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YOUR LIBRARY**

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LOAN ORDER

OF THE CENTRE FOR SCIENTIFIC INFORMATION (SVI)

at the Third Faculty of Medicine of Charles University (3.LF)

– shortened version (cop. 17.1. 2010)

Article 4

SVI Services

1. SVI provides free and paid services as written in the SVI Pricelist. The range of services and the financial costs for their implementation is given by the user's category and by the document's category. The SVI Pricelist is determined by actual expenses see the *attach 5*. For some types of services, a financial deposit may be requested. Services for students 3. LF:
 - a) Loans
 - b) Blue Printing – self services
 - c) Electronical services

Article 5

Users of the SVI

1. The right to use all the public areas, resources and services of the library and study areas in accordance to this Public Order is strictly for the registrated user. The non-registrated users can rarely use the present resources.
2. On the basis of registration, the SVI users can become:

a) Internal users

- a) teachers, researchers and specialists of the 3. LF – User category A
- b) students in all types of study programs at the 3. LF – User category B

Registration and User's Pass

1. The physical person must come in personally to register and must complete an application form.
2. Upon registration, the user must prove his identity by showing his documents, his Student Identity Pass (students of the Charles University (UK) or his passport.
3. By signing the application form, the user states that he has become familiar with the SVI Loan Order and is bound by contract of complying with the rules. Also, the user must agree to provide his personal information for the stated reasons. Upon first registration, the user will receive the Loan Order.
4. Students of the 3. LF do not receive a library pass. This is supplemented by the UK Identity Pass with the barcode distributed by Charles University in Prague.
5. Registration is valid for students of the 3. LF for one academic year.
6. The student's UK Pass that qualifies him to the entrance of the SVI is not transferable, and the user is responsible for its misuse. Upon losing the pass, the user is obliged to report it to the SVI, who will prevent its misuse. Releasing a new pass is given by the UK.
7. Students of the 3. LF must renew their registration and pay their outstanding fees at the beginning of each academic year.

8. Students of the 3. LF that interrupt their studies, finish their studies or end their studies and are users of the SVI, are required to report this to the SVI, terminate their registration, return all borrowed items and pay all outstanding fees. Only then can the SVI certify the termination of studies document:
9. For registration, the SVI requires this information:
A) Essential Data Identification of the User (First Name, Last Name, Date of Birth, Permanent Address or Temporary Address (of the students), Type and Number of the personal document that was used as the proof of identity, citizenship (of foreign students), field of study and the academic year of the commencement of study.
10. The user is required to give this information and to allow it to be recorded if he wants to take advantage of all the SVI services. Users that do not give permission to record this data cannot use the SVI services.
11. The SVI respects the protection of personal rights not to register the same user several fold in the SVI database.
B) Other Contact Information (telephone, fax, e-mail, etc.).
12. The SVI is required to familiarize the student (when asked) with his personal information displayed in the user's database.
13. The user is required to report any changes in his personal information (Last Name, Address, termination or interruption of the study program) to the SVI. If this does not take place, then the SVI can request the cost paid for finding this information.

Article 6

Rights and Responsibilities of the SVI users

1. The users have the right of taking advantage of the public areas of the SVI for study purposes while using all public materials for this purpose.
2. The users have the right to use the electronic catalogue of the SVI and the computer technology that is easily accessible in the study room of the SVI to find informative resources, use computer technology that is available in the study room for the purpose of finding informational resources, database information, current electronical services and electronic journals.
3. The users have the right to establish an entrance password to their Users Pass and receive personal access to the catalogues of the SVI and their personal information on the internet from a remote area.
4. The users have the right for specialized individual consultations while researching in the bibliographical and factographical databases.
5. The users are required to abide to the Public Order, to the instructions given by the head of the SVI, obeying the instructions given by the employees of the SVI, subjugate themselves to the technical operation of the SVI and allow searches that are all necessary in maintaining the order and safety of the SVI.
6. The users are required to report the changes in their personal information and report the loss of their pass.
7. The user is responsible and held accountable (as described in the legal regulations) for damages to the property of the SVI.
8. Furthermore, the user is required to report a contagious illness contracted in his environment while he was using materials from the SVI and must disinfect all of those materials.

