

Charles University

Rector's Directive No. 4/2025

Title: **Amendment to Rector's Directive No. 19/2022, Charles University Library and Circulation Rules**

Responsible department:
CU Central Library

Date of effect:
1 February 2025

Amendment to Rector's Directive No. 19/2022, Charles University Library and Circulation Rules

I.

Amendment to Rector's Directive No. 19/2022

1. In Article 3 (1), the following row is inserted between the second and third row:

04	Student SN	Student with special needs who is enrolled in a bachelor's, master's, or doctoral programme of study implemented at the University	6 years
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2. In Article 3 (9) (a), the words "1.5 years" are replaced by "six calendar months".
3. In Appendix No. 1:
- a) The fourth bullet is amended as follows: "CERGE, Jan Kmenta CERGE-EI Library, Politických vězňů 7, 111 21 Praha 1";
 - b) The seventh bullet is amended as follows: "Protestant Theological Faculty, Library of the Protestant Evangelical Faculty of Charles University, Černá 646/9, 110 00 Praha 1";
 - c) The ninth bullet is amended as follows: "Faculty of Social Sciences, Scientific Information Centre, Smetanovo nábřeží 8, 158 00 Praha 5";
 - d) The tenth bullet is amended as follows: "Faculty of Physical Education and Sport, FTVS UK Library, José Martího 31, 162 52 Praha 6";
 - e) The eleventh bullet is amended as follows: "Faculty of Pharmacy in Hradec Králové, Scientific and Library Information Centre, Akademia Heyrovského 1203, 500 03 Hradec Králové";
 - f) A twelfth bullet is inserted after the eleventh bullet: "Faculty of Pharmacy in Hradec Králové, Czech Pharmaceutical Museum – Library, Kuks 81, 544 43 Kuks";
 - g) The seventeenth bullet is amended as follows: "Faculty of Medicine in Plzeň, Scientific Information Centre, alej Svobody 76, 323 00 Plzeň";
 - h) The twentieth bullet is amended as follows: "Faculty of Law, Library, Nám. Curieových 7, 116 40 Praha 1".
4. Appendix No. 2 is replaced by Appendix A hereto.
5. In the text below the title of Appendix No. 3, the word "and" is inserted before the word "collectively".
6. In Article 4 (3) of Appendix No. 3, the first sentences is amended as follows: "When processing a request regarding the personal data processed for the purpose mentioned in the previous article, the authorised CU employee communicates directly with the user."
7. In the first sentence of Article 5 (1) of Appendix No. 3, the words "one year and a half" are replaced by "six calendar months".
8. In the fourth sentence of Article 5 (1) of Appendix No. 3, footnote no. 2 is amended as follows: "<https://www.e-sbirka.cz/eurovoc/termin/60513>".
9. In the fifth sentence of Article 5 (1) of Appendix No. 3, footnote no. 3 is amended as follows: "<https://cuni.cz/UK-13810.html>".
10. In Article 7 (1) of Appendix No. 3, the following clause is inserted after the words "in written or electronic form": "and on the basis of a consent in the case of processing the personal data of persons with specific needs".
11. In Article 7 (1) (a) of Appendix No. 3, footnote no. 4 is amended as follows: "<https://www.e-sbirka.cz/pravo/32016R0679?zalozka=text>".
12. In Article 7 (1) (b) of Appendix No. 3, footnote no. 5 is amended as follows:

["https://www.e-sbirka.cz/sb/2019/110?zalozka=text"](https://www.e-sbirka.cz/sb/2019/110?zalozka=text).

13. In the third sentence of Article 7 (2) of Appendix No. 3, footnote no. 8 is amended as follows: "<https://uou.gov.cz/>".
14. In Appendix No. 4, the amount "CZK 250" in the row "Binding of a replaced document" is replaced by "CZK 300".

II.

