended, which serve for personal identification. In the case of external users, only so-called "personalised" identity cards which provide personal data are permissible.
4. The user is obliged to report the loss of the card to a sectional library immediately; such library will subsequently prevent the use of library and information services. The user still has a duty to identify the card as lost in the CU web applications.⁵ The user arranges for the issuance of a substitute identity card himself.
5. The CU Library processes a user's personal data in accordance with Act No. 110/2019 Coll., on the protection of personal data, and the Regulation (EU) 2016/679 of the European Parliament and of the Council 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 known as GDPR (General Regulation).⁶
6. Separate registration is necessary in sectional libraries which do not use the catalogue.
7. The registration terminates upon:
 - a. the expiry of the registration;
 - b. the completion, interruption, or withdrawal from study;
 - c. the termination of employment at Charles University;
 - d. a serious breach of the Library and Circulation Rules under Article 4 (6).

Article 4 – Basic Rights and Duties of CU Library Users

1. Users have the right to use librarian and information services according to the law,⁷ these Charles University Library and Circulation Rules, and the operational rules of the relevant sectional libraries.
2. Users have the right to submit comments, complaints, and suggestions regarding the operation of the CU Library to the sectional libraries' heads, the CLCU head, or by means of the Charles University official notice Board.⁸
3. Users are obliged to protect the CU Library collection and equipment.
4. Users are obliged to return all borrowed documents and cover all payments they owe the CU Library after the termination of or a change in their relationship to CU.

⁴<https://cuni.cz/UK-9921.html>

⁵<https://is.cuni.cz/webapps/>

⁶<https://www.uouu.cz/gdpr-obecne-narizeni/ds-3938/p1=3938>

⁷S. 4 of the Libraries Act

⁸<https://cuni.cz/uk-125.html>

5. Users are obliged to provide compensation for any damage they cause to the CU Library in accordance with the relevant legislation.
6. The user's right to use librarian and information services in the CU Library may be suspended or cancelled by the director of the CLCU in case of serious or repeated breaches of these Rules.

Article 5 –Circulation Rules

1. Loans in sectional libraries which make use of the catalogue are governed by the uniform loan rules currently in effect.
2. Users must not lend the borrowed document to other persons. Users are obliged to inspect the borrowed documents and report any defects discovered to the library staff immediately. A loan may not be carried out if the user has undischarged obligations to the CU Library (unreturned documents, unpaid fees, etc.). The loan may be renewed unless another user has requested the document. The loan renewal may be performed only before the expiry of the loan period.
3. Users are obliged to return the borrowed documents in the same condition in which they were borrowed considering normal wear. Documents must be returned to the sectional library from which they were borrowed.
4. Users are informed that their reservation has been processed via an email. Documents may be collected only in the sectional library in which they have been prepared for the user. The reserved document may be collected by the date provided in the email.
5. A grant loan is intended for grant holders. It may be loaned only to researchers of the project in the course of the research project. Study loans are intended primarily to students of the sectional library faculty. Faculty loans are intended primarily to the students and employees of the given faculty.
6. If the users fail to return the borrowed documents within the set time, they may be sent overdue notices. Overdue notices fees and fines for exceeding the loan period are provided in the List of Fees. The fine for exceeding the loan period is not linked to the sending of an overdue notice. The CU library may decide to recover the default loans or debt including interest along with late payment interest and costs associated with asserting the debt in court (accessories). The costs of such proceedings are provided in the List of Fees.
7. Users are obliged to cover all fees and fines arising from the use of the CU Library services.

Article 6 – Loss of Documents and Methods of Compensation for Loss

1. Users are fully responsible for the condition of borrowed documents and they have a duty to inform the Library immediately if they cannot return the documents because of loss, destruction, or damage there

to regardless of the fact whether the damage was caused intentionally or by negligence, by a third party or without their fault (force majeure).

2. The Library will request that the unreturned, lost, or damaged documents be compensated for by one of the following ways:
 - a. another copy of the same document of the identical publication and binding (the equivalent compensation);
 - b. the same document of later publication;
 - c. another document with the same information and financial value, or
 - d. monetary compensation with accessories.

The methods of compensation are provided in the order of preference by the CU Library. The method of compensation and the time for its provision are always decided by the designated person in the sectional library to which the damage was caused.

