

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

**(hereinafter only the “Library Guidelines”)**

These Library Guidelines regulate the position and activity of the Technical Library of the Czech National Bank.

## **Chapter I    Introductory provisions**

### **Art. 1    Purpose and applicability of the regulation**

1. These Library Guidelines regulate the position and activity of the Technical Library of the Czech National Bank.
2. The Technical Library of the Czech National Bank (hereinafter only the “Library”) is a public library, established and operated by the Czech National Bank (hereinafter only the “CNB”). In terms of organisation it is incorporated into the Social Facilities Division of the Administration Department.  
Library address: Senovážné náměstí 30, Praha 1  
Postal address: Na Příkopě 28, 115 03 Praha 1  
Tel.: 224412540  
Fax: 224413701  
e-mail: lib@cnb.cz  
website: [http://www.cnb.cz/cs/verejnost/Library\\_cnb](http://www.cnb.cz/cs/verejnost/Library_cnb)  
Opening hours: Mon to Thu 9 a.m. to 5 p.m., Fri 9 a.m. to 3 p.m. The opening hours may be shortened during the summer holiday period.
3. The Library Guidelines are binding for all users of the Library and are in accordance with Act No 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services.
4. Concrete information about the activities of the Library is published on its website.

### **Art. 2    Legislation governing the activity of the Library**

1. Act No 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services (Library Act) as amended (hereinafter only the “Library Act”).
2. Decree of the Ministry of Culture No 88/2002 Coll., implementing Act No 257/2001 Coll. (hereinafter only the “Decree of the MC”).
3. Act No 106/1999 Coll., on Free Access to Information, as amended (hereinafter only the “Act on Free Access to Information”).
4. Act No 121/2000 Coll., on Copyright, Rights Related to Copyright and on the Amendment of Certain Acts (Copyright Act), as amended (hereinafter only the “Copyright Act”).
5. Act No 101/2000 Coll., on the Protection of Personal Data and on Amendment to Some Acts, as amended (hereinafter only the “Act on the Protection of Personal Data”).
6. Act No 89/1995 Coll., on the State Statistical Service, as amended (hereinafter only the “Act on the State Statistical Service”).
7. Act No 40/1964 Coll., the Civil Code, as amended (hereinafter only “the Civil Code”).

8. Act No 6/1993 Coll., on the Czech National Bank, as amended (hereinafter only the “Act on the CNB”).
9. Internal CNB regulations.

### **Art. 3 Position, mission and activity of the Library**

1. The Library is, in the sense of Article 12 of the Library Act, a Basic Library with a specialised library fund providing public information and library services primarily in the social sciences (economics and law), some natural sciences (mathematics) and technical sciences (informatics).
2. On the basis of Article 5 of the Library Act the Library is entered in the register of libraries maintained by the Ministry of Culture of the CR under No 1444/2002. Certification of this entry was issued on 22/10/2002.
3. The Library’s mission is to provide expert information to employees of the CNB and the public. The Library fulfils this mission through activities that include the collation, processing, storage and administration of the library and information fund in classic (printed), electronic and digitised form, and by making this accessible through its library and information services.
4. The Library provides public library and information services pursuant to Article 4 of the Library Act and inter-library loan services pursuant to Article 14 of the Library Act and in accordance with internal CNB regulations. The Library guarantees the provision of objective and independent information to its users.

## **Chapter II Library and information funds (hereinafter only the “funds”)**

### **Art. 1 Structure and updating of the funds**

1. The thematic profile of the Library’s funds is based around its mission and the main objectives of the CNB, as regulated by Article 2 of the Act on the CNB.
2. The funds are composed of printed documents and electronic and digitised resources made accessible while taking into account copyright or made accessible on the basis of licencing contracts or other arrangements.
3. The basic tool for providing access to printed, electronic and digitised documents is the Library’s website, accessible in turn from the CNB local computer network and also from the internet. The Library is systematically building an electronic catalogue containing records of the majority of the funds and which is also accessible through the Library’s website.
4. The funds are updated by employees of the Library in cooperation with the Library Commission. The registration of the funds and their discarding are performed on the basis of Article 16 of the Library Act.

## **Art. 2 Location and administration of the funds**

1. The Library funds are either freely available in the public area of the Library (hereinafter only the “study room”) or in locked depositories in accordance with Article 18 of the Library Act. The Library employees are responsible for making funds accessible to users.
2. Reviews of Library funds are performed in accordance with Article 16 of the Library Act, the Decree of the MC and internal CNB regulations.

