

**Library and Lending Rules
of the Libraries of the Academy of Performing Arts in Prague
(hereinafter “AMU”)**

**Article 1
Basic Provisions**

1. The position of the AMU Library

AMU provides essential information resources for the instructional, artistic and research work of AMU’s faculties through a cluster of faculty libraries: the DAMU Library, the FAMU Library and the HAMU Library. For the purposes of organisational rules, these libraries are designated with the common name “AMU Libraries” (“knihovny AMU”). AMU ensures uniform methodological guidance and information environments for the faculty libraries through the Vice-Dean for Science, Research and Development, a methods specialist for the libraries, and the AMU Library and Lending Rules. The position of the AMU Libraries is defined by the Organisational Rules of the AMU libraries.

2. Mission and activities of the libraries

a) The mission of the AMU Libraries to secure the necessary information resources for studies and for scholarly, scientific and artistic activities at AMU. For this purpose, the libraries acquire, elaborate, preserve and make accessible specialised library collections. In view of their specialisations, the libraries participate in the development of methodologies for elaborating special kinds of collections at the national level.

b) In accordance with Section 4(5) of the Library Act, the libraries provide public library and information services, and enable free and equal access to information. The principle of equal access to information is enhanced by the fact that the library and information services are provided free of charge. The libraries provide the services enumerated in Article 3 of these Library and Lending Rules (hereinafter “LLR”) to all of their duly registered users in accordance with the provisions of these LLR and their Amendments, and within the scope of their operational possibilities and the terms and conditions set by the individual faculty libraries. They provide in-house services (Article 6(2)) to non-registered users as well, within the scope of their operational and capacity possibilities.

3. The activities of the AMU Libraries are governed in particular by the following legislation:

a) Act No. 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services (the Library Act), as amended.

b) Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (the Copyright Act), as amended.

c) Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (the Higher Education Act), as amended.

d) Act No. 499/2004 Coll., on Archiving and Records Management and on the Amendment of Selected Acts, as amended.

- e) Decree of the Ministry of Culture No. 88/2002 Coll., on the Implementation of Act No. 257/2001 Coll.
- f) Act No. 101/2000 Coll., on the Protection of Personal Data and Amendment to Some Related Acts, as amended.
- g) Act No. 106/1999 Coll., on Free Access to Information, as amended.
- h) Act No. 89/1995 Coll., on the State Statistical Service, as amended.

Article 2

Library Collections

- a) The AMU Libraries acquire and preserve specialised document collections in accordance with the accredited AMU academic programmes offered by the relevant faculties. Through their activities, they contribute to supporting and developing all artistic, scholarly and scientific activities cultivated at AMU.
- b) The library collections consist of printed texts, manuscripts and special kinds of documents, i.e. books, periodicals, lecture notes, sheet music, audio and audio-visual documents, and university qualifying theses. They also include secondary information sources (paper and electronic catalogues) and electronically published documents recorded on data storage devices, as well as other external licenced databases.
- c) The library collections are continuously updated according to the relevant profiles of the individual academic programmes and in accordance with acquisition plans, and using funds from AMU's financial resources and from extra-budgetary funds. Other sources include gifts, and possibly publication exchanges.
- d) Library collections are elaborated and subsequently made accessible by the relevant faculty library according to general rules set out in these LLR and their Amendments. Certain specialised collections may be temporarily deposited at faculty departments, and access to them is provided by a staff member authorised by the department head. Their recording and elaboration, however, are always subject to the relevant faculty library, which also performs reviews at specified workplaces,
- e) Access to electronic catalogues on the school's computer network and publicly over the internet is ensured by the AMU Computing Centre and administered methodologically by the AMU Libraries methods specialist.
- f) Licenced electronic resources are made accessible to AMU users normally in the range of the school's IP address, or – in a limited extent and always on the basis of a concluded contract – by means of remote access.

Article 3

Library Information Services

- 1. Services are provided in faculty libraries, specifically:
 - a) in lending areas,
 - b) in specialised reading rooms and video rooms,
 - c) in computing facilities.