Transitional Provisions

1. The loan period for a document borrowed before the date of effect hereof is governed by the previous regulation.
2. The amendment to Appendix No. 4 under Article I (6) hereof applies to documents borrowed as of the date of effect hereof.

III.

Final Provisions

1. The following appendices form part hereof:
 - a) Appendix A – Appendix No. 2 – Uniform Loan Rules;
 - b) Appendix B – Consolidated Rector's Directive No. 19/2022, Charles University Library and Circulation Rules.
2. This Directive comes into force on the date of its execution and becomes effective on 1 February 2025.

Prague, 28 January 2025

prof. MUDr. Milena Králíčková, Ph.D.
Rector of Charles University

Appendix A – Appendix No. 2 – Uniform Loan Rules

Uniform Loan Rules

Definitions:

Term	Meaning
User group	A category in which users are put and for which special rules for the lending of documents are defined.
Loan rules	A category in which units are put and for which special rules for the lending of documents are defined. Every unit is put into one category.
Loan period (days)	The number of days for which a document in the given combination of a user group and loan rules may be borrowed. If the calculated date of return falls on a day when the library is closed (weekend, national holiday), the system uses the first open day following the calculated date.
Grace period (days)	The number of days after the calculated date of return when the system does not charge a fine. On the day following the expiry of the grace period, the system charges a fine for each open day after the calculated date of return. If it is "0", the system charges a fine as of the first day after the calculated date of return.
Time of return (hours)	Time in HH:MM format by which the document is to be returned.
Grace period (hours)	Time in the HH:MM format after the calculated time of return when the system does not charge a fine. A minute following the expiry of the grace period, the system starts charging a fine for each open day after the calculated date of return. In the case of grant loans and specific loans, the fine is only charged after the expiry of the grace period, that is, the first day on which a fee is charged is the 11 th day following the date of the end of the loan period. If it is "00:00", the system charges a fine as of the first minute after the calculated time of return.
May be extended?	Defines if the document in the given combination of a user group and loan rules may be extended. If it is "Yes", the document may be extended for the maximum period provided in column Maximum loan period. If it is "No", the document may not be extended (it may be borrowed only for the basic loan period).
Maximum loan period	The number of days for which a document in the given combination of a user group and loan rules may be borrowed (including the extension). May be given in days or months.

User group	Student SN									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3:00	30	No	Loan for the period of grant
Regular (60 days)	60	0	24:00	00:00	Yes	6 months	3.00	50	Yes	
Short-term (14 days)	14	0	24:00	00:00	Yes	1 month	3.00	50	Yes	
Specific (1 year)	365	10	24:00	00:00	No	365 days	3.00	30	No	
Study (180 days)	180	0	24:00	00:00	Yes	12 months	3.00	30	Yes	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	30	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests								15		

User group	Doctoral student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	30	No	Loan for the period of grant
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	50	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	50	Yes	
Study (150 days)	150	0	24:00	00:00	Yes	10 months	3.00	30	Yes	
Specific (1 year)	365	10	24:00	00:00	No		3.00	30	No	

Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	2 months	3.00	30	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests								15		

User group	Internship student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	5	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Regular (30 days)	30	0	24:00	00:00	Yes	2 months	3.00	10	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	10	Yes	
Study (30 days)	30	0	24:00	00:00	Yes	2 months	3.00	10	Yes	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	28 days	3.00	10	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests	15									

User group	Employee									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	999	No	Loan for the period of grant
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	50	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	50	Yes	

Study (150 days)	150	0	24:00	00:00	Yes	10 months	3.00	30	Yes	
Specific (1 year)	365	10	24:00	00:00	Yes	60 months	3.00	999	No	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	2 months	3.00	30	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests	15									

User group	CU collaborator									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	999	No	Loan for the period of grant
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	50	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	50	Yes	
Study (150 days)	150	0	24:00	00:00	Yes	10 months	3.00	30	Yes	
Specific (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	999	No	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	28 days	3.00	10	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests	15									

