



**CENTRAL
LIBRARY
CTU IN PRAGUE**

Library and Lending Code

Part 1

User's declaration – External Users

1 Basic Provisions

I, born hereby declare by signing this Declaration that I accept the terms and conditions of the Central Library of the Czech Technical University in Prague for borrowing from its collections. Lending from the collections is subject to the current Civil Code. Further I declare that I will use electronic information sources accessible at the CTU and copies of documents only for my personal use, for noncommercial purposes, and I will respect Act No. 121/2000 Sb. on Copyright and Amendments.

2 Notice of Agreement with Personal Data Treatment

I give consent to the Central Library of the Czech Technical University in Prague to process my personal data, which will be stored in the Library system database for reason of providing library services to the extent as follows

- a) my basic personal data: first name, surname, academic degree, date of birth, place of residence (street, No., city, postal code, state)
- b) complementary contact data: temporary address, e-mail address, phone number, mobile phone number.

The above personal data is necessary for providing full library services to the extent of exact and unambiguous identification of my person, for information on services provided and charges.

Giving consent to process my personal data is a voluntary act and the User has right to withdraw them at any time. In such case the Library is obliged to terminate the agreement.

While data processing, its storage and while accessing the personal data the Library staff acts in accordance with Act No. 110/2019 Coll. on Data protection and with amendments of particular related Acts. Personal data is provided for the Central Library purposes only. Exception can be done under specific regulations.

Free access to stored personal data is user's right. The data administrator will provide this information once a year free of charge, in other cases on written request with adequate reimbursement.

In case of breach of duties by Administrator, the User may appeal to the Office for Data Protection and may apply for discontinuation of such behaviour, elimination of its effects and refrain from such behaviour and/or at its own expense make an apology or give another adequate satisfaction for such behaviour, to correct erroneous data or complete personal data in order to maintain their veracity and accuracy and to freeze or delete personal data. User has also right to be reimbursed for violation of the dignity, integrity, credit and protection of the user's name.

3 Basic Rights and Responsibilities of the User

User is obliged to get acquainted with current Library and Lending Code and its Appendix to follow its rules and to follow Library staff instructions. Disregard of the Code might lead to temporary or permanent deprivation of user's rights, yet the User is still obliged to compensate caused damage and to respond in accordance with valid rules. In case of debts (reminders) the user's account may be blocked till the compensation is completed. Blockage of user's account is activated with the 1st reminder and applies to all branches of Central Library. User is informed by e-mail or printed letter in time.

The Library staff is obliged to treat user's personal data in accordance with Act No. 110/2019 Sb. on Personal data protection and with related acts. Personal data is provided for the purposes of Central Library only. Exceptions may occur in the case of specific regulations.

The personal account must be renewed every year by the External user, otherwise it will be discarded and deleted from the system database after 2 calendar years passed.

Users are entitled to use all collections and services of Central Library in line with corresponding user's category.

4 Lending Procedure

A lending arrangement cancelling the User's obligation to confirm each loan by signing a lending paper form has been introduced in Library. Protection of the User and of the Library is secured by other means while complying with the terms stated in this Declaration. The lending procedure involves a non-transferable Student or Staff card (Internal users) or a Library card (External users) bearing a barcode and a Personal Identification Number (PIN). The User selects a PIN in the course of registration under the guidance of the Library staff. User is responsible for the damage or loss or misuse of the card and is obliged to report its loss to the Staff. Should a card be lost or damaged the User must pay the charge for a new issued card. Repeatedly forgotten PIN might lead to temporary or permanent deprivation of user's rights to Library services.

Loan registration is made by using the User's specific PIN solely and it is considered to be User's authorization. Each user must remember the chosen PIN. In combination with the card, the PIN is unique and therefore cannot be misused by the Staff. If the User forgets the PIN, a new one may be selected. This act is viewed as a loss and the User must pay a charge according to the List of charges and paid services. Repeatedly forgotten PIN might be followed by temporary or permanent deprivation of the user's rights to Library services.

There is no printed lending form to be signed upon lending procedure, no receipt of the borrowed Item or of its return. User may follow the lending and returning procedure on the computer monitor. User may renew the loan electronically on the Web library catalogue or at the lending desk if there is no reservation for the Item. The renewal period depends on type of the document, lending period and user's category. The one-time prolongation is 30 days at the maximum. By signing this declaration the User agrees to follow the conditions of the given lending procedure.

5 Reservations

An Item reservation may be required from the collections of Library with intention of borrowing the Item. User may require up to 10 reservations on the Account within Union Catalogue of the Central Library. User is obliged to collect the prepared item within 6 working days, after the expired period the document may be lent to another user. User is automatically informed about prepared Item to borrow (eg. the document could be lent in the Library) by e-mail (CTU e-mail address is being used for Internal users). After the notice has been sent, the request cannot be cancelled via the Internet and User has to contact the Library staff in person.

6 Enforcement of Unreturned Loans

Should the User fail return the borrowed Item within the lending period, the Library will request the Item by sending reminders to the user's e-mail. After three reminders have been sent (the third of which is sent by registered mail), the return of the borrowed Item is enforced by legal procedure. The User is charged on exceeding the lending period and on being sent reminders in accordance with the current List of charges and paid services. A charge is also paid for the administration procedure connected with the preparation of enforced unreturned loan by legal procedure.

7 Lost Items and Compensations

The User is obliged to report the loss or damage of an Item and in term set by the Library to compensate the damage in compliance with current Civil Code. The way of compensation for the lost or damaged Item is ordained by the Director of the Central Library or by the Staff in charge. They may claim a replacement issue of the same Item of the same edition and binding. Should this be impossible, the Library may require replacement of the same Title of a newer edition or a different document of the same costs or reimbursement. The reimbursement is ordained by the Director of the Central Library or by the Staff in charge and is usually equal to the original cost of the Item.

8 Comments

Comments, complaints and suggestions regarding Library services can be handed to the Director of the Central Library in person and/or submitted in writing.

9 Effect of this Declaration

Singing this Declaration states the Privity of contract to the User and to the Central Library, which governs the Lending procedure in the Library collections.

The Document is printed in two identical copies. One is stored in the Library, the other remains with the User. As soon as the User's account is deleted from the system database, the User's declaration will be eliminated.

In Prague

Signature of the User