Charles University, Faculty of Arts

Dean's Directive No. 18/2025
Rules of Operation and Organisation of the Library of the Faculty of Arts of Charles University

Article 1
Fundamental Provisions

1. The Library of the Faculty of Arts of Charles University ("CU FA Library" and "CU FA" or "Faculty") is a library under Section 2 (a) of Act No. 257/2001 Sb., to regulate libraries and terms of operating library and information services for the public (Libraries Act), as amended ("Libraries Act"), specifically a specialised library under Section 13 (1) of the Libraries Act, which is entered in the register of libraries kept by the Ministry of Culture of the Czech Republic as a part of the Charles University Library system under Ref. No. 3498.
2. These Rules are issued under Article 8 (2) of Rector's Directive of Charles University No. 19/2022, as amended ("CU Library and Circulation Rules") in conjunction with Section 4 (7) of the Libraries Act.
3. The CU FA Library is composed of the Centre of Scientific information ("SVI"), sectional libraries managed directly by the director of the CU FA Library, and sectional libraries of the basic units of the Faculty managed by the heads of the respective sectional libraries (jointly referred to as "sectional libraries"). SVI provides general guidance and manages centralised administrative matters for the sectional libraries of the basic units. A list of the individual sectional libraries is available on the CU FA Library website.
4. These Rules are issued under Article 21 (2) of the Constitution of the Faculty of Arts of Charles University, as amended ("Constitution of the Faculty"), complement the CU Library and Circulation Rules, and regulate other relationships between the CU FA Library, or all of its sectional libraries, and users (individual and collective) in terms of the provision of library, information, and other services.
5. Upon the proposal of the head of a sectional library and with the approval of the Dean of the Faculty, the director of the CU FA Library may issue a library use policy for the sectional library which reflects the specific conditions of the given sectional library.
6. The CU FA Library provides, in particular, the following services to the users:
   - loans of documents, where a document means any information resource in written, visual, audio, audiovisual, electronic, or digital form,
   - access to electronic information resources, where an electronic information resource means a document stored in electronic form which is accessible via a computer network or other digital data distribution technologies,
   - loans of electronic devices, where an electronic device means, in particular, a laptop, e-reader, or tablet.

7. The CU FA Library also performs activities in the areas of education of Faculty employees, improvement of the information literacy of its users, participation in development projects, and national and international cooperation with other information institutes.

Article 2
User

1. A user of the CU FA Library is any person who uses the library collection, technical equipment, data, or other services provided by the CU FA Library, or the sectional libraries, at a given moment ("user").
2. The position of a user and the terms of use of the services provided by the CU FA Library are further specified in Article 3 of the CU Library and Circulation Rules, issued as Rector's Directive No. 19/2022, as amended[1].
3. Services provided by the CU FA Library, other than the services specified in Article 7 hereof, may be used by an individual user who has been authorised to use them through registration under the CU Library and Circulation Rules.
4. Services provided by the CU FA Library specified in Article 7 hereof may be used by a collective user, which means a legal entity entered in the register of libraries of the Ministry of Culture of the Czech Republic.

Article 3
Rights and Duties of Users

1. Users, or other persons present in the premises of the CU FA Library, must comply with the CU Library and Circulation Rules, instructions given by the CU FA Library employees, or other instructions given by the administrator of the premises in which a sectional library is located.
2. Should a user, or another person present in the premises of the CU FA Library, fail to comply with the provisions of the regulations or instructions under the previous paragraph of this article, they may be ordered by a CU FA Library employee to leave the premises and the provision of the services of the CU FA Library may be restricted or suspended for such user for the necessary period in justified cases. The decision to restrict or suspend the provision of services is made by the Dean of the Faculty upon the proposal of the director of the CU FA Library. This provision does not, however, absolve the user from liability under the applicable legal regulations or release the user from the duty to compensate any damage caused by their conduct.
3. Users must respect copyright and related rights.
4. They may not enter the premises of the CU FA Library designated as not accessible to the public or restricted only to CU FA Library employees.
5. Eating and drinking is only allowed in designated areas.
6. It is prohibited in all premises of the CU FA Library to smoke, drink alcohol, or use other addictive substances; to enter under the influence of alcohol and other narcotic or psychotropic substance; to enter unclean, armed, or accompanied by animals, with the

[1] Article 3 of Rector's Directive No. 19/2022, Library and Circulation Rules of Charles University, as amended.

exception of assistance dogs for persons with a disability; and to enter with a strong body odour or other intense scent (for example, a strong perfume) which may have a negative effect on the study environment and comfort of other users of the Library. Users must be quiet and keep the reading rooms of the CU FA Library clean and in order. They may not speak loudly and be otherwise noisy or use mobile phones or other similar devices in a manner which could disturb other users.