User group	Public
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[illegible]

User group	ILL									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (14 days)	14	0	24:00	00:00	No		0.00	999	Yes	
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (30 days)	30	0	24:00	00:00	No		0.00	999	Yes	
Regular (30 days)	30	0	24:00	00:00	Yes	2 months	0.00	999	Yes	
Short-term (7 days)	14	0	24:00	00:00	No		0.00	999	Yes	
Study (30 days)	30	0	24:00	00:00	Yes	2 months	0.00	999	Yes	
Specific (30 days)	30	0	24:00	00:00	No		0.00	999	Yes	
Faculty (30 days)	30	0	24:00	00:00	No		0.00	999	Yes	
Limit of requests	999									

Appendix B – Consolidated Rector’s Directive No. 19/2022

Rector’s Directive No. 19/2022 Charles University Library and Circulation Rules as amended by Rector’s Directive No. 4/2025

Charles University Library and Circulation Rules

These Charles University Library and Circulation Rules (“the Rules”) are issued under section 4 (7) of Act No. 257/2001 Sb., regulating libraries and terms of operating library and information services for the public (“the Libraries Act”), as amended, and to implement the Libraries Act.¹

Article 1 – Introductory Provisions

1. The system comprising the Central Library of Charles University (“the CLCU”) and the libraries, institutes of scientific information, and scientific information centres of faculties and other units (“the sectional libraries”) is collectively called the Charles University Library (“the CU Library”).
2. The CU Library is entered in the register of libraries of the Ministry of Culture of the Czech Republic under registration number 3498 in accordance with section 5 of the Libraries Act.
3. The CU integrated library system (“the system”) is an information system used to implement library and information services. Its user interface is an UKAŽ discovery system (“UKAŽ”).
4. Electronic information resources (“the EIR”) are specialised licensed resources for science, research, and instruction available via internet. The licence may allow the user to access the resources on a permanent or temporary basis.

Article 2 – CU Library Mission and Activities, Library and Information Services

1. The CU Library is a specialised library under section 13 of the Libraries Act. The basic task of the CU Library is to provide library and information services required for study and research and other creative activities at Charles University.
2. The CU Library provides library and information services under section 4 of the Libraries Act. The CU Library may also provide additional library and information services under section 4 (3) of the Libraries Act.
3. Basic library and information services are provided free of charge. The CU Library may request the reimbursement of costs in cases regulated by the Libraries Act in section 4 (2) to (5). The List of Fees forms an integral part of these Rules.
4. The CU Library makes information about its physical and electronic collection available to users via UKAŽ, which forms part of the system. Registered users may manage their account and use other services (such as requests and loan renewals).
5. The management and inventory control of the library collection is carried out in accordance with section 16 of the Libraries Act and the related regulations, as amended. Document withdrawal is carried out in accordance with section 17 of the Libraries Act and the related regulations, as amended.

¹ <https://www.zakonyprolidi.cz/cs/2001-257>

6. EIR are made available to users in conformity with the licensing terms and must be used exclusively for non-commercial purposes in instruction, study, science, and research and for personal use. Without the express consent of the licence holder, machine-aided automated downloading of ER content is explicitly prohibited.

Article 3 – Users of the CU Library, their Registration and Rights

1. The users of the CU Library are:

Code	User	Description	Registration period in the system
01	Student	Student of a bachelor's or master's programme of study at any CU faculty	6 years
04	Student SN	Student with special needs who is enrolled in a bachelor's, master's, or doctoral programme of study implemented at the University	6 years
02	Doctoral student	Student of a doctoral programme of study at any CU faculty	6 years
03	Internship student	Foreign intern at Charles University	6 months
11	Employee	Academics and researchers or other employees at any CU faculty or unit	6 years
12	CU collaborator	Employee of another institution collaborating with Charles University (e.g., faculty hospitals, Czech Academy of Sciences)	1 year
22	Public	Anybody not mentioned above (CU Alumni club, external users of services, the public)	1 year
31	ILL ²	Legal person entered in the register of libraries of the Ministry of Culture of the Czech Republic	6 years