Article 7

Loan Services

1. The library foundation of the SVI is property that uses special security. The rights to the documents that make up the library foundation of the SVI are imprescriptibly and cannot be obtained by holding them. The library funds are available in the form of loan services.
2. Loan services are:
 - present loans (only in the study room with the freely available materials),
 - absent loans (outside the library area),
3. Loan services are provided only to registered users with a valid registration and pass.

Article 7.1

Lending materials

1. Students of the 3. LF can borrow books after showing their valid Student's Pass of Charles University using the electronic borrower's protocol.
2. The user must confirm his loans electronically by signing the application form while first registering at the SVI and it is then held valid for the duration of the contract with the SVI given that he is familiarized with the Public Order.
3. The loan is in effect, after electronical registration of the computer on behalf of the identification information given on the Student's Pass and by the barcode.
4. The SVI does not distribute a printed copy of loan transactions. However, in special situations, the user can ask for it. In this case, the service as given by the loan protocol must print the actual status of the users account. Every registered user has the right to establish their own personal password and be given internet access to his users account.
5. SVI provides present services in the study room for all registered users without limitations during the operating hours. These services are conformed to the regulations used by the publicly accessible areas of the SVI of the 3. LF (attachment. No. 2).
6. Present loans can be taken on documents that are freely accessible in the study room. They are categorized by color- green dots. These are documents of the SVI that are rare, having only one or a few copies. In special cases students of the 3. LF can ask for an absent loan. In this case, the due date is shortened and the penalty fees are elevated. Those documents in the study room category can be loaned out no earlier than one hour before closing time and must be approved by the head of the SVI. The documents must be returned no later then 10 o'clock in the morning the following work day. If the documents in the study room category are lost or damaged, the users are required to fully compensate for them. When returning the study room documents, the users are required to pay the penalty fees. When repeatedly returning the documents overdue, the privilege of borrowing the absent loan documents will be denied. When one user attempts to intentionally „block“the study room documents by intentionally exceeding the due date of the study room document, it will be understood as a breach of the Public Order and the user will be denied absent loans of the study room documents and depending on the extent of breaching of the Public Order, the situation can be solved using disciplinary action.
7. Present loans are available on the journal fund that is in the study room. Absent journal loans are available to the employees of the 3. LF and students of the 3. LF. In this case, the due date is shortened and the penalty fees are elevated. If the journal documents are lost or damaged, the user is required to pay the penalty fees.
8. Absent loans of documents outside the SVI areas are given to the users on behalf of their user category. User category A (employees of the 3. LF) and B (students of the 3. LF) are prioritized for absent loans.

9. The absent loans are permitted for the following categories-lecture notes and textbooks, loans, short-term loans-this category is labeled by a colored dot on the cover of the document and on the barcode that states the extent of the due date.
10. If the SVI finds it necessary, the SVI can ask for a financial deposit while lending some documents. The financial deposit is given by the type of document, the category of the document, the category of the user and the price of the document. The deposit is determined by the head of the SVI or the librarian.
11. The user can borrow only one copy of a titled document.
12. The user category B (student of the 3. LF) can have up to 60 loaned documents.
13. SVI lends documents per return if it does not include a special request.
14. The user must be responsible for the loaned documents and is not permitted to allow the usage of other users of the SVI or other people. Before borrowing a document, the user should examine the document, announce any defects of the document and record this information in the automated library system. If this is not reported, the user is responsible for all defects while returning the document and is obliged to pay for their reparation.
15. Taking away documents without authorization or attempting to take away documents without authorization is considered theft. This misdemeanor gives the SVI the right to restrict the user's rights or to temporarily or permanently suspend the user from using the SVI services. For students of the 3. LF, this transaction can qualify as a disciplinary misdemeanor and can be saved for a hearing in front of the disciplinary committee of the 3. LF in accordance with the disciplinary code of the 3. LF.
16. The SVI does not allow reservations for loaned out documents.

Article 7.2

Loan due dates, extending the loaned material

The loan due dates follow the given category of users and the category of the documents.