7. Users must leave their outerwear or other similar personal items in a cloakroom or other designated area, provided there is a cloakroom or other area designated for leaving outerwear and other personal items available in a sectional library. It is prohibited to leave larger amounts of money, jewellery, and other valuables in these areas or inside the items left in these areas. The CU FA Library is not liable for any damage caused to items left in areas other than the designated areas or for items left unsupervised by the user in the premises of the CU FA Library.
8. A user may be asked by a CU FA Library employee to present the items with which they are leaving any premises which are a part of the CU FA Library to be checked. The user will automatically be asked to present any such items to be checked if the security gate gives a warning signal when the user passes through. A user is not obliged to undergo the check and may wait for security or the Police of the Czech Republic to arrive.
9. The unauthorised or attempted taking of a document from the premises of the CU FA Library is considered as theft and will be handled according to the applicable general legal regulations. In the case of students of the Faculty or another unit of the University, such act may result in commencing disciplinary proceedings or informing the other unit of Charles University, respectively. In the case of employees of the Faculty or another unit of Charles University, it may have consequences for their employment or result in informing the other unit of Charles University, respectively.

Article 4
Loan Services

1. The lending of documents is governed by the CU Library and Circulation Rules[2], these Rules, provisions regulating loan and damages under Act No. 89/2012 Sb., the Civil Code, as amended ("Civil Code"), and Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), as amended.
2. Documents may be borrowed in the form of an in-house loan, loan for use outside the library, or interlibrary loan[3]. Documents are assigned to the individual loan categories by the responsible employee of the sectional library.
3. An in-house loan commences upon the user taking over the document designated as such into their possession.
4. A document designated for "in-house" lending may be borrowed until the following day or for the weekend. A document designated for "strictly in-house" lending may only be borrowed for study in the premises of a sectional library of the CU FA Library.

[2] In particular, Article 5 of the CU Library and Circulation Rules.
[3] See Appendix No. 2 to the CU Library and Circulation Rules.

5. A loan for use outside the library commences upon the user taking over the document being borrowed and the loan being assigned in the register of loans to the respective user.
6. If a sectional library has a separate storage area, the requested document must be booked by the user in the given sectional library in electronic form or directly on the spot in person or by phone in justified, exceptional cases[4]. The document will be provided to the user as soon as possible depending on the possibilities of the given library in terms of space and personnel. The user will be notified by email when the document is available in the given sectional library. They may collect the requested document within five business days of the given library having sent the notice. A user may also reserve a document in advance if permitted under the CU Library and Circulation Rules. Should several different users reserve the identical document, priority is given to the user who completed the electronic reservation first. The user will be notified by email when the document is available in the respective sectional unit of the CU FA Library. Documents reserved by a user which are ready for loan may be collected by the user within five business days of the date of sending a notice to the user that the reserved book is ready for loan. The user is obliged to inspect the documents before borrowing and notify the CU FA Library employee present of any damage found, and the employee will record it. Damage means any condition which significantly impairs the proper use of document; damage does not mean reasonable wear and tear which corresponds to the age of a document.
7. Users must return a borrowed document before the end of the loan period.
8. Loans may only be returned in the given sectional library of the CU FA Library where the document was borrowed or by leaving the document in the return box (bibliobox) located in the Faculty building in which the given sectional library is located. Documents designated for "in-house" lending, audio-visual documents, and oversize books may not be returned via a return box.

Article 5
Interlibrary Services

The CU FA Library provides library documents in the form of interlibrary loan services ("ILL"), international interlibrary loan services ("IILL"), and copies of documents in the form of interlibrary duplication services ("IDS") in accordance with the instructions under Regulation of the Ministry of Culture No. 88/2002 Sb., to implement Act No. 257/2001 Sb., to regulate libraries and terms of operating library and information services for the public (Libraries Act), as amended.

Article 6
Interlibrary Services for Individual Users

1. Upon request, a CU FA Library employee provides the requested document to an individual user from another library in the Czech Republic in the form of ILL or in a foreign country in the form of IILL provided that it is not available in any of the collections of the sectional libraries. ILL are provided to individual users free of charge.

[4] Applicable only to selected libraries, see: https://knihovna.ff.cuni.cz/en/about-us/list-of-libraries/.