2. Library and information services may be used on the condition that the user consents to respect the Charles University Library and Circulation Rules and the appendices thereto. Such consent is granted via an electronic application for the use of the CU Library. Registration in the system is created upon the granting of the consent. The registration enables the user to use the account in the discovery system, to monitor loans, make requests, save searches carried out, and other services.
3. The users of library and information services use one of the CU identity cards issued under the Rector's Directive, Introduction and Use of Identity Cards at Charles University³, as

² ILL – an abbreviation for Interlibrary Loan, a loan service for users of other public libraries to access the CU Library collection.

³ <https://cuni.cz/UK-10771.html>

amended, which serve for personal identification. In the case of external users, only “personalised” identity cards⁴ with personal data are issued.

4. The user is obliged to report the loss of the card to a sectional library immediately; such library will subsequently prevent the use of library and information services based on the ownership of the lost identity card. This does not relieve the user of the obligation to identify the card as lost in CU web applications⁵.
5. The CU Library processes a user’s personal data in accordance with Act No. 110/2019 Sb., on the protection of personal data and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, known as GDPR (General Data Protection Regulation)⁶.
6. Users may apply for an extension of registration in any sectional library of CU.
7. The registration period may be shortened in the following cases:
 - a. Successful completion, termination, or withdrawal from study;
 - b. Termination of employment at Charles University.
8. Upon the expiration of the registration period some services of CU Library will be restricted. These include, in particular, loan services and services available via UKAŽ.
9. The user account is cancelled if:
 - a. A period of 6 months elapses from the termination of the registration and no user obligations are related to the account; or
 - b. The user requests the cancellation of the account; or
 - c. The user seriously breaches the Library and Circulation Rules under Article 4 (6).

Article 4 – Basic Rights and Duties of CU Library Users

1. Users have the right to use library and information services under these Library and Circulation Rules of Charles University and under the rules of operation of the relevant sectional libraries.
2. Users have the right to submit comments, complaints, and suggestions regarding the operation of the CU Library to the sectional libraries’ heads, the CLCU director, or by means of the Charles University official notice board.⁷
3. Users are obliged to protect the CU Library collection and equipment. Users are obliged to use the EIR exclusively in accordance with Article 2 (6).
4. Users are obliged to return all borrowed documents and to cover all payments they owe the CU Library after the termination of their relationship with CU. After a change in their relationship to CU, users are obliged to settle their obligations under Appendix No. 2 Uniform Loan Rules. Users may obtain a summary of their obligations by logging into their account, or they may request a statement of their obligations in any sectional library after submitting their identity card.
5. Users are obliged to provide compensation for any damage they cause to the CU Library in accordance with the relevant legislation.

⁴ See Rector’s Directive No. 44/2020, Article 1 – Types of Identity Cards, point 1d) – <https://cuni.cz/UK-10771.html>

⁵ Webservice system interface is available at: <https://is.cuni.cz/webapps/>

⁶ <https://www.uoou.cz/gdpr-obecne-narizeni/ds-3938/p1=3938>

⁷ <https://cuni.cz/uk-125.html>

6. The user's right to use library and information services in the CU Library may be suspended by the CLCU director in the case of serious or repeated breaches of these Rules. This provision also applies to the user's access to the database of copyrighted works not available on the market; see Article 7 of these Library and Circulation Rules. The CLCU director will make a decision based on the opinion of the sectional library management that proposed the suspension and the opinion of the relevant faculty management. The official opinion is sent to the user by the CLCU director.