## **Chapter III Services provided**

### **Art. 1 Loan services**

1. Internal in the study room on the premises of the CNB for work and study purposes.
2. Outside the CNB building.
3. Inter-library loans from libraries in the Czech Republic and international inter-library loans – for internal users (Chapter IV Art. 1 para. 3).
4. Reservations of publications that are currently out on loan.
5. Extending loan periods.

### **Art. 2 Reprographic services**

1. Self-service photocopying from library and information funds.
2. Express while-you-wait services, individual services to order (verbally, by telephone, by e-mail).

### **Art. 3 Reference services**

1. Acquainting the user with the search possibilities offered by the relevant electronic catalogue module and other applicable databases.
2. Searches for information in internal and external databases.
3. Bibliographic/information services and research prepared from various information resources.
4. Special information services (answers to queries submitted verbally and in writing, advisory and consultation services).

### **Art. 4 Scope of services provided**

1. The scope of services provided is regulated by the Library Guidelines. Stimuli, suggestions and comments regarding the scope and quality of services provided can be submitted verbally or in writing to the head of the Library.
2. The Library provides all its services free of charge.

## **Chapter IV Users of library and information services**

### **Art. 1 Users**

1. Users of the Library may be registered or non-registered, internal and external.
2. Any citizen of the Czech Republic or an EU Member State aged 15 or above, or a citizen of a country outside the EU with confirmation of temporary address or residency permit in the Czech Republic or in any EU Member State may become a registered user of the Library.
3. CNB employees are internal users, while the general public are external users. There are no collective users.

### **Art. 2 User registration**

1. The Library creates and maintains a database of users for the purpose of protecting the funds and other property, for the purpose of compliance with licencing arrangements in relation to work with electronic information resources, to ensure the quality and speed of the provided services, and to comply with obligations arising from the Act on the State Statistical Service. During the processing of personal data the Library proceeds in accordance with the Act on the Protection of Personal Data.
2. User registration is always performed when the Library's services are used for the first time. In the case of external users, for registration purposes citizens of the Czech Republic must submit a valid identity card (or passport in exceptional cases); citizens of EU Member States must submit a valid identity card that includes a photograph, or a passport; and persons from countries outside the EU must submit a valid passport and confirmation of temporary residence in the Czech Republic or in any EU Member State, or a valid visa. Internal users must submit a CNB employee identity card.
3. During the registration process the user fills in a form – “Registration and Statement made by a User of the Technical Library of the Czech National Bank – External User” or “Registration and Statement made by a User of the Technical Library of the Czech National Bank – Internal User”. Both forms are provided as annexes (Annex No 1 and Annex No 2) and form an integral part of the Library Guidelines. An external user fills in their basic personal data – name and surname, title, date of birth, permanent address and, potentially, also a contact address, telephone number (fixed line and mobile), e-mail address, and date of registration. He/she confirms the truthfulness of their data with their signature. A Library employee checks the data on the basis of the submitted valid document (Chapter IV Art. 2. para. 2) and confirms this verification with their signature. By signing the form every registered user gives their agreement to the processing, use and archiving of their personal data within the scope given on the registration form

in connection with the use of the services of the Library. An internal user fills in their name and surname, title, personal number, workplace telephone number and registration date. He/she confirms the truthfulness of their data with their signature.

4. A registered user receives a Library Card that contains the name and surname of the user, a number in the form of a bar code, and the user's signature. The Library Card is non-transferable.
5. Data about current loans, extensions of loans and reminders, records of breaches of the Library Guidelines (Chapter VII Art. 2), records of exceptions and other notes important for the operation of the Library are also entered into the user database.

### **Art. 3 User rights and obligations**

1. A properly registered user has the right to use, in the study room, all library and information services, resources and funds within the scope as indicated by the Library Guidelines.
2. A non-registered user may only use funds in the study room.
3. A user must acquaint him/herself with the Library Guidelines. These are available in the study room and on the website of the Library.
4. A user must act in accordance with the Library Guidelines, respect instructions from employees of the Library and comply with measures that are necessary to maintain order and to protect the property of the CNB (Chapter VI ). A user who does not comply with these measures may have their right to use the services of the Library withdrawn (Chapter VII). This shall not release the user from their obligation to provide compensation for any damage and he/she is not released from their liability pursuant to valid regulations.
5. A user must notify employees of the Library without delay of any loss of their Library Card, changes to provided personal data, and data on their address. Such notification may be made verbally, by telephone or in writing.
6. An internal user must settle their commitments towards the Library without undue delay in the event their employment with the CNB comes to an end.