1. The loan due date for absent loans is given by the individual categories of users and category of documents as the following (given in days):

Categories of materials	B – students 3. LF
CD-ROM	14
Serial number	3
Short-term loan	14
Lecture notes and textbooks	200
Study room	1
Videocassette	14
Loan	31

2. The loan due date can be extended by the category of the user and by the category of the documents maximally (given in days):

Categories of materials	B students 3. LF
CD-ROM	14
Serial number	2
Short-term loan	14
Lecture notes and textbooks	200
Study room	0
Videocassette	14
Loan	31

3. In a case of emergency, the SVI can give a shorter loan due date or even ask for an immediate return.
4. You can extend the loans in person, by letter, e-mail or by telephone if the loan is not overdue or if it is not borrowed for the maximum amount of time.
5. To extend a loan, the user is not required to bring in the document. However, the SVI has to have the necessary information of the document (identification number, title of the document, etc.). The extension has to be completed before the borrowing deadline. Afterwards, you cannot extend the loan of the document.

Article 7.3

Returning the materials

1. Returns of the loaned documents are completed electronically by employees of the SVI at the desk after reading the identification information of the user (barcode). When returning the document, it is not necessary to present your UK Student Pass. The user must return the same copy as he has borrowed. **(Returning a different copy of the document to the SVI is not considered to have equated the owing obligation.)**
2. The user is required to return the document in the same state as it was when he borrowed it.
3. If the user returns the document damaged (for example: torn binding, lost or misplaced pages, handwritten notes, highlighting in the book, spilled with liquids or other damages), the student is required to compensate for it. The method of payment will be assessed by the head of the SVI or the selected employee, and the cost will be given by the extent of damage and the type of damage.
4. If the user returns the document with its identification number (barcode) lost or damaged or the magnetic tag, the student is required to pay the cost of damage as given by the valid pricelist.
5. While returning the loaned documents, the user can inquire for the status of his account.
6. If the document of the SVI is missing in the SVI library and it is still registered under the user, it is considered that the user has not returned the document. The user should always check whether his loan has been officially returned.
7. If the user exceeds the given loan due date, he is obliged to pay the penalty fee (Attachment. No. 5 – Pricelist of the 3. LF). The responsibility to pay the penalty fee is understood from the day after the due date.
8. While returning the undamaged loan that is bound by the deposit, the deposit will be returned to the user in the full amount.
9. If the borrowed document is returned by mail, the user is responsible to wrap the document effectively, send it to the SVI by registered mail and include a ticket with his name, address and pass number. For such a return, the user is fully responsible for the document until the employee of the SVI has obtained it. This type of return does not release the user of having to pay a penalty fee or a damaged fee that has been discovered after accepting the document.

Article 7.4

Vindictory fees, enforcing the unreturned loans

1. If the user exceeds a given due date, he is required to pay the penalty fees. The responsibility to pay the penalty fees is from the day after the due date. If the last due date is on a day when the SVI is closed, then the due date is extended to the following day that the SVI is opened.
2. The amount for the penalty fees is given by the category of the user and the category of the documents for each library department and for days after the due date (Attach. No. 5 –SVI Pricelist of the 3. LF).

3. By not paying the penalty fees, the SVI has the right to restrict the user's rights or to give a temporary or permanent restriction to the SVI services. However, that does not free the user of not paying the penalty fee or compensating the damage.
4. Apart from enforcing the payment of penalty fees and returning the loan, the SVI also enforces these returns by written reminders.
5. Written reminders – The reminders are generated by the help of an automat zed library system once a month. The first and second reminders are sent in the form of regular letters, the 3 to 6th are sent by registered mail. The user is charged for its postage (included in the penalty fee) (Attachment. No. 5 –SVI Pricelist of the 3. LF).
6. After being 6 months overdue, if the user does not react to the reminders by returning the documents or by paying the penalty fees, then the return is enforced by law where all payments required are compensated for by the user. If the users are of category B (students of the 3. LF), the SVI informs the study vice-dean and the study division and enforces disciplinary action. If it is necessary then the SVI will enforce the return of the documents by the course of law.
7. While trying to get the return by the course of law, apart from daily penalty fees, the user is also penalized by a service charge. This fee is paid for by the user and is calculated to the actual costs connected to the course of law.
8. The user's SVI services are suspended until everything is settled.