Article 5 – Circulation Rules

1. Loans in sectional libraries which make use of the system are governed by the Uniform Loan Rules, as amended, forming Appendix No. 2 to the Charles University Library and Circulation Rules.
2. Users must not lend the borrowed documents to other persons. Users are obliged to inspect the borrowed documents and report any defects discovered to the library staff immediately. A loan may not be carried out if the user has undischarged obligations to the CU Library (unreturned documents, unpaid fees, etc.). A loan may be renewed unless another user has requested the document. The loan renewal may be performed only before the expiry of the loan period and providing that the maximum loan period has not been exceeded.
3. Users are obliged to return the borrowed documents in the same condition in which they were borrowed, considering normal wear. Documents must be returned to the sectional library from which they were borrowed.
4. Users are informed via email that their request has been processed. Documents may be collected only in the sectional library in which they have been prepared for the user. The requested document may be collected by the date provided in the email.
5. A grant loan is intended for grant holders. It may be lent only to the researcher for the grant period. Study loans are intended primarily to students of the sectional library faculty. Faculty loans are intended primarily to the students and employees of the given faculty.
6. If users fail to return the borrowed documents within the set time, they may be sent overdue notices. Overdue notice fees and fines for exceeding the loan period are provided in the List of Fees. The fine for exceeding the loan period is not linked to the sending of an overdue notice. The CU Library may decide to recover the default loans or money claims including accessories in court. The costs of such recovery proceedings are provided in the List of Fees.
7. Users are obliged to cover all fees and fines arising from the use of CU Library services.

Article 6 – Loss of Documents and Methods of Compensation for Loss

1. Users are fully responsible for the condition of borrowed documents, and they have a duty to inform the CU Library immediately if they cannot return the documents because of loss, destruction, or damage thereto regardless of the fact whether the damage was caused intentionally or by negligence, by a third party or without their fault (force majeure).
2. The CU Library will request that the unreturned, lost, or damaged documents be compensated for by one of the following ways:
 - a. Another copy of the same document of the identical publication and binding (the equivalent compensation);
 - b. The same document of later publication;

- c. Another document with the same information and financial value; or
- d. Monetary compensation including accessories.

The methods of compensation are provided in the order of preference of the CU Library. The method of compensation and the time for its provision are always decided by the authorised person in the sectional library to which the damage was caused.

3. The time limit for the provision of compensation starts running on the day on which the user has been informed about the decision on compensation. Such decision determines the method and extent of compensation and the time limit for its provision. The relevant service charges, fines and claims are also determined according to the List of Fees of the CU Library, and other information necessary for the proper performance of the user's duties is communicated.
4. If the authorised person in the sectional library decides that the document is to be replaced by another copy of the same document of the identical publication and binding, the same document of later publication, or another document with the same information and financial value, the users have a duty to give the document (replacement) to the staff of the sectional library by the set time limit and to pay the prescribed charges for the library processing of the replacement and the loss of the bar code or the RFID chip⁸ and the fine.
5. If the authorised person in the sectional library decides on monetary compensation, the users have a duty to pay the amount determined including the related fees and the fine within the time limit. In accordance with the decision on the method of compensation for the unreturned, lost, destroyed, or damaged document the user will pay monetary compensation in the amount of:
 - a. The current purchase price of the same document of the identical publication and binding if such document is available on the market including the necessary costs incurred in direct relation to the acquisition of the document;
 - b. The current purchase price of the same document of later publication if such document is available on the market including any necessary costs incurred in direct relation to the acquisition of the document;
 - c. The current purchase price of another document of the same information and financial value which is available on the market including any necessary costs incurred in direct relation to the acquisition of the document;
 - d. The fee for every page of the copy of the replaced document including the set fee for the binding of the document (the price of binding). The number of pages is determined according to the bibliographical record in the system. In the case of documents in which the pages are not numbered, the price of the copy made is determined by the management of the sectional library.
6. In the case of documents which are historical, rare, interesting for collectors, a part of cultural heritage, singular copies, or other similar cases, the users are obliged to cover the monetary compensation including accessories of the claim, particularly the late payment interest and the costs of enforcement of the claim before the competent court. In such cases, monetary compensation is determined individually, for example by an expert report or as the auction price of the document, its price in an antiquarian bookshop, the price in auction catalogues, etc.