## **Chapter V Loan Guidelines**

### **Art. 1 Loan services**

1. Articles 659 to 662 of the Civil Code apply to loans from funds.
2. Loans are performed in accordance with the mission of the Library (Chapter I Art. 3) and in accordance with the Copyright Act.

## Art. 2 Loans and loan periods

1. The Library makes its funds accessible in the form of loans outside the Library and internal loans (Chapter III Art. 1).
2. Every information resource has its status indicated in the electronic catalogue:
  - status For loan: the information resource has been designated for outside loans to any registered user and for internal loans for all users,
  - status For loan – internal users: the information resource has been designated for outside loans to any registered internal user and for internal loans for all users,
  - status For internal loan: the information resource has been designated for internal loans for all users.
3. The current availability of every information resource is indicated in the electronic catalogue:
  - status Available: the information resource is physically present in the Library. It can be borrowed immediately by selecting it in person if it has been made freely available, or by ordering it through an employee of the Library if it has been stored in the depository,
  - status On loan: the information resource is not physically present in the Library. The user may request that it be reserved by an employee of the Library.
4. The standard loan period is one month (30 calendar days). A user may request a total of two extensions if required. Each extension means that the user may keep the information resource on loan for another month (30 calendar days). Further extensions are not possible without a physical check of the information resource by an employee of the Library. An extension of the loan period of each information resource is only possible if it has not been reserved for a different user. Extension requests can be made verbally, by telephone or in writing. The user always receives an answer regarding whether it is possible to extend the loan or not. Internal users may, after agreement with an employee of the Library, use a long-term loan, but for a maximum of 1 year.
5. Each registered user may have a maximum of ten information resources on loan concurrently. This number includes already loaned and not yet returned information resources.
6. Registered users may ask an employee of the Library to reserve information resources that are currently not physically in a fund of the Library, and may do this verbally, by telephone or in writing. The user always receives an answer regarding whether the reservation has been made or not. A user may make a maximum of five reservations for different information resources. This number includes already made and not yet completed reservations. The user is automatically informed about the availability of a reserved information resource by the library and information system. The notification is sent

in writing to the e-mail address of the user with an indication of the date by which the reserved information resource must be collected. The deadline for collecting the reservation is one week (7 calendar days). After the expiration of this deadline any uncollected reservations will automatically be cancelled, and the information resource either assigned to a different user who has also made a reservation or returned back to its storage location. Multiple reservations for the same information resource are stored and implemented in chronological sequence according to the time the reservations were made by the users. If a user does not have an e-mail address, he/she will receive notification of the availability of the reserved information resource by telephone or in writing to their permanent address or their contact address.

7. An e-mail will be sent to the user with notification of the approaching end of a loan period three days before the end of that loan period. The user must return the borrowed information resource without delay or may request an extension (Chapter 5 Art. 2 para. 5). If he/she does not do so within one week from the end of the loan period, the library and information system will automatically generate a reminder that it will send to the user's e-mail address. The user will receive second and third reminders in the same manner at intervals of two weeks. If the user does not return the information resource even after the third reminder, after another two weeks have passed he/she will receive a call to return the borrowed information resource by registered mail to his/her permanent address or contact address. If the borrowed information resource is not returned to the Library even after this call, CNB will commence the recovery of its receivable by legal means. If the user does not have an e-mail address, all reminders will be sent to them in writing to their permanent address or contact address. The non-return of a borrowed information resource is considered to be a serious breach of the Library Guidelines (Chapter VII Art. 3) and all services of the Library may subsequently be denied to the user in question.
8. Loans are made through the so-called loan protocol. The registration of loans in the library and information system is performed by an employee of the Library by entering the user's number (the bar code on the Library Card) and the identification number of the information resource in question. In order to borrow an information resource the user must have with them their own Library Card or, in exceptional cases, a valid identity document (Chapter IV Art. 2), and he/she must not have any outstanding loans with expired return dates. When borrowing an information resource the user must check its physical condition. If it shows signs of damage, he/she must notify an employee of the Library of this fact. Users are responsible for all borrowed information resources for the duration of the loan and do not have the right to lend them to other persons.
9. When returning a borrowed information resource the user does not need to show their Library Card. In exceptional cases it is possible to return

a borrowed information resource by mail to the postal address of the Library (Chapter I Art. 1 para. 2). If a returned information resource is damaged to an extent exceeding normal wear and tear, the Library will seek compensation from the user (Chapter VII Art. 2).

