



**CENTRAL  
LIBRARY  
CTU IN PRAGUE**

**Library and Lending Code**

**Part 1**

## **User's declaration – Internal Users**

### **1 Basic Provisions**

I ....., born ..... hereby declare that by signing this Declaration I accept the conditions of the Central Library of the Czech Technical University in Prague (CL) for borrowing from its collections. Lending from the library collections is subject to Act No. 40/1964 Coll., the Civil Code, as amended. Further, I declare that I will use electronic information sources accessible at the CTU and document copies only for my personal usage, for noncommercial purposes, and I will respect Act No. 121/2000 Sb. on Copyright and Amendments.

### **2 Basic Rights and Responsibilities of the User**

User is obliged to get acquainted with current Library and Lending Code and its Appendix, to observe it, and follow Library staff instructions. If the user disregards the Code he/she can be temporarily or permanently deprived of his/her user's rights. He/she is not relieved either of the obligation to compensate for damage inflicted or of the responsibility according to valid rules. In the case of debts (reminders, due carried out reservations) the user's account can be blocked until the compensation is completed. Freezing of the user's account is activated with the 1st reminder and applies to all branches of CL. The user is informed by e-mail (for internal users are used e-mail address of the CTU).

CL staff is obliged to treat personal data of users in accordance with Act No. 101/2000 Sb. (personal data protection) and related acts. Personal data will not be provided outside the CL neither used for other purposes. Exceptions can be made according to specific regulations.

Users are entitled to use all collections and services of the CL according to the corresponding user's category.

### **3 Lending Procedure**

The CL has introduced a lending procedure which cancels the user's obligation to confirm each loan by signing a lending paper form. Protection of the user and CL is secured by other means while complying with the terms stated in this Declaration. The lending procedure involves a non-transferable Student and/or Staff card (internal users), or a Library card (external users) bearing a barcode and a Personal Identification Number (PIN). The user selects his/her PIN in the course of registration under the guidance of the CL staff.

Loan registration can be made solely after authorization by the user who types his/ her PIN. Each user must remember his/her PIN, which is known only to him/her. In combination with the card, the PIN is unique and therefore cannot be misused by the CL staff. If a user forgets his/her PIN, he/she may select a new one. This act is viewed as a loss and the user must pay a prescribed charge. For a repeatedly forgotten PIN the user can be temporarily or permanently deprived of his/her rights to Library services.

There is no printed lending form to be signed upon loan registration, receipt of the borrowed item, or return of the item. The user can check the lending and returning procedure on the computer monitor. User can renew his/her loans electronically from the Web library catalogue or at the loan desk if there is not other reservation for the item. The renewal period depends on type of document, loan period and user's category. By signing this declaration the user confirms his/her responsibility for keeping the conditions of the given lending procedure.

#### **4 Reservations**

Reservations can be required from the collections of CL intended for check out. User can require up to 10 reservations from his/her user's account within Union Catalogue of CL. User is obliged to collect the reservation within 6 calendar days, after expiration, the document will be returned to the shelf or lent to another user. User is automatically informed by e-mail (for internal users are used e-mail address of the CTU) when the reservation is carried out (i.e. the document can be lent in the library). After this notice the user cannot delete the request in his/her personal account and has to contact the library staff.

#### **5 Enforcement of Unreturned Loans**

Should the user fail to return the borrowed item within the loan period, the Library requests the return by sending reminders. 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 loan period and on being sent reminders in accordance with the current List of Charges. A charge is also paid for the administration procedure connected with the preparation of enforcement of unreturned loans by legal procedure.

#### **6 Lost Items and Compensations**

The user is obliged to report the loss or damage of an item and within the terms determined by the Library to compensate for the damage in compliance with Act No. 40/1964 Coll., the Civil Code, as amended. The method of compensation for the lost or damaged items is determined by the Director of the CL or by CL staff in charge. They may require the damage is compensated for by providing 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 with a newer edition or with a different item of the same price or reimbursement. The amount is determined by the Director of the CL (or by CL staff in charge) and is usually equal to the original cost of the item.

#### **7 Comments**

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

#### **8 The Effect of this Declaration**

Since the day of signing of this Declaration, the pertinent user and the CL are bound by a contractual relation governing the lending procedure from the Library collections.

This Declaration is made in two identical copies, one of which is stored in the CL while the other remains with the user. After the personal account has been deleted from the registration database the user's declaration will be liquidated.

Prague .....

Signature of the User .....