

**CNB Czech National Bank**

**Technical Library**

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**LIBRARY AND LOAN GUIDELINES OF THE TECHNICAL LIBRARY OF THE  
CZECH NATIONAL BANK**

Within the meaning of Act No. 257/2001 Coll., which makes provision with respect to libraries and conditions for operating public librarian and information services (hereinafter referred to as the “Library Act”), I hereby issue these Library and Loan Guidelines of the Technical Library of the Czech National Bank.

Article 1

**Basic Provisions**

1. The Technical Library of the Czech National Bank (hereinafter referred to as the “Library”) is a public library that provides information and librarian services to employees of the Czech National Bank (hereinafter referred to as the “CNB”) and users from the general public. Due to the profile of its funds, performed activities and aim of provided services it has a nature of a technical and specialised library.  
The Library shall perform its mission most notably by:
  - a) creating, updating, maintaining and making available on an ongoing basis a fund covering books, journals and other information resources including information on modern media (floppy disks, compact disks, etc.) having an optimum profile;
  - b) creating with the help of an automated system an online catalogue of all types of information documents, and providing for its administration and access to it;
  - c) providing users with advisory and reference services (information about the catalogue and other information resources, funds and possible ways of using the Library), bibliographic and information services and literature search services (searching for information from all the information resources of the Library);
  - d) maintaining and developing active contacts with information centres of other central banks and international organisations (IMF, OECD, EU, etc.) through an international exchange of resources.
  
2. The Library shall aim at providing objective and impartial information and shall ensure that all its users have independent access to information.

Article 2  
**Provided Services**

1. The Library shall provide:
  - a) loan services:
    - internal in the study room on the premises of the Czech National Bank for work and study purposes;
    - outside the Library (external);
    - provision of inter-library loans from libraries from the Czech Republic (hereinafter referred to as the “ILs”);
    - provision of international inter-library loans (hereinafter referred to as the “IILs”);
    - reservations of books that are currently out on loan;
  - b) reprographic services from the materials of the Library:
    - self-service photocopying;
    - services while one waits, individual services on order (only for Internal Users);
  - c) reference services:
    - acquainting users with the automated library system user module and information about how to search the internal database;
    - searching for information in internal and external computer databases and networks;
    - bibliographic and information services and literature search covering various information resources;
    - special information services (answers to queries submitted through e-mail, information provided by phone, etc.).
2. The Library shall provide its services free of charge.

Article 3  
**Users**

1. The basic user categories of the Library include:
  - “Internal Users” (employees of the Czech National Bank);
  - “External Users” (general public).
2. As concerns access to the individual information resources and funds, the above categories of users shall have different rights, which shall be stipulated by the Library Guidelines as follows:
  - The Library shall give preferential treatment to services required by Internal Users;

- The Library shall make available to External Users information from public information resources stored in the fund of the Library as well as from the internal catalogue;
- Users' requirements concerning ILs and IILs shall be settled in accordance with the legal regulations governing these services.

#### Article 4 **Loan Guidelines**

1. Users of loan services shall include individuals over 15 years of age and in the case of ILs and IILs also legal entities. Both Internal and External Users shall be issued a Library Card.
2. The Library Card shall not be transferable. Provided the User loses the Library Card, s/he shall notify the Library thereof.
3. Loans of the Library funds shall be governed by the provisions of the Civil Code and the Labour Code, as amended. As part of the registration procedure the User shall sign the "Registration and Statement Made by a User of the Technical Library of the Czech National Bank" (see the Appendix), which shall be filed in the Library.
4. The maximum number of loans per person shall be 10 volumes. This number shall also include volumes borrowed earlier and not yet returned. The following loans shall not be provided outside the Library (i.e. external loans):
  - books issued until the year 1945;
  - books regardless of the date of issue, where there is a danger of irretrievable loss or damage;
  - books included into the reference fund of the study room;
  - individual and bound issues of newspapers and journals;
  - selected electronic documents on floppy disks or compact disks, video documents.Possible exceptions shall be approved by the head of the Library.
5. Reservations may be made for a book currently out on loan to another User. After the book is returned, the Library shall notify the User requesting the book either in writing or by phone and the book may be collected within 7 days from the date when the notice is sent. Provided several users require the book, a list shall be made according to the date of request and category of users (see Article 3). Those books that the User studies internally in the study room may be reserved on his/her name up to the period of one month.

6. The standard loan period shall be one month. This period may be prolonged twice, but only provided no other User requires the book(s) out on loan. Exceptions in justified cases shall be approved by the head of the Library.
7. The User shall return the books out on loan in such a condition in which s/he has borrowed them. When borrowing books, the User shall be bound to check them and notify the staff of any defects. Should the User fail to do so, s/he shall be liable for any defects discovered later and shall pay to the Library costs related to the repair or replacement of a book as in the event of a loss. The User shall not borrow the books out on loan to third parties and shall be liable for them until their return to the Library.
8. Provided the book(s) are not returned on time, the Library shall send a notice asking the User for return a maximum of three times. The interval between each notice shall be 10 business days. Three notices to no avail shall be followed by a registered letter containing a warning and after another 20 days the legal claims procedure shall follow.
9. Internal Users shall return all books out on loan together with the Library Card before their employment ends.
10. The User shall notify the Library without any delay of a loss of, or damage to, the book(s) out on loan. The head of the Library shall make a decision on the mode of compensation. The following modes of compensation shall be demanded in the case of a loss of, or damage to, the book(s):
  - provision of another copy of the same book;
  - provision of a bound copy of the same book;
  - provision of another book with a similar topic and of equivalent price;
  - financial compensation that equals the price of the book on the book market at the time when the loss is being settled; this amount may exceed the purchase price several times.