2. Types of services:

- a) external lending (outside the library) of specified documents,
- b) in-house lending (only in specified areas) of specified documents,
- c) reference services: provision of information about AMU's collections and other collections, available academic sources on selected thematic areas, and possibly also opportunities to contact experts,
- d) special services (by prior arrangement): elaboration of research, bibliographies or abstracts, consultation on a relevant field, information about information sources accessible through computer networks, help searching in electronic catalogues, and opportunities to work with computational technology subject to the operational terms and conditions of the relevant faculty library,
- e) services of the AMU electronic catalogue,
- f) access to internal and external databases,
- g) access to the internet (preferentially for purposes of searching for information necessary for studies or instruction),
- h) Wifi access points for connecting portable electronic devices to the internet,
- i) provision of information about the relevant faculty library on the AMU website,
- j) overview of new titles in the collections of the AMU faculty libraries,
- k) instruction for users,
- l) by agreement with the head of the faculty library, provision of space for holding special study seminars or instructional lessons – see the relevant Amendments to these LLR.

Article 4 Fees

- a) Services are provided free of charge; for interlibrary services, the AMU Libraries will set a fee according to their actual costs.
- b) In certain cases, the library may request that a deposit be paid for rare documents. A deposit is also requested from persons who do not have a legal relationship with AMU, and from foreign students. The rules are stipulated in the relevant Amendments to these LLR.

Article 5 Users

1. Library user:

- a) A user of the AMU Libraries can be a natural person with a legal relationship to AMU who has a valid AMU student or employee identification card. Without presenting such identification, external lending is not possible.
- b) For lending purposes, each user is assigned a user category, which is governed by the terms and conditions of lending. These, in turn, are governed by the Amendments to these LLR of the relevant faculty libraries.
- c) Certain special provisions apply to external AMU employees, extraordinary students

(including foreign students) and the public.

d) User categories are stipulated in the relevant Amendments to these LLR.

2. User registration:

a) Upon the first visit to the library (registration), the user presents a valid AMU identification card and familiarises himself/herself with the terms and conditions of these LLR and with their relevant Amendments. With his/her signature on the registration form (see the annex to these LLR), the user undertakes to uphold the stipulated rules. The duration of the registration's validity is stipulated by the relevant faculty library. The identification card is non-transferable; each cardholder is personally responsible for protecting the card from loss or theft, and will prevent its abuse by unauthorised persons. Each user within AMU is assigned a unique identifier, which is used to automate his/her library user account.

3. General rights and responsibilities of AMU Libraries users:

Every library user is required to uphold the terms of these LLR, in particular:

a) to undergo an initiation lecture providing general information, information about study opportunities and instruction on the proper use of equipment,

b) to be aware of and to adhere to the due dates of documents borrowed by means of his/her user account in the electronic catalogue; the user account is accessible to everyone who is logged into the AMU computer network,

c) to enter the inner premises of the library only after depositing his/her jacket and handbags in the places intended for this,

d) to observe the ban on smoking and not to bring food or drink into the library premises,

e) not to use mobile telephones in the premises of the library,

f) if bringing one's own study materials, to announce this fact to the library staff upon entering,

g) to obey the instructions of the staff, not to disturb other library patrons, to handle all library collections and equipment with care,

h) not to remove in-house library materials from the library premises,

i) not to remove from the library materials designated for external lending without duly registering the borrowed items (checking them out),

j) to enter the depository only when accompanied by a staff member,

k) when returning borrowed documents, unconditionally to notify the staff,

l) to use all library equipment, i.e. audio-visual equipment and computer workstations, independently only with the consent of a staff member after having received necessary instruction,

m) to notify the library staff without delay of any defect discovered to library instruments or equipment,

n) to observe the principle that searching for desired documents in computer databases takes precedence over the use of computer workstations for other activities,

o) reserved workstations can be used only for searching in the AMU Libraries catalogue,

p) to observe the provisions of the Copyright Act, in particular the ban on making copies of audio and audio-visual recordings, and of printed music,

- q) the user is required to familiarise himself/herself in particular with the rules for borrowing audio-visual documents,
- r) not to remove paper cards from the catalogue,
- s) to allow a library employee to perform an inspection of bags, etc. prior to leaving the library,
- t) the user has the right to free access to all of the AMU Libraries' card catalogues databases, and to the use of all reading rooms and freely accessible collections, including periodicals.