3. The time for the provision of compensation starts running on the day on which the user has been informed about the decision on compensation. Such decision determines the method and extent of compensation and the time for its provision. The relevant service charges, fines, and claims are also determined according to the List of Fees of the CU Library, and other information necessary for the proper performance of the users' duties is communicated.
4. If the designated person in the sectional library decides that the document is to be replaced by another copy of the same document of the identical publication and binding, the same document of later publication, or another document with the same information and financial value, the users have a duty to give the document (replacement) to the staff of the sectional library by the set time limit and to pay the prescribed charges for the library processing of the replacement and the loss of the bar code or the RFID chip and the fine.
5. If the designated person in the sectional library decides on monetary compensation, the users have a duty to pay the amount determined including the related fees and the fine within the time limit. In accordance with the decision on the method of compensation for the unreturned, lost, destroyed, or damaged document, the user will pay monetary compensation in the amount of:
 - a. the current purchase price of the same document of the identical publication and binding if such document is available on the market including the expedient and necessary costs of the acquisition of the document;
 - b. the current purchase price of the same document of later publication if such document is available on the market including the expedient and necessary costs of the acquisition of the document;

- c. the current purchase price of another document of the same information and financial value which is available on the market including the expedient and necessary costs of the acquisition of the document, or
 - d. the fee for every page of the copy of the replaced document including the set fee for the binding of the document (the price of binding). The number of pages is determined according to the bibliographical record in the CKIS. In the case of documents in which the pages are not numbered, the price of the copy made is determined by the management of the sectional library.
6. In the case of documents which are historical, rare, interesting for collectors, a part of cultural heritage, singular copies, or other similar cases, the users are obliged to cover the monetary compensation including accessories, particularly the late payment interest and the costs of enforcement of the claim in the proper court. In such cases, monetary compensation is determined individually, for example, by an expert report or as the auction price of the document, its price in an antiquarian bookshop, the price in auction catalogues, etc.

Article 7– Transitional and Final Provisions

1. The Central Library of CU and sectional libraries will publish these Charles University Library and Circulation Rules on their web site.
2. Individual faculties and establishments may issue operational rules of sectional libraries in which they regulate other services and the terms of their provision which are not expressly regulated in these CU Library and Circulation Rules. Operational rules come into effect on the date of their publishing on the web site of the sectional library.
3. The users who registered before the legal effect of these CU Library and Circulation Rules automatically become the users of all sectional libraries of the CU Library, i.e., the sectional libraries which make use of the Central Catalogue.
4. The list of sectional libraries is provided in Appendix No. 1 to this directive.
5. The uniform loan rules are provided in Appendix No. 2 to this directive.
6. Information regarding the processing and protection of personal data is provided in Appendix No. 3 to this directive.
7. The List of Fees is provided in Appendix No. 4 to this directive.
8. Rector's directive No. 51/2018 is repealed.
9. These CU Library and Circulation Rules become legally effective on 1 December 2019.

In Prague on 4 November 2019

Prof. MUDr. Tomáš Zima, DrSc., MBA

Rector

Appendix No. 1

The list of libraries, institutes of scientific information, scientific information centres of faculties and other units which constitute sectional libraries of the CU Library

