CZECH GEOLOGICAL SURVEY

Klárov 131/3, 118 00 Praha 1
Phone: +420 257 089 411, Fax: +420 257 531 376
E-mail: secretar@geology.cz

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LIBRARY POLICY OF THE CZECH GEOLOGICAL SURVEY LIBRARY

Article 1
Basic provisions. Library mission and legal basis

1.1. The Czech Geological Survey Library (hereinafter CGS Library) is, in accordance with the founding charter of the Czech Geological Survey (hereinafter CGS), a specialized library in terms of section 3, paragraph d. of Act No. 257/2001 Coll., on libraries and terms of operating public library and information services (Library Act).

1.2. The mission of the CGS Library is to collect, record, process, store and provide access to a collection of domestic and foreign literature and other information resources from all disciplines of geology, ecological science and environmental protection. The CGS Library provides library, reference, bibliographic and reprographic services to CGS staff, the Ministry of the Environment (hereinafter MoE), and to other geological entities and members of the public.

1.3. Library activities are governed by the following legal regulations:

a) Act No. 257/2001 Coll., on libraries and terms for operating public library and information services (hereinafter Library Act)
b) Decree of the Ministry of Culture No. 88/2002 Coll., on the implementation of Act No. 257/2001 Coll.
c) Act No. 121/2000 Coll., on copyright
d) General Data Protection Regulation (EU) 2016/679 (GDPR)
e) other relevant laws and regulations.

Article 2
Library holdings

2.1. The library holdings consist of two main collections. The library‘s specialized collection of printed material contains documents from all disciplines of geology, ecological science and environmental protection. They are replenished according to a thematic plan and current needs. The collection of digital, electronic documents contains licensed full-text and bibliographic databases.

2.2. Loans from the library collections are provided for remote and on-premises study. Books and journals from the reference library of the book and journal study room, current journal editions, multi-volume works and parts thereof, rare literature, books from the historical collection (books

published before 1920), damaged books and bibliographic lists are not lent out for use away from library premises.

2.3. Books purchased through a grant project will, after initially being indexed in the library, be lent to the grant project researchers or co-researchers employed by the CGS for the duration of the project (see Grant System of the Czech Science Foundation, chapter 3.1, paragraph 3/1997). At the end of the grant project, the project researcher or co-researchers shall be prioritized with regard to a long-term loan. These books are provided to external readers with the permission of the grant project researcher for on-premises study only.

2.4. The collection of electronic documents is available only to registered readers of the library and their use is subject to the license conditions.

2.5. Library users are obliged to preserve the library collections and must not damage them.

Article 3
Library user rights and responsabilities

3.1. Library users are classiified into two groups:
   a) Internal users – CGS employees
   b) External users – members or legal persons of the public

3.2. A library reader is any person over 15 years of age who signs a reader application form – a provision of services agreement. When registering, a reader is obliged to present proof of identity (ID card or passport). The registration of a reader is limited to one year and must be renewed within a specified period. After the registration period expires, a reader loses the right to the provision of library services. Based on the registration, a reader is issued a library card. The card is used to prove that a registered reader has reading priviledges. The library card is non-transferable and a reader is responsible for ensuring that it is not misused. A reader must report a lost, destroyed or damaged library card to the library staff immediately. When registering, a user must be acquainted with the library policy, which a user confirms by signing the reader application form – provision of services agreement. The registration fee, and any penalties for loss of the library card, are listed in the Service Fees. Non-registered users are granted single entry to the study room for on-premises study. The fee for single entry is listed in the Service Fees, appended to this policy.

3.3. Library users must comply with the library policy and instructions of the library staff. They must comply with the established library security measures, which are necessary for maintaining order and safeguarding library property.

3.4. Library users must place their outer garments, briefcases, large bags, backpacks, umbrellas, etc. in lockers before entering the study room. Library users are allowed only in designated areas of the library. Other areas of the library are not open to the public. Library users must behave in a quiet and orderly manner and maintain a clean environment while on library premises. Smoking, eating or drinking on the premises is prohibited. Loud talking, making excessive noise or using mobile phones is prohibited as well.