Article 6

General Terms and Conditions for the Provision of Services

1. External lending

- a) It is only possible to borrow documents outside the library upon presentation of a valid AMU identification card. Other users can borrow documents externally only upon fulfilment of special terms and conditions (see the relevant Amendments to these LLR) and with the consent of the head of the relevant faculty library.
- b) Lending periods for all types of documents and volumes of borrowed items are governed by the provisions of the relevant faculty library in the Amendments to these LLR and the assigned user category.
- c) All materials designated for external lending are lent on the basis of a search for the relevant call number. In the case of documents elaborated in the electronic catalogue, the user is also required to determine whether the requested material is on site.
- d) In the event that a reservation has been made for the document, the registered user has precedence.
- e) In the case of especially valuable or expensive documents, the head of the faculty library can decide either to restrict them to in-house lending only, or to impose a special deposit.
- f) Students who complete or interrupt their studies are required to report this to the library and to settle any outstanding obligations at all AMU libraries. The Study Department of the relevant faculty will request a confirmation of the return of all borrowed items (an exit form – "výstupní list"). In the event of non-settlement of obligations, the library will proceed according to valid legislation.
- g) When terminating the employment relationship, employees are also required to return all borrowed items, to settle any obligations and to present an exit form ("výstupní list") to the AMU employment office.
- h) AMU pedagogues have precedence in library services.
- i) Sanctions for exceeding the borrowing limit are governed by the Amendments to these Rules. Exceptions are at the discretion of the head of the relevant faculty library.

2. In-house lending

- a) In-house lending is provided to all interested visitors, i.e. even to those without a user identification card. If there is great interest in an item, however, registered users have precedence.
- b) Special and reference services (Article 3(2c-d)) can be used by non-registered users

as well.

3. Reminders

Reminders are automatically generated by the library system and sent to the email addresses of users in the AMU network.

4. Reservations

Every registered library user can, using his/her user account in the electronic catalogue, reserve documents in the relevant libraries, or request to reserve a document right in the relevant library.

5. Access to computers and networks

a) The AMU Libraries enable all persons with a legal relationship to AMU to have access to the internet. All users have access to electronic catalogues. Access to the school's computer network (the internet) is only possible on the basis of an individual user password which is assigned by the Computing Centre automatically to AMU students, teachers and employees.

b) Anonymous or group access to the network is not permitted for security reasons.

6. Damage to and loss of documents

a) The user is fully responsible for damage to or loss of the library documents which he/she has borrowed from the library. When taking possession of borrowed items, he/she is required to examine their condition, and immediately to report any defects found. Otherwise, he/she will be responsible for previous damage.

b) Damage to a document to such an extent that it is unusable is classified as a loss.

c) In the event that a user has caused damage to or the loss of a work (library document), he/she is required to secure an adequate replacement of the same title in its full value. A copy cannot be considered to be a replacement.

d) The user is also required to provide a reimbursement for costs expended for the repair or replacement of a library document cover which he/she has damaged.

e) The user is required to cover damages which he/she has caused to library and reading room facilities (in particular audio devices and computers), and is also responsible for any outages of the computer network which he/she has caused.

Article 7 Final Provisions

a) The relevant general provisions of Act No. 89/2012 Coll., Civil Code, also apply to borrowing from library collections.

b) A user who has repeatedly grossly violated these Rules can be stripped of his/her rights to use the AMU Libraries by the Vice-Dean for Science, Research and Development.

c) These LLR are generally valid for the operation of all AMU faculty libraries, and abolish and replace the Library and Lending Rules dated 27 December 2011.

d) An integral part of these LLR are the relevant Amendments, which govern the special

and specific operational terms and conditions of the individual faculty libraries.

Exceptions to the Amendments are at the discretion of the head of the relevant faculty library.

These Library and Lending Rules were deliberated at the session of the Academic Senate of AMU on 2 June 2014, and take effect on 1 July 2014.

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