Sectional libraries which are joined together within the CU Central Catalogue

- First Faculty of Medicine, Institute of Scientific Information, U Nemocnice 4, 12800 Praha 2
 - Second Faculty of Medicine, Institute of Scientific Information, V Úvalu 84, 15006 Praha 5
 - Third Faculty of Medicine, Institute of Scientific Information, Ruská 2411/87, 10000 Praha 10
 - Archives of Charles University, Ovocnýtrh 5, 11636 Praha 1
 - Protestant Theological Faculty, Library of the Protestant Theological Faculty of Charles University, Černá 9, P. O. BOX 529, 11555 Praha 1
 - Faculty of Social Sciences, Scientific Information Centre, Smetanovo nábřeží 6, 11001 Praha 1
 - Faculty of Physical Education and Sport, Central Library of Physical Education, José Martího 31, 16252 Praha 6
 - Faculty of Pharmacy in Hradec Králové, Scientific and Library Information Centre, Akademia Heyrovského 1203, 50005 Hradec Králové
 - Faculty of Arts, Library of the Faculty of Arts of Charles University, nám. Jana Palacha 1/2, 11638 Praha 1
 - Hussite Theological Faculty, Library, Pacovská 350/4, P.O.BOX 56, 14021 Praha 4
 - Catholic Theological Faculty, Library, Thákurova 3, 16000 Praha 6
 - T.G.Masaryk Library of Social Sciences in Jinonice, U Kříže 8, 15800 Praha 5
 - Faculty of Medicine in Hradec Králové, Medical Library, Na Hradě 91, 50003 Hradec Králové
 - Faculty of Medicine in Plzeň, Scientific Information Centre, Lidická 1, 30100 Plzeň
 - Faculty of Mathematics and Physics, Faculty Library, Ke Karlovu 3, 12116 Praha 2
 - Faculty of Education, Library of the Faculty of Education, Magdalény Rettigové 4, 11639 Praha 1
 - Faculty of Law, Library, Nám. Curieových 7, 11640 Praha 1
 - Faculty of Science, Library of Biology, Viničná 7, 12800 Praha 2
 - Faculty of Science, Library of Chemistry, Hlavova 2030/8, 12800 Praha 2
 - Faculty of Science, Library of Geography, Albertov 6, 12800 Praha 2
 - Faculty of Science, Library of Geology, Albertov 6, 12800 Praha 2
 - Faculty of Science, Library of Institute for Environmental Studies, Benátská 433/2, 12800 Praha 2
- Central Library, Depository Lešetice, Lešetická 60, 26231 pošta Milín

Central Library, European documentation and information centre – the library, José Martího 2,
162 00 Praha 6 - Veleslavín

Sectional libraries which do not use the CU Central Catalogue

- Jan Kmenta CERGE-EI Library, Politických vězňů 7, 111 21 Praha 1

Appendix No. 2

Uniform Loan Rules

Definitions:

Term	Meaning
User's status	A category in which users are put and for which special rules for the lending of documents are defined.
Unit status	A category in which units are put and for which special rules for the lending of documents are defined. Every unit is put into one category.
Loan period (days)	The number of days for which a document in the given combination of a user's status and a unit status may be borrowed. If the calculated date of return falls on a day when the library is closed (weekend, national holiday), the system uses the first open day following the calculated date.
Grace period (days)	The number of days after the calculated date of return when the system does not charge a fine. On the day following the expiry of the grace period, the system charges a fine for each open day after the calculated date of return. If it is "0", the system charges a fine as of the first day after the calculated date of return.
Time of return (hours)	Time in HH:MM format by which the document is to be returned. If the library closes earlier on the day calculated as the date of return the system uses the closing hour of the library.
Grace period (hours)	Time in the HH:MM format after the calculated time of return when the system does not charge a fine. A minute following the expiry of the grace period, the system starts charging a fine for each open day after the calculated date of return. If it is "00:00", the system charges a fine as of the first minute after the calculated time of return.
May be extended?	Defines if the document in the given combination of a user's status and a unit status may be extended. If it is "Yes", the document may be extended for the maximum period provided in column Maximum loan period. If it is "No", the document may not be extended (it may be borrowed only for the basic loan period).
Maximum loan period	The number of days for which a document in the given combination of a user's status and a unit status may be borrowed (including the extension). May be given in days or months.
Fine (CZK/day)	An amount in CZK which is charged for every open day after the calculated date of return (to the date of actual return). If it is "0.00", the system does not charge any fine.
Limit of loans	The number of documents which the user in the given combination of a user's status and a unit status may borrow at the same time. If it is "999", the
Limit of reservations	The number of documents which the user in the given combination of a user's status and a unit status may reserve at the same time. If it is "999", the
Overall limit	The total number of documents which the user with the given user's status may borrow or reserve at the same time. If it is not provided the total number of documents is not given.

Loan Rules for Individual Statuses of Users

A user with a specific user's status may borrow only units with the unit status provided in the relevant table. He may not borrow units with a different unit status.