Article 8

Blue Printing Services – self services from students

1. SVI was launched new system for copying and printing for students of 3. LF. The system makes it possible to copying and printing from the computers from computers students room (no.222).

Article 11

Electronical Services

1. Electronical resources (library catalogue, bibliographical and factographical database, electronical journals, e-books) are available on the computer in the study room of the SVI or computers room no.222.
2. Remote access to the electronical resources is limited by the license agreement, technical conditions of access (access through an IP address or by password) and by accessing through a remote computer.
3. Computers that are based in the SVI public areas can be used solely for the functional purpose of the SVI and for taking advantage of those services (searching through the database, searching for literature on the internet, for work in a word or graph programs) and are available only for registered users of the SVI.
4. The user is obliged only to use the programs that are offered in the menu.
5. The user is forbidden to interfere with the computer's configuration, to install programs, copy and distribute installed applications and programs.
6. The user can copy only the information received in the database available in the SVI net or on the internet for his personal use.
7. The user must follow the principles of netiquette.
8. The user cannot:
 - In any manner, be able to obtain the access rights or privileged status to unowned programs. If the user unlawfully obtains the privileged status or access rights (even in the case of a hardware or software error), he is obliged to report it to the service,
 - To consciously disturb the work of other users in the computer network or the progress or

efficiency for example: by overusing the network resources, or using the network to enter into other computers or into other networks to spread computer bugs or viruses.

9. The user holds full responsibility for his eventual interference in any way on the computer system or network, furthermore, the user is fully responsible for damages made by unauthorized usage of computer technology including damages caused by computer viruses.
10. The operation of the SVI network can be restricted or suspended for technical and software management or for other more severe reasons.
11. The acquired information and data (in whatever form, in whatever media) is for the user's personal use and for study purposes. It is not allowed to spread, copy, lend, share, distribute (not even in the computer network), to sell or take advantage of it for commercial purposes.
12. The user is required to respect the authors data rights (see the Legislative Act No. 121/2000 Sb. on the author's rights, on the rights related to the author's rights and the change of some rights [author's rights]) and other regulations.

Article 15

Manner and extent of compensation for the damaged or lost item

1. The responsibility of the user to compensate for damages follows the enactment of the Civil Code for the responsibility of damages. If the document or technical property of the SVI was damaged, lost or destructed, whether the damage was reported or discovered, the user is required to compensate for the damage in the negotiated manner. In all cases, the user has infringed on his legal responsibility given by this law and has infringed on the enactment of this Public Order.

Damage or destruction of a part of the document

2. The extent of damage or destruction is examined by the head of the SVI or a selected employee of the SVI. The head of the SVI or the selected employee states the manner of compensation by the extent of the damages in the following ways:
 - Returning the document into its original version– repairing the document (for example: providing the real copies of the damaged or destructed parts of the document, re-binding the document, etc.)
 - Providing a replacement on the printed document of the same edition or same binding
 - Providing a replacement on the printed document in a new edition
 - Replacing the document with a new document by the SVI selection (of a similar value to the destructed document)
3. The user is obliged to repair the document or compensate for the damaged document in the negotiated manner.

Loss or damage of the full document

4. The head of the SVI or the selected employee can state the compensatory manner for the lost or damaged document in the following ways:
 - Provide a compensatory issue of the document in the same edition and in the same binding
 - Provide a compensatory issue of the document in a new edition
 - Compensate for the document by a new document by the SVI selection (of a similar value of the lost or damaged document).
5. The user is obliged to compensate for the document in the negotiated manner.
6. Financial compensation for the lost or damaged documents are rarely allowed and only if approved by the head of the SVI who also states the sum.

Damaging or destructing technical resources

7. The extent of the damage or destruction of technical resources of the SVI (for example: photocopier, hardware and software of freely accessible computers, electronical turnstile) is determined by the head of the SVI or by the selected employee of the SVI or by the treasurer of the 3. LF. The method of

- compensation or correction of the damage or fee will be determined by the management of the 3. LF.
8. While processing the owing obligations or collections, the user's rights are restricted.
 9. After settling the owing obligations or collections, the user is again given all the rights for his category.