3.5. Persons under the influence of addictive substances, persons in soiled clothing, armed persons, dogs or other animals will not be permitted to enter the library premises. Explosives, combustible materials and so forth may not be brought onto or stowed on the library premises.

3.6. Users are entitled to use only one study room space. If spaces are occupied, users must wait outside the study room until spaces become available.
3.7. Users may not remove catalogue cards from card catalogues or write on them.
3.8. In the case of documents that the library obtains as interlibrary loans from other libraries, a user must also comply with the terms and conditions of the library from which the documents were borrowed.
3.9. A reader must return a borrowed document in the same condition as in which it was loaned. A user is responsible for any defects detected and must reimburse the library for the cost of restoring the document, or pay a lost document replacement fee.
3.10. It is prohibited to deface the text of a borrowed document by underlining, highlighting, writing notes in the margin, or in any other manner.
3.11. A reader may not lend a borrowed document to other persons and is responsible for it for the entire duration of the loan.
3.12. If a reader does not return a borrowed document by the due date, the library charges the user a late fee. The library also charges a fee for sending a reminder.
3.13. Legal action shall be taken if a reader does not return a borrowed document even after being reminded to do so.
3.14. A reader – library user who does not comply with the provisions of the Library Policy, may temporarily or permanently lose the right to use the services of the CGS Library.

Article 4
Services

4.1. The CGS Library provides public library and information services as defined in the relevant provisions of the Library Act, particularly pursuant to § 4, § 13 and § 14 of said Act.
4.2. **On-Premises loan services (loans of documents for viewing in the library‘s study room):** The library lends books, journals and other documents from its collections to internal and external readers for on-site study in the study room. Historical collections are excluded from regular loans and may be borrowed only under conditions set by the CGS Library. In the study room, library users may use the freely available books in the reference library and the journals on display. Other loans may only be permitted by the library staff. The collections of the Kutná Hora office are available for on-site study in the study room of the Kutná Hora office by prior appointment.
4.3. **Distance lending services (distance lending of documents):**
External readers, who are distance borrowers, can borrow monographs and offprints. A reader cannot borrow more than 5 volumes at a time, and this amount does not include offprints. The loan period is one month. The loan period for a document may be extended a maximum of three times before expiring, unless the document is requested by another reader. In the case of the first and second extension, a reader can extend the loan period directly via the online reader account, or a reader may contact the library by email to request an extension. A reader must apply for the third renewal in person by presenting borrowed publications directly to the library staff.
Internal readers (CGS employees) may borrow all books and journals except for basic reference literature and current editions of journals for the duration of their employment (long-term loan). The number of books and journals borrowed is not restricted. CGS employees are obliged

to return borrowed publications upon request of a library employee and to make them available for study by other interested persons. They are also not allowed to lend them to other persons. They are liable for them for the entire loan period. CGS employees who terminate their employment or are about to travel abroad for more than one month and female employees going on maternity leave must return all borrowed publications to the library.

4.4. **Interlibrary Loan Services:** Upon request of a registered reader, the library will arrange for a loan or copy of a document, which is not available in its collections, using the Interlibrary Loan Services (ILS) or Interlibrary Reprographic Services (IRS). Library items from the library collections in the Czech Republic are generally lent to internal readers on a distance lending basis, unless the lending library specifies otherwise. Library items from the collections of foreign libraries are lent on the library premises only. Interlibrary Loan Services in the Czech Republic are provided free of charge, except for the acquisition of copies. International Interlibrary Loan Services are subject to the service fees of the National Library, which provides these services. The CGS Library provides information material from its science collections to requesting libraries via ILS or IRS; its historical collections are excluded from these services. It does not lend rare and expensive books, literature intended only for on-site study, and journals. The terms and conditions of these services are always determined by the lending library.