01 - Student											
User's status	Unit status	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of reservations	Note
	01 - In-house	1	0	12:00	0:15	No		50.00	5	0	
	03 - Grant	365	10	24:00	0:00	Yes	36 months	3.00	30	0	Loan for the period of grant
	04 - Standard	30	0	24:00	0:00	Yes	3 months	3.00	30	10	
	07 - Short	7	0	24:00	0:00	Yes	21 days	3.00	30	5	
	08 - Study	150	0	24:00	0:00	Yes	10 months	3.00	30	5	
	10 - Strictly in-house	0	0	24:00	0:00	No		0.00	15	0	Reading room lending only
	11 - Faculty	14	0	24:00	0:00	Yes	2 months	3.00	30	10	
	21 - In-house (stack room)	1	0	12:00	0:15	No		50.00	5	5	
	22 - Electronic device	14	0	24:00	0:00	Yes	28 days	100.00	1	1	
	24 - Standard (stack room)	30	0	24:00	0:00	Yes	3 months	3.00	30	10	
	27 - Short (stack room)	7	0	24:00	0:00	Yes	21 days	3.00	30	5	
	30 - Strictly in-house (stack room)	30	0	24:00	0:00	Yes	3 months	0.00	10	10	Reading room lending only
	Overall limit								30		

02 - Doctoral student											
User's status	Unit status	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of reservations	Note
	01 - In-house	1	0	12:00	00:15	No		50.00	8	0	
	03 - Grant	365	10	24:00	00:00	Yes	36 months	3.00	30	0	Loan for the period of grant
	04 - Standard	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
	07 - Short	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
	08 - Study	150	0	24:00	00:00	Yes	10 months	3.00	30	5	
	09 - Specific	365	0	24:00	00:00	Yes		3.00	30	0	
	10 - Strictly in-house	0	0	24:00	00:00	Yes		0.00	15	0	Reading room lending only
	11 - Faculty	14	0	24:00	00:00	Yes	2 months	3.00	30	10	
	21 - In-house (stack room)	1	0	12:00	00:15	No		50.00	8	5	
	22 - Electronic device	14	0	24:00	00:00	Yes	28 days	100.00	1	1	
	24 - Standard (stack room)	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
	27 - Short (stack room)	7	0	24:00	00:00	Yes	21 days	3.00	30	5	

30 - Strictly in-house (stack roo	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
Overall limit								30		

03 - Internship student										
User's status	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of reservations	Note
01 - In-house	1	0	12:00	00:15	No		50.00	5	0	
04 - Standard	30	0	24:00	00:00	Yes	2 months	3.00	10	10	
07 - Short	7	0	24:00	00:00	Yes	21 days	3.00	10	5	
08 - Study	30	0	24:00	00:00	Yes	2 months	3.00	10	3	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
11 - Faculty	14	0	24:00	00:00	Yes	2 months	3.00	10	10	
21 - In-house (stack room)	1	0	12:00	00:15	No		50.00	5	5	
24 - Standard (stack room)	30	0	24:00	00:00	Yes	2 months	3.00	10	10	
27 - Short (stack room)	7	0	24:00	00:00	Yes	21 days	3.00	10	5	
30 - Strictly in-house (stack roo	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
Overall limit								15		

11 - Employee										
User's status	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of reservations	Note
01 - In-house	1	0	12:00	00:15	No		50.00	8	0	
03 - Grant	365	10	24:00	00:00	Yes	36 months	3.00	999	0	Loan for the period of grant
04 - Standard	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
07 - Short	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
08 - Study	150	0	24:00	00:00	Yes	10 months	3.00	30	5	
09 - Specific	365	0	24:00	00:00	Yes	36 months	3.00	999	0	
10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
11 - Faculty	14	0	24:00	00:00	Yes	2 months	3.00	30	10	
14 - ILS Standard	30	5	24:00	00:00	No		0.00	5	0	Document loaned from another library through ILS
21 - In-house (stack room)	1	0	12:00	00:15	No		50.00	8	5	
22 - Electronic device	14	0	24:00	00:00	Yes	28 days	100.00	1	1	
24 - Standard (stack room)	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
27 - Short (stack room)	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
30 - Strictly in-house (stack roo	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
Overall limit										

12 - CU associate											
User's status	Unit status	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of reservations	Note
	01 - In-house	1	0	12:00	00:15	No		50.00	8	0	
	03 - Grant	365	10	24:00	00:00	Yes	36 months	3.00	999	0	Loan for the period of grant
	04 - Standard	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
	07 - Short	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
	08 - Study	150	0	24:00	00:00	Yes	10 months	3.00	30	5	
	09 - Specific	365	0	24:00	00:00	Yes	36 months	3.00	999	0	
	10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
	11 - Faculty	14	0	24:00	00:00	Yes	2 months	3.00	10	10	
	14 - ILS Standard	30	5	24:00	00:00	No		0.00	5	0	Document loaned from another library through ILS
	21 - In-house (stack room)	1	0	12:00	00:15	No		50.00	8	5	
	22 - E-book reader	14	0	24:00	00:00	Yes	28 days	100.00	1	1	
	24 - Standard (stack room)	30	0	24:00	00:00	Yes	3 months	3.00	30	10	
	27 - Short (stack room)	7	0	24:00	00:00	Yes	21 days	3.00	30	5	
	30 - Strictly in-house (stack room)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
	Overall limit										