⁸ RFID chip forms part of the protective system of the CU Library collection, it is integrated in a sticker and its cost is higher than the cost of a label with the barcode.

Article 7 – Access to the Database of Works Not Available on the Market – Rights and Duties of Registered Users

1. Sectional libraries will enable registered users to use the service of the National Digital Library – Works Not Available in the Market (“NDK-DNNT,” the Czech abbreviation) provided under a licensing agreement between the National Library of the Czech Republic and DILIA and OOA-S, the collective administration organisations.
2. Users are entitled to read the displayed documents, use their content for their own personal purposes, for study, instruction, and research purposes (including quotation).
3. Reproduction of displayed documents, i.e., printing, saving on a USB or other storage media, or reproduction in any other way (e.g., using mobile phone or camera) is not allowed.
4. When working with NDK-DNNT it is not admissible to use any forms of robots or other tools for automated content downloading. The access of registered users who use non-standard tools in their searches, browsing, or saving data from licensed resources may be suspended or rejected.
5. To access the NDK-DNNT service, registered users must enter login details. To log in, the registered user uses the same username and password as for logging in to their user account in the system.
6. If a registered user breaches the conditions for the provision of the NDK-DNNT service, the CU Library will apply Article 4 (5) and (6) by analogy.
7. The National Library of the Czech Republic processes and stores the personal data of registered users in relation to the use of NDK-DNNT service for the period of one calendar year following the use of the service. The personal data include identification details, connection sessions, login history, and logs.

Article 8 – Transitional and Final Provisions

1. The CLCU and sectional libraries will publish these Charles University Library and Circulation Rules on their website.
2. Individual faculties and units may issue rules of operation for sectional libraries in which they regulate other services and the terms of their provision which are not expressly regulated in these CU Library and Circulation Rules. The rules of operation come into effect on the date of their publishing on the website of the sectional library.
3. Users who registered before the legal effect of these CU Library and Circulation Rules automatically become users of all sectional libraries of the CU Library; the length of registration of their identity card in the system remains unaffected.
4. The List of Sectional Libraries is provided in Appendix No. 1 to this Directive.
5. The Uniform Loan Rules form Appendix No. 2 to this Directive.
6. Information regarding the processing and protection of personal data is provided in Appendix No. 3 to this Directive.
7. The List of Fees is provided in Appendix No. 4 to this Directive.
8. Rector’s Directive No. 36/2019 is hereby repealed.
9. These CU Library and Circulation Rules become effective on 15 May 2022.

* The present Directive was amended by Rector’s Directive No. 4/2025 which became effective on 1 February 2025.

Appendix No. 1 – List of Libraries, Institutes of Scientific Information, Scientific Information Centres of Faculties and other Units which Constitute Sectional Libraries of the CU Library