10. Internal loans of information resources are carried out in the study room. Funds made freely available can be selected by the user, while internal loans from locked depositories are made through employees of the Library. The user must always return information resources only to the designated place in the study room, and not replace them on a shelf or in another place.
11. If an the information resource requested by an internal user is not part of the library and information fund of the Library, upon request by the user the Library may arrange for its loan or the delivery of a copy from a different library in the Czech Republic or abroad. The terms of the loan and the loan period will then be stipulated by that lending library.

### **Art. 3 Other provided services**

1. A listing of other provided services is given in Chapter III Art. 2-3.
2. Reprographic services, including self-service photocopying, are implemented exclusively from funds that the Library owns. Users are authorised to use the reprographic equipment located in the study room but must bring in their own paper to make photocopies. The Library only provides paper for photocopying to internal users. Copies of information resources may be made only for the user's own needs in accordance with the Copyright Act.
3. Bibliographic/information and research services are provided only to registered users on the basis of written requests (the "Research Form" form is provided in Annex No 3). There is no fixed deadline for completing research, as it depends on the complexity and scope of the research query.
4. Electronic delivery of documents is performed on the basis of e-mail queries to the Library or in another manner pursuant to the internal regulations of the CNB, and only for internal users of the Library.
5. Other information services are provided verbally, by telephone, through the website of the Library, or by e-mail.

## **Chapter VI Study room guidelines**

### **Art. 1 General provisions**

1. Upon entering the study room the user must remove his/her coat, briefcases, handbags, bags etc. and place them in the designated places. Coats are stored directly in the study room, while bags are to be placed in the boxes located in the Library vestibule. Keys for the boxes are stored at the loans desk, and

after the user's work is finished he/she must return the key to its place. A user may keep on their person only personal documents, writing instruments, paper, telecommunications equipment including notebooks, and their own study materials (these must be reported to an employee of the Library).

2. A user of the Library must keep quiet and behave considerately to other users, and comply with any instructions from employees of the Library. It is forbidden to smoke, consume food and beverages and make telephone calls in the study room.

## **Art. 2 Using computer equipment**

1. A user of the Library may use CNB computer equipment exclusively to access electronic resources of a technical nature in accordance with the mission of the Library. The use of computer equipment for commercial purposes, in particular to perform any type of financial operation and electronic trading, is forbidden.
2. A user may not use software other than that provided on this computer equipment. Likewise, a user is not authorised to copy and distribute parts of the operating system and installed programs, or interfere in any way with the configuration of the computers and the computer network.
3. In the study room there are six workstations with access to the electronic catalogue of the Library, one local station (not connected to the computer network) and one station with full internet access. On this station licenced and selected freely accessible electronic information resources are also accessible. A user may store the data acquired on his/her own USB flash disk or CD, or may send them to his/her own e-mail address. When working with electronic information resources the user must comply with the provisions of the Copyright Act. The local station is designated for browsing and working with data stored on a CD and for writing texts.
4. The user may also work with their own communications and information tools (notebook, mobile telephone, iPhone, iPad). There is a Wi-Fi network available in the study room. If the user wants to use this network, he/she can request an access password from an employee of the Library, which is only valid for the day on which it was issued (eight hours).
5. The user must notify an employee of the Library without delay of any fault in computer equipment, including hardware or software errors.

## **Chapter VII Sanctions for not complying with the Library Guidelines**

### **Art. 1 Compensation for general damage**

1. Users are liable for damage caused to CNB property in connection with non-compliance with the Library Guidelines.
2. Users must provide compensation for any damage caused directly or through neglect of obligations pursuant to the Civil Code.

### **Art. 2 Compensation for loss of documents**

1. The user must notify the Library without delay of any damage, destruction or loss of an information resource.
2. A damaged, destroyed or lost information resource may be replaced with an identical copy of the same title, a newer issue of the same title, or a different title that corresponds to the thematic profile and specialisation of the Library and which the Library is willing to accept as a replacement. The head of the Library decides on the acceptance of such replacements. The Library does not accept financial compensation.
3. The non-return of a borrowed information resource even after repeated reminders (Chapter V Art. 8) may be sufficient reason for all services of the Library being subsequently denied to the user in question.
4. A ban on entering the study room may also be imposed in the following cases in particular:
  - a user is caught stealing or damaging information resources and/or other property entrusted into the management of the Library,
  - non-compliance with valid laws, in particular the Copyright Act,
  - abusive and aggressive behaviour that does not respect the standards of decent behaviour, either towards other users or towards employees of the Library; non-compliance with the study room guidelines (Chapter VI Art. 1),
  - a breach of the rules for using CNB computer equipment (Chapter VI Art. 2).
5. The Library may cancel a user's registration if he/she repeatedly breaches Library Guidelines.
6. Breaches of the Library Guidelines are recorded in the user database.