22 - Public											
User's status	Unit status	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of reservations	Note
	01 - In-house	1	0	12:00	00:15	No		50.00	2	0	
	04 - Standard	30	0	24:00	00:00	Yes	3 months	3.00	15	10	
	07 - Short	7	0	24:00	00:00	Yes	21 days	3.00	15	5	
	08 - Study	30	0	24:00	00:00	Yes	3 months	3.00	15	7	5

10 - Strictly in-house	0	0	24:00	00:00	No		0.00	15	0	Reading room lending only
21 - In-house (stack room)	1	0	12:00	00:15	No		50.00	2	2	
24 - Standard (stack room)	30	0	24:00	00:00	Yes	2 months	3.00	15	10	
27 - Short (stack room)	7	0	24:00	00:00	Yes	21 days	3.00	15	5	
30 - Strictly in-house (stack room)	30	0	24:00	00:00	Yes	3 months	0.00	10	10	Reading room lending only
Overall limit									15	

31 - ILS											
User's status	Unit status	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	Limit of reservations	Note
	01 - In-house	14	0	24:00	00:00	No		0.00	999	999	
	03 - Grant	30	0	24:00	00:00	No		0.00	999	999	
	04 - Standard	30	0	24:00	00:00	Yes	2 months	0.00	999	999	
	07 - Short	14	0	24:00	00:00	No		0.00	999	999	
	08 - Study	30	0	24:00	00:00	Yes	2 months	0.00	999	999	
	09 - Specific	30	0	24:00	00:00	No		0.00	999	999	
	11 - Faculty	30	0	24:00	00:00	No		0.00	999	999	
	21 - In-house (stack room)	14	0	24:00	00:00	No		0.00	999	999	
	24 - Standard (stack room)	30	0	24:00	00:00	Yes	2 months	0.00	999	999	
	27 - Short (stack room)	14	0	24:00	00:00	No		0.00	999	999	
	Overall limit										

Appendix No. 3

Information on the Processing and Protection of Personal Data

The administrator of users' personal data is Charles University in a system which comprises the Central Library of Charles University (CU) and libraries, institutes of scientific information, and the scientific information centres of faculties and other units ("sectional libraries") collectively called the CU Library.

Article 1 - Extent of Personal Data Processed

The CU Library processes the personal data of users to the extent as follows:

- a) **Identification data:** first name and surname, academic degrees, date of birth, photo, and permanent address.
- b) **Contact data:** delivery address, address of place of work, email address, phone number.
- c) **Service data:** personal number, identity card number (bar code), record of transactions performed at the circulation desk, loans (including history), reservations, overdue notices, payment transactions (including their purpose, date, time, and other elements).

Article 2 - Changes in Personal Data

1. Users inform the personal data administrator (study registry or HR office of the relevant faculty) of changes to their identification and contact personal data without undue delay. Users who make use of the External User Card inform the staff of a sectional library of changes to their identification and contact personal data.

Article 3 - Purpose of Personal Data Processing

The CU Library processes personal data for the purpose of providing librarian and information services to users, informing users about services and the CU library events, and protecting property and the library collection. Contact data are used by the CU Library for communication with users and for possible enforcement of claims. Official data are used by the CU Library for statistical purposes and for the evaluation of users' satisfaction.