4.5. **Information and bibliographic services:** The CGS Library is developing and provides access to an information system consisting of various types of catalogues. The electronic catalogue is available on the CGS website. The CGS Library provides the public with verbal and written factual, bibliographical, reference and library information. It conducts searches on request. Searches are subject to fees for providing CGS data (hourly rate for librarians): http://www.geology.cz/extranet/sluzby/data/ziskani-dat.

4.6. **Copying services:** The library provides copying services. Copies are intended only for the personal use of a user, who must use them according to the provisions of Act No.121/2000 Coll.

Copies from CGS Library collections: The library staff is authorized to determine which material may not be copied: for example, due to possible damage, unlawful copying due to legal regulations, etc. Prices for copies are listed in the Service Fees.

Copies from collections of other libraries: A registered reader can order reprographic copies from Czech libraries (outside Prague) or abroad. See section 4.4 Interlibrary Loan Services. Copies are paid by the reader in Czech currency and according to the current price list of the libraries providing the copies. This service is provided for free for CGS staff.

4.7. **Internet access.** The library provides access to free information on the Internet to all users who use the computer workstations in the library‘s study room.

4.8. **Access to paid information on the Internet.** The library provides access to pre-paid electronic information sources only to CGS staff and registered library readers, in accordance with the licensing terms of the providers.

Article 5
Computer workstations

5.1. The computer workstations in the library‘s study room are intended for using the electronic information resources (including CD-ROM) of the CGS Library and for accessing freely available scientific data from the Internet.

5.2. Users are prohibited from using any software on the computers in the CGS Library other than that made available by the library.

5.3. All information and data gathered (in any format and on any medium) are intended for the sole personal use of users and their study. They may not be redistributed, reproduced, copied, sold or used in any other way, especially involving commercial purposes.

5.4. Users bear full responsibility for any possible reconfigurations of computers, for damages caused by improper manipulation of computer equipment, including damages caused by spreading viruses.

5.5. The operation of the CGS Library‘s computer network may be restricted or interrupted due to necessary technical and software maintenance of the network (computers) or due to other serious reasons.

5.6. If necessary, readers ar allowed to use their own laptops or tablets and provided with free connection to the Internet.

Article 6
Fees and replacements/reimbursements

6.1. The library charges fees for registering readers and for issuance of a CGS Library Card. Students and senior citizens over 60 years of age pay reduced fees. CGS employees, CGS emeritus employees, MoE employees and ILS libraries are exempt from fees. A fee is also assessed for issuing duplicate library cards. According to the Service Fees, a reader must pay a late fee for exceeding a stipulated loan period, even if not having been reminded. An administrative fee is charged for sending a reminder. Fees are also assessed for photocopying services and printing of pages from PCs and the Internet. All fees are listed in the Service Fees, which are appended to this Library Policy.

6.2. Replacement of damaged or lost books and other documents may be made:

a) by delivering the restored and undamaged edition of the original work in the same binding;
b) by replacing the damaged or lost material with a bound copy (or by paying the cost of a copy and binding) if (a) is not possible;
c) by replacing the damaged or lost material with another edition of the work or of an entirely different work of the same value if (a) and (b) are not possible and if agreed upon by the library;
d) or by paying a replacement fee according to the work‘s market value at the time of its loss.

6.3. A user who damages technical equipment (computer equipment, etc.) due to improper handling shall bear all costs incurred for the repair of said equipment or computer network.

6.4. The library has the right to suspend the service priviledges of users until the replacement of lost material is resolved and all outstanding fees are paid.

Article 7
Final provisions

7.1. Appendix No. l. CGS Service Fees and Appendix No. 2. GDPR are an integral part of this Library Policy.

7.2. This Library Policy went into effect on 25 May 2018 and revoked the Library Policy of 1 June 2013.

Mgr. Zdeněk Venera, Ph.D.
Director of the Czech Geological Survey