Article 13

Final Regulations

1. All users of the SVI are required to abide to the UK Library Order and the Loan Order of the SVI 3. LF and follow the vocal or written directions of the employees of the SVI.
2. If the user does not follow the Loan Order of the 3. LF and the directions of the employees of the SVI, his rights to use the SVI services can be temporarily or permanently disabled. This does not mean that he is relieved of his responsibility for compensation (as given by the Civil Code and by this Loan Order). For the students of the 3. LF, the breachment of the SVI Loan Order can qualify as a disciplinary misdemeanor and can be resolved in a hearing in front of a disciplinary committee of 3. LF UK in accordance to the Disciplinary Act of the 3. LF.
3. Exceptions to the Loan Order of the SVI can only be permitted by the head of the SVI.
4. Complaints, comments, suggestions, and proposals to the services of the SVI can be given in written form or vocally to the head of the SVI. If there was is no answer within 30 days of the complaint or suggestion, the user can turn directly to the management of the 3. LF.
5. This Loan Order and its attachments are an integral part of the Library Order of Charles University in Prague.
6. Changes in the Loan Order of the SVI, accord with the necessities of securing the operation of the SVI Order with the approvement of the management of the 3. LF.
7. All current information and changes are posted on the informational boards of the SVI, on the SVI web pages and written in the in-house faculty magazine Vita Nostra Servis.
8. Contact information for the users and the public of the SVI 3. LF:
Univerzita Karlova v Praze, Středisko vědeckých informací 3. Lékařské fakulty (SVI 3. LF)
Ruská 87, 100 00 Praha 10, e-mail: knihovna@lf3.cuni.cz, www pages of the SVI:
<http://www.lf3.cuni.cz>
telephone: 267 102 103 – library, study room
9. This Loan Order of the SVI 3. LF UK is valid from 1.2. 2010 and substitutes the previous order of the SVI 3. LF UK.

PhDr. Martina Hábová,
Head of the SVI 3. LF UK

ATTACHMENTS - selection

RULES IN USING THE PUBLIC AREAS OF THE SVI 3. LF – attachment No. 2

Entrance into the public areas (study room with a freely available selection and freely accessible storage spaces)

1. Every registered user with a valid SVI User's Pass or a valid UK Student Pass that does not have any owing obligations or there is not being held for breaching the SVI 3. LF Loan Order for disciplinary action has the automatic right to enter into the public areas of the SVI.
2. Entrance into the SVI area is regulated by an electronical turnstile that can read the barcode of the valid SVI User's Pass or a valid UK Student Pass and can compare it to the data in the automated library system. If there are no outstanding items, then the user will be permitted to enter. If there are outstanding claims, the entry into the study room will be withheld and the user will be required to pay the outstanding fees.
3. The electronical turnstile registers and saves this information: user's barcode, user's name, day and time of entry and exit, direction of passage, opening of the turnstile.
4. Entry into the public areas is possible only with writing utensils that cannot cause any harm to the library funds. You can use portable electronical devices for working with text (laptop, PC Table, etc.) in the study room with a freely available selection of materials- see regulations for the operation of the study room

Deposit boxes

5. For putting away bags, suitcases, backpacks, clothes and etc, there are deposit boxes in the hallway in front of the library. The deposit boxes are available only for the users of the study room of the SVI 3. LF and also, only while they are in the study room of the SVI 3. LF.
6. The key is distributed by the employees of the library after submitting your valid UK Student Pass or a valid User's Pass of the SVI 3. LF.
7. The deposit boxes, their shape and usage and the amount of returned keys are checked daily. In the case of misusing the deposit box, (by arranging a duplicate of the key and using it as a long-term depositary), the items will be confiscated and given to the head of the SVI, where they can be picked up and the situation will be dealt with by disciplinary action. By mechanically damaging the lock or deposit box, the user is responsible to replace the damage in full. If the key is lost, the user has the responsible to report the loss to the library of the SVI 3. LF and settle the amount for replacing the lock (by the SVI Pricelist of the 3. LF).
8. The SVI 3. LF is not responsible for the deposited items not for the items used by the users of the study room of the 3. LF.