Article 4 - Rights of Users as Personal Data Subjects

1. Users have a right to apply for information as to which of their personal data are processed, and to request the revision or removal of personal data if they are invalid or outdated. Users have the right to request that their personal data not be processed before the decision on validity of the mentioned requirements is made. During such suspension of the processing of their personal data, it is not possible to provide to users the services of the CU Library under the Charles University Library and Circulation Rules. Users have the right to file a complaint with a supervising authority.
2. Upon request, the CU Library provides the user with a copy of the processed data or enables the inspection of the contract for the provision of services (user's application) and other documents it stores.
3. When dealing with an application, a designated member of the CU Library staff communicates directly with the user regarding the personal data mentioned in the previous Article (Purpose of Personal Data Processing). A designated staff member may provide the user with information as to which of his personal data are processed, assess a request for the revision or removal of personal data of the user if they are invalid or outdated. Upon written request, a designated staff member may provide the user's personal data to another personal data administrator. The designated staff member must record such request and, if the user's personal data are provided to another administrator, record such fact.
4. All users' complaints or other requests regarding the protection of personal data at CU in accordance with the Rector's directive Principles and Rules of Personal Data Protection¹, as amended, are disposed of by the data protection officer. Users' requests are referred to the data protection officer in case of any uncertainty. The designated member of the CU Library is obliged to co-operate fully with the data protection officer when dealing with any enquiry, request, or complaint from the user.

Article 5 - How Long Personal Data is Kept

The CU Library keeps personal data of users for the period of registration and one year and a half after its termination. Where the user does not have any obligations to the CU Library (documents not returned, unpaid fines, etc.) his personal data are then deleted. Users may require the removal of their data earlier if they no longer wish to use the services of the CU Library. Personal data in electronic form are removed by erasure (rendered anonymous)² with the exception of such personal data which the CU Library needs for

¹<https://www.cuni.cz/UK-9014.html>

²<https://www.gdpr.cz/gdpr/heslo/anonymizovane-osobni-udaje>

the enforcement of claims against the user. Paper documents with personal data are shredded under the Records Management Rules,³ as amended.

Article 6 - Security of Personal Data

1. Access to personal data is restricted to employees whose work duty is to work with them. The CU Library does not transfer personal data to any third party. The prior written consent of the user is required for the transfer of personal data to a third party.
2. The CU Library keeps personal data in an electronic form in the Central Catalogue of Charles University and on the computers of employees of the CU Library. Access to these data is protected by a system of access accounts, passwords, and rights which are determined to the extent required for the fulfilment of individual employees' tasks.
3. The CU Library keeps personal data in the form of paper documents by normal means so that the unauthorised persons cannot access them.

Article 7 - Additional Information

1. The CU Library processes personal data on the basis of a contract for the provision of services (user's application) made with the user in written or electronic form according to:
 - a) Regulation (EU) 2016/679 of the European Parliament and of the Council 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 known as GDPR (General Regulation);⁴
 - b) Act No. 110/2019 Sb., on the Processing of Personal Data;⁵
 - c) Rector's Directive No. 16/2018 Principles and Rules of Personal Data Protection.⁶
2. More information on the processing and protection of personal data at CU may be found on the publicly accessible part of the Charles University website.⁷ Users having complaints may contact the data protection officer of Charles University via email at gdpr@cuni.cz. The supervising authority in charge of personal data protection is the Office for Personal Data Protection.⁸

³<https://cuni.cz/UK-9778.html>

⁴<https://www.uoou.cz/gdpr-obecne-narizeni/ds-3938/p1=3938>

⁵https://www.uoou.cz/assets/File.ashx?id_org=200144&id_dokumenty=33840

⁶<https://www.cuni.cz/UK-9014.html>

⁷<https://www.cuni.cz/UK-9056.html>

⁸<https://www.uoou.cz>

Appendix No. 4

The List of Fees

This List of Fees and Fines is an appendix to the CU Library and Circulation Rules.

Overdue fines per document according to the Uniform Loan Rules	3 CZK/1 day
	50 CZK/1 day
	100 CZK/1 day
1 st , 2 nd and 3 rd reminder notice sent by e-mail	free
Sending a reminder notice by post	<i>According to the current list of fees of the Czech Post + service charge 15 CZK</i>
4 th reminder notice sent by registered mail	250 CZK (service charges)
Letter before action	Fees for one legal act under s. 7 of the Regulation on Lawyers' Fees
Preparation before action	200 CZK /1 document
Processing a replacement for lost material	50 CZK/1 document
Loss of or damage to the bar code or RFID chip	20 CZK
Black and white copy of one page of a replaced document	2 CZK
Binding of a replaced document	250CZK
Loss of or damage to a borrowed electronic device	Up to the acquisition price of the device
ILS and IILS	According to the current lists of fees or service providers

Some other services may be charged according to the operational rules of individual sectional libraries.