2. Duplication services within ILL are paid according to the list of fees of the library providing the service.
3. IILL are paid according to the current list of fees of the National Library of the Czech Republic.
4. Users send ILL, IDS, and IILL requests by email to: mvs@ff.cuni.cz. The email must include their name and surname, CU identity card number, bilbiographic specification of the requested document, and the sectional library in which the user intends to study the given document. The service cannot be provided if any of this information is missing. The user will be notified by email when the document is available in the respective sectional unit of the CU FA Library.
5. The period required for obtaining a document from a library in the Czech Republic is usually two to six weeks, or two weeks to six months if the book is provided from a foreign library.
6. The loan period is usually 30 calendar days, but it may be shorter in justified cases. A user may request to extend ILL no later than seven calendar days before the end of the loan period. The loan period for IILL is determined by the foreign library which lends the document (usually 30 calendar days).

Article 7
Interlibrary Services for Collective Users

1. The CU FA Library provides documents in the form of ILL to collective users provided that the requesting collective user does not have the document in its collection.
2. Under the Libraries Act, a collective user means a library entered in the register of libraries kept by the Ministry of Culture of the Czech Republic which uses interlibrary services in order to satisfy the information needs of its readers.
3. Documents lent within ILL are made available by the requesting collective user to its readers only in the form of in-house loans to be studied in the reading room of the collective user and may not be lent for use outside the premises of the library.
4. ILL are provided to collective users free of charge, including the requested copies of documents in the maximum amount of 20 pages, except for loans sent to collective users outside Prague, in which case postage is charged according to the current price list of Česká pošta, s. p.

Article 8
Making Final Qualification Theses Accessible and Copying

1. A user may make extracts from, copy, or reproduce final qualification theses at their own expense and only in person and for personal use, where the user must comply with the applicable legal regulations, in particular, Act No. 121/2000 Sb., to regulate copyright and rights related to copyright and to amend certain laws (Copyright Act), as amended. Any other use, including further reproducing, sharing, making accessible to public, or publishing is subject to the author's consent or within the scope of the statutory exceptions.

2. A final qualification thesis may not be taken out of the premises of the CU FA Library for the purposes of copying. If there is not a copy machine available in the given sectional library, the document may be taken to another sectional library in which there is a copy machine available.
3. Copies may be made using the equipment available in the CU FA Library as well as the user's own devices (e.g., a camera without using a flash or tripod). It is not permitted to use any other tools which could disrupt the operation of the CU FA Library or damage documents. An employee of the CU FA Library or a sectional library may restrict the copying of a document, in particular, if it is not in a condition which allows making copies or if it is subject to copyright, or for other operational reasons.
4. Copies of documents must not be made in violation of Act No. 21/2002 Sb., to regulate copyright and rights related to copyright and to amend certain laws (Copyright Act), as amended.
5. The user must make the copies him/herself. The Library does not provide copying services on request.
6. The CU FA Library does not provide copies of final qualification theses within ILL or IILL.

Article 9
Access to Electronic Information Resources (EIR)

1. The CU FA Library provides access to electronic information resources to users on the computers located in its premises or via remote access in accordance with the licences provided to the Library on the basis of authorisation by the user's ID card and password.
2. External users (persons other than students and employees of CU) may log in to the computers in the CU FA Library only for the purpose of accessing EIR. Other services or functions available in the computer network are not accessible to these users.
3. EIR are made available to users in compliance with the licensing terms and must be used exclusively for non-commercial purposes in instruction, study, science, and research and for personal use. Machine-aided automated downloading of EIR content is explicitly prohibited without the consent of the licence holder.

Article 10
Lending of Electronic Devices

1. The CU FA Library provides the service of lending electronic devices to individual users.
2. The terms applicable to the lending of electronic devices are provided in a loan agreement entered into between the CU FA Library and the user and in the applicable provisions of the CU Library and Circulation Rules, these Rules, and the Civil Code with the necessary modifications. Upon entering into the loan agreement, the user agrees to comply with the conditions of the use of the borrowed electronic device.
3. Loans of electronic devices are entered in the library system.
4. Users must return the electronic device they borrowed (e.g., laptop, e-reader, charger), including any other loans, no later than upon the termination or completion of study, employment, or other similar relationship with Charles University (e.g., within foreign mobility or internship).

5. The CU FA Library confirms the final certificate after the user returns all loans and settles all their debts owed to the CU FA Library, including the sectional libraries. The final certificate may not be confirmed before the user returns all the devices borrowed and any other loans.
6. If a user fails to return a loan, an overdue fine may be imposed in accordance with the current list of fees, and the payment of damages may be enforced from the user.