## Article 5 **Study Room Guidelines**

1. Users of the study room shall take off their coats, briefcases, bags, handbags, etc. and leave them in a designated place. Users shall be allowed to take into the study room with them only their personal documents, stationery, sheets of paper and possibly also their own study materials (of which they shall inform the staff in the study room).
2. Users of the study room shall behave quietly and be considerate towards other users and shall follow the instructions of the staff of the Library. Smoking and consumption of food and beverages shall be strictly forbidden in the study room.
3. The books in the study room shall be freely available and used books shall be put to a designated place.

4. Self-service photocopying of books, magazines and other information resources of the Library shall be only for the User's personal needs. The Library may refuse to make reprographic copies:
  - provided the reprographic equipment is out of order;
  - provided the requirement exceeds the technical and capacity limits of the equipment in the Library;
  - External Users shall be allowed to copy a maximum of 20 pages (exceptions shall be approved by the head of the Library);
  - provided the material does not come from the information resources of the Library;
  - provided the material is a precious and unique issue that might be damaged;
  - provided the binding and paper of the material are in a poor condition.

## Article 6 **Using Computer Technology**

1. The User shall be allowed to use the computer technology of the CNB solely for access to electronic resources of technical nature in compliance with the aim of the Library. Use of the computer technology for commercial purposes, in particular for effecting any financial operations and for electronic trading shall be forbidden.
2. The User shall sign himself/herself up at the staff before s/he starts using the computer technology. The User's work may be monitored.
3. The User shall not use any other programmes on the computers than the provided software. The User shall not copy and/or distribute parts of the operating system and installed programmes. The User shall not interfere with the configuration of the computer and the network.
4. The User may save obtained data on his/her own floppy disks and compact disks only if s/he may guarantee that they are safe with regard to antiviral protection. At the same time the User shall follow the rules governing the use of the electronic resources of the Library (Article 7).
5. The User shall be allowed to print a maximum of 20 pages (from a compact disk and/or from the Internet). Upon agreement with the staff the User may be allowed to print more pages. The Library shall reserve the right to set the maximum number of pages the User may print.
6. The User may use his/her own computer upon agreement with the staff, but shall not connect the computer to the computer network of the Library.
7. The User shall not attempt by any means to gain access rights or privileged status s/he is not entitled to. Provided the User gains such privileged status or access rights s/he is not

entitled to by any means (including a hardware or software system error), s/he shall notify the staff thereof without any delay.

8. The User shall not use the network of the Library on purpose for unauthorised access to other computers, other networks or to disseminate computer viruses or to send spam messages. The User shall be fully liable for damage occurring upon unprofessional use of the computer technology including damage caused by computer viruses brought in by him/her.
9. The computer technology of the CNB shall not be used for activities or for supporting activities that are in contradiction with the legal regulations of the Czech Republic or that endanger the safety and reliability of the operation of computer networks.
10. On technical or material grounds the extent of use of the computer technology may be limited. Provided the User breaches the rules governing the use of the computer technology, the Library shall reserve the right to restrict or abolish the User's right to use the services of the Library.

#### Article 7

#### **Using Electronic Resources**

1. Only electronic resources of technical nature in accordance with the aim of the Library may be used in the study room in accordance with legal regulations. It shall be prohibited to browse pages promoting national, racial and other intolerance, aimed at suppressing rights and liberties, as well as pornographic pages.
2. The User shall be bound to respect copyright, see Act No. 121/2000 Coll., which makes provision with respect to copyright, rights related to copyright, as amended, and other legal regulations.
3. The User may use obtained information and/or data (in any form and on any medium) solely for his/her personal needs, for study or scientific purposes. It shall be prohibited to further circulate, disseminate, copy, lend, share, transfer (directly or indirectly) the information and/or data to be used by any paid service or for any further distribution (regardless of whether the distribution is for profit or not for profit or whether it is provided for a charge or free of charge) by any means. It shall be prohibited to download whole issues of electronic journals. The User shall not remove, hide or modify copyright notes, etc. contained or shown in the obtained data.
4. The User wishing to use electronic resources may make a reservation a maximum of one week in advance and up to one hour a day. Provided all the computers are not busy, the User may use electronic mail (for a maximum of 10 minutes). However, provided another User wishing to use resources of a technical nature comes into the study room, the User using the e-mail shall stop his/her work immediately. The Library shall reserve the right to adjust the operation of the Library to the actual situation.

Article 8  
**Final Provisions**

1. Exemptions from the Library and Loan Guidelines shall be permitted by the head of the Library.
2. The document entitled “Registration and Statement Made by a User of the Technical Library of the Czech National Bank” shall form an inseparable part of the Library and Loan Guidelines.
3. Comments concerning the operation of the Library may be filed verbally, in writing or by electronic mail to the head of the Library.
4. The Library and Loan Guidelines shall become effective as of 1 June, 2004.

Prague, 20 May, 2004

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