User's responsibility

9. SVI users are required in all of the public areas:
 - a) To obey the posted and vocal directions and instructions of the employees of the SVI
 - b) Keep quiet and controlled
 - c) Act conscientiously towards other users
 - d) Turn off their mobile phones
 - e) Comply with the **prohibition** of the consummation of drinks and food, alcoholic beverages, opiates and psychotropic substances and no smoking
 - f) Warn the employees of the library to any offences caused by other users (purposely destructing materials, disturbing the silence, ripping off barcodes and other security items on the documents, theft of documents, etc.)
 - g) When discovering damaged documents(ripped pages, etc.), the users must notify the employees of the study room
 - h) When discovering any defects on the computer technology or when misunderstanding the instructions, to notify the employees of the study room-details on computer technology instructions- see the SVI Loan Order of the 3. LF

Departure from public areas

10. While leaving the public areas of the SVI 3. LF, the user is required to allow the employee to check the items that the user is leaving the SVI 3. LF. In case of suspecting a theft or purposeful damage of documents, the user is required to be controlled (where the legal regulations on the prevention of personal liberty and human dignity are respected).
11. During each departure from the SVI 3. LF, the user is required to return the key from the deposit box.

The users must leave the SVI 3. LF area 10 minutes before closing time.

12. Unauthorized removal of documents or an attempt of taking away SVI 3. LF documents are considered theft. It is dealt with according to the legal regulations and Loan Order of SVI 3. LF. Also, for students of the 3. LF UK in accordance to the Disciplinary Act of the 3. LF UK.
13. Damage or damaging documents are forbidden. If caught, disciplinary action will be taken as given in the SVI 3. LF Loan Order.

OPERATIONAL REGULATIONS OF THE STUDY ROOM WITH A FREELY AVAILABLE SELECTION OF STUDY LITERATURE

14. The study room of the SVI 3. LF with a freely available selection of study literature is one of the public areas of the SVI 3. LF.
15. The study room of the SVI 3. LF with a freely available selection of study literature, assists the users for studying recent literature, new editions of the SVI fund, newspapers, specialized periodicals, special funds, study of loans, received by the interlibrary loan services or international library loan services, for using internet accessible computer technology and for bibliographical and factographical medical databases of the SVI 3. LF, for access into the SVI 3. LF catalogue and user accounts.
16. The presumption of a functioning study room is the integrity and honesty of each user, as well as careful manipulation with the SVI 3. LF documents.
17. The study room is not useful for those users that plan on studying from their own study materials. Personal literature brought into the study room must be reported to the employees while entering the study room.
18. Entrance into the SVI study room is only possible for writing materials that cannot cause damage to the library funds. The users can only use those materials that do not make any noise in the study room. Portable electronic devices for written work can be used if permitted by the employee of the library (laptop, PC Tablet, etc.). Taking up an electrical circuit of higher than 60 W can be permitted only by the trusted employee of the library or by the head of the SVI 3. LF.
19. In the SVI study room, the user is permitted to use only 2 working tables.
20. Absent loans of documents from the study room are provided to those authorized users in accordance to the SVI 3. LF Loan Order.
21. Before leaving the study room, the user is required to return the borrowed documents to their original areas. In the case of discrepancy, you can return the items to the employees of the library. While leaving, the user is required to note the amount of study materials into a notebook at the door of the study room.

SVI PRICELIST OF THE 3. LF – attachment No. 5 - selection

Loan services

- **Readers registration, issuing the pass** - user categ. B students of the 3. LF - free
- **for a damaged or lost barcode** on the publication or pass, replacement for a damaged or lost security device - 20,- Kč/1 item
- **copy of materials from library, copy machine in library** – 2 Kč per A4 page

Deposit boxes

- service fee to be opened by a spare key- 20,- Kč
- misuse of the deposit box by using it for long-term item deposit - 100,- Kč
- loss of keys - 250,- Kč

Penalty fees

Categories of documents

- CD ROM – 2 Kč per day after due date
- Serial number - 50,- Kč per day after due date
- Short-term loan, loan – 2 Kč per day after due date
- study room, videocassette - 20,- Kč per day after due date
- lecture notes and textbooks – 1 Kč per day after due date (user category - student 3. LF)
- sending a reminder - 20,- Kč

For losing documents

- Replaceable fee - 40,- Kč

Blue Printing Services

For students – 1,20 Kč per A4 page– for copying or for printing