## **Chapter VIII Final provisions**

### **Art. 1 Exceptions from the Library Guidelines**

Any exceptions from the Library Guidelines are permitted by the head of the Library.

### **Art. 2 Repealing provisions**

The Library and Loan Guidelines of the Technical Library of the Czech National Bank of 20 May 2004 are hereby repealed.

### **Art. 3 Annexes to the Library Guidelines**

The following annexes form an integral part of the Library Guidelines:

- Annex No 1** Registration and Statement Made by a User of the Technical Library of the Czech National Bank– External User
- Annex No 2** Registration and Statement Made by a User of the Technical Library of the Czech National Bank – Internal User
- Annex No 3** Research Form

Prague, 30 November 2012

Ing. Josef Kuřík  
Director of the Social Facilities Division

Valid from: 1 January 2013

Effective from: 1 January 2013

# REGISTRATION AND STATEMENT MADE BY A USER OF THE TECHNICAL LIBRARY OF THE CZECH NATIONAL BANK

## External User

Name and surname, title .....

Date of birth .....

Telephone/mobile .....

E-mail.....

Permanent address .....

Correspondence address .....  
(if this differs from the permanent address)

I hereby declare that I have read the Library and Loan Guidelines of the Technical Library of the CNB (hereinafter only the “Library Guidelines”) and that I agree to respect and comply with the provisions therein.

I agree with the processing of my personal data for the purposes of user registration and the recording of loans. These data will be stored in accordance with the Act on the Protection of Personal Data No 101/2000 Coll., as amended. I will notify the Library without delay of any changes to the personal data I have provided.

I will only use electronic information sources accessible in the Library for my own needs and for non-commercial purposes. I understand that these resources are only licenced for study and educational purposes.

When working with computer equipment in the public area of the Library I will not interfere in the configuration of the workstations, or copy or install any SW or programs.

I will use copies of documents only for my own needs and will comply with the applicable ethics when using citations in accordance with the Act on Copyright, Rights Related to Copyright and on the Amendment of Certain Acts (Copyright Act) No 121/2000 Coll., as amended.

The Library Card is the basic document enabling the provision of all the services of the Library and is not transferable. In the event of its loss I will inform the Library without delay.

I understand that in the event of a serious breach of the conditions stipulated in the Library Guidelines, sanctions as indicated in the Library Guidelines may be imposed on me.

Prague, dated .....

.....  
user signature

Checked against .....

.....  
signature of Library employee

# REGISTRATION AND STATEMENT MADE BY A USER OF THE TECHNICAL LIBRARY OF THE CZECH NATIONAL BANK

## Internal User

Name and surname, title .....

Personal number .....

Extension to workplace .....

I hereby declare that I have read the Library and Loan Guidelines of the Technical Library of the CNB (hereinafter only the “Library Guidelines”) and that I agree to respect and comply with the provisions therein.

I will only use electronic information sources accessible in the Library for my own needs and for non-commercial purposes. I understand that these resources are only licenced for study and educational purposes.

When working with computer equipment in the public area of the Library I will not interfere in the configuration of the workstations, or copy or install any SW or programs.

I will use copies of documents only for my own needs and will comply with the applicable ethics when using citations in accordance with the Act on Copyright, Rights Related to Copyright and on the Amendment of Certain Acts (Copyright Act) No 121/2000 Coll., as amended.

The Library Card is the basic document enabling the provision of all the services of the Library and is not transferable. In the event of its loss I will inform the Library without delay.

I understand that in the event of a serious breach of the conditions stipulated in the Library Guidelines, sanctions as indicated in the Library Guidelines may be imposed on me.

Prague, dated .....

.....  
user signature

## RESEARCH FORM

User name:

Library Card number:

Date:

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Name / Subject:

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Source:

Books:

Catalogue of the technical  
library of the CR

Catalogues of libraries in the  
CR

Catalogues of libraries outside  
the CR

Periodicals:

Czech magazines .....

Czech daily press .....

Foreign magazines .....

Foreign daily press .....

Other sources:

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Date of publication of documents:

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Author:

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Language of documents:

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Format of research results:

bibliographic citations

only full text

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Key words:

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Notes:

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