Article 11
ICT and Copying Equipment

1. Users may use their own ICT or copying equipment in the premises of the CU FA Library and connect their devices to the internet via wireless connection provided that the use thereof does not limit others in their use of the services provided by the CU FA Library.
2. Computers and copying equipment may be made available to users in the premises of the CU FA Library. Such equipment may only be used in line with the purpose the Library.
3. Access to the computer network is provided to users on the basis of their ID card and password. The use of the computer network is governed by separate rules issued by the IT Services depatment of the Dean's Office of CU FA.
4. Users may not change the configuration of the computers, install programs, or copy the applications and programs installed.
5. Users are liable for any damage to, or destruction of, computer hardware or software and copying equipment caused by them in accordance with the applicable provisions of the Civil Code.
6. The copying equipment (copy machines) located in the premises of the Jan Palach Library is not operated by CU FA or units thereof (including the CU FA Library). These machines are operated by an external entity which located its equipment in the premises of the Faculty on the basis of a contract with CU FA. The rules for the use of this equipment are provided in the instructions posted directly on the equipment or in the immediate vicinity thereof. The CU FA Library and its employees are not responsible for the technical condition, functionality, or any malfunctions of such equipment. Users may not use the copying equipment in violation of the applicable legal regulations, in particular, Act No. 21/2002 Sb., to regulate copyright and rights related to copyright and to amend certain laws (Copyright Act), as amended.
7. The book scanners located in certain sectional libraries are owned and operated by CU FA. The scanners must be used in accordance with the rules of operation of the library and the librarians' instructions.
8. Users must use the scanners in compliance with the Copyright Act and other applicable legal regulations. If a user breaches the rules, they may be excluded from using the equipment.

Article 12
Fees, Fines, and Waivers

1. The fees and fines for exceeding the loan period are provided in the CU Library and Circulation Rules[5]. The fines become due upon the creation of the right to a contractual penalty.
2. A debt of up to CZK 500 incurred in relation to a loan from the collection of the CU FA Library may be waived for reasons worthy of special consideration with the approval of the CU FA Library by an employee of a sectional library responsible for the administration of fees.
3. A debt exceeding CZK 500 may only be waived on the basis of a written request sent to the director of the CU FA Library, in which the user proves all substantial facts claimed in the request.
4. Reasons worthy of special consideration include, in particular, the user's social hardship or health condition.
5. There is no legal right to waiving a debt.

Article 13
Publication of the CU Library and Circulation Rules and the Rules of Operation and Organisation of the CU FA Library and Amendments Thereto

1. The CU Library and Circulation Rules are published:
   a) in an accessible place in each sectional library;
   b) on the website of the CU FA Library at https://knihovna.ff.cuni.cz/en/about-us/important-documents/.
2. Amendments to the CU Library and Circulation Rules and these Rules are published well in advance before they become effective in the manner under the previous paragraph of this article and sent to the individual users by email. By continuing to use the services of the CU FA Library after an amendment to the CU Library and Circulation Rules or these Rules is notified, the user is presumed to have read and accepted the amendment.

Article 14
Exceptions from the Rules of Operation and Organisation of the CU FA Library

1. Exceptional provision of services and other exceptions from these Rules are approved on a case-by-case basis on the request of a user or on the initiative of the director of the CU FA Library.
2. There is no legal right to being granted an exception.

Article 15
Transitional Provisions

1. The compensation of damage incurred in relation to loans made before the effect hereof are governed by the rules of operation of the CU FA Library effective at the time of lending the document in relation to which the contractual penalty or other sanction was imposed.

[5] See, in particular, Article 5 (6) and Appendices No. 2 and 4 of the CU Library and Circulation Rules.

2. Contractual penalties and other sanctions which were to be paid to the CU FA Library before the effect hereof are governed by the rules of operation of the CU FA Library effective at the time of lending the document in relation to which the contractual penalty or other sanction was imposed.
3. Other relationships between the users and the CU FA Library are governed by the CU Library and Circulation Rules, as amended, and these Rules.

Article 16
Final Provisions

1. These Rules apply to all sectional libraries which are obliged to respect them.
2. Disputed questions arising from these Rules and the interpretation thereof are decided by the director of the CU FA Library, or in cooperation with the CU FA Information Resources Commission.
3. Each sectional library must determine its business days, including opening hours, and inform the website administrator who publishes the opening hours on the CU FA website. The library must also publish this information on a visible place in its premises and website, if any.
4. The legal relationships between the users and the CU FA Library are governed by the law of the Czech Republic. Any disputes arising from the legal relationships between users and the CU FA Library are decided by the courts of the Czech Republic.
8. Dean's Directive No. 19/2019, Circulation Rules and Regulations of the Library of the Faculty of Arts of Charles University, are hereby repealed.
9. This directive comes into force on the date of publication.
10. This directive becomes effective on 1 January 2026.

Prague, 3 November 2025

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