- First Faculty of Medicine, Institute of Scientific Information, U Nemocnice 4, 128 00 Praha 2
- Second Faculty of Medicine, Institute of Scientific Information, V Úvalu 84, 150 06 Praha 5
- Third Faculty of Medicine, Institute of Scientific Information, Ruská 2411/87, 100 00 Praha 10
- CERGE, Jan Kmenta CERGE-EI Library, Politických vězňů 7, 111 21 Praha 1
- Environment Centre, Library, José Martího 407/2, 162 00 Praha 6
- Centre for Theoretical Study, Library, Husova 4, 110 00, Praha 1
- Protestant Theological Faculty, Library of the Protestant Evangelical Faculty of Charles University, Černá 646/9, 110 00 Praha 1
- Faculty of Humanities, Library, Pátkova 2137/5, 182 00 Praha 8 - Libeň
- Faculty of Social Sciences, Scientific Information Centre, Smetanovo nábřeží 8, 158 00 Praha 5
- Faculty of Physical Education and Sport, FTVS UK Library, José Martího 31, 162 52 Praha 6
- Faculty of Pharmacy in Hradec Králové, Scientific and Library Information Centre, Akademia Heyrovského 1203, 500 03 Hradec Králové
- Faculty of Pharmacy in Hradec Králové, Czech Pharmaceutical Museum – Library, Kuks 81, 544 43 Kuks
- Faculty of Arts, Library, nám. Jana Palacha 1/2, 116 38 Praha 1
- Hussite Theological Faculty, Library, Pacovská 350/4, P. O. BOX 56, 140 21 Praha 4
- Catholic Theological Faculty, Library, Thákurova 3, 160 00 Praha 6
- Faculty of Medicine in Hradec Králové, Medical Library, Na Hradě 91, 500 03 Hradec Králové
- Faculty of Medicine in Plzeň, Scientific Information Centre, alej Svobody 76, 323 00 Plzeň
- Faculty of Mathematics and Physics, Library, Ke Karlovu 3, 121 16 Praha 2
- Faculty of Education, Library, Magdalény Rettigové 4, 116 39 Praha 1
- Faculty of Law, Library, Nám. Curieových 7, 116 40 Praha 1
- Faculty of Science, Library of Biology, Viničná 7, 128 00, Praha 2
- Faculty of Science, Library of Chemistry, Hlavova 2030/8, 128 00, Praha 2
- Faculty of Science, Library of Geography, Albertov 6, 128 00, Praha 2
- Faculty of Science, Library of Geology, Albertov 6, 128 00, Praha 2
- Faculty of Science, Library of Institute for Environmental Studies, Benátská 433/2, 128 00 Praha 2
- Institute of the History of Charles University and Archives of Charles University, Ovocný trh 5, 116 36 Praha 1
- Central Library, Depository Lešetice, Lešetice 60, 262 31 Lešetice, Milín post office
- Central Library, José Martího 2, 162 00 Praha 6 – Veleslavín

Appendix No. 2

Uniform Loan Rules

Definitions:

Term	Meaning
User group	A category in which users are put and for which special rules for the lending of documents are defined.
Loan rules	A category in which units are put and for which special rules for the lending of documents are defined. Every unit is put into one category.
Loan period (days)	The number of days for which a document in the given combination of a user group and loan rules may be borrowed. If the calculated date of return falls on a day when the library is closed (weekend, national holiday), the system uses the first open day following the calculated date.
Grace period (days)	The number of days after the calculated date of return when the system does not charge a fine. On the day following the expiry of the grace period, the system charges a fine for each open day after the calculated date of return. If it is "0", the system charges a fine as of the first day after the calculated date of return.
Time of return (hours)	Time in HH:MM format by which the document is to be returned.
Grace period (hours)	Time in the HH:MM format after the calculated time of return when the system does not charge a fine. A minute following the expiry of the grace period, the system starts charging a fine for each open day after the calculated date of return. In the case of grant loans and specific loans, the fine is only charged after the expiry of the grace period, that is, the first day on which a fee is charged is the 11 th day following the date of the end of the loan period. If it is "00:00", the system charges a fine as of the first minute after the calculated time of return.
May be extended?	Defines if the document in the given combination of a user group and loan rules may be extended. If it is "Yes", the document may be extended for the maximum period provided in column Maximum loan period. If it is "No", the document may not be extended (it may be borrowed only for the basic loan period).
Maximum loan period	The number of days for which a document in the given combination of a user group and loan rules may be borrowed (including the extension). May be given in days or months.
Fine (CZK/day)	An amount in CZK which is charged for every open day after the calculated date of return (to the date of actual return). If it is "0.00", the system does not charge any fine.

Limit of loans	The number of documents which the user in the given combination of a user group and loan rules may borrow at the same time. If it is "999", the number is not limited.
Limit of requests	The number of documents which the user in the given combination of a user group and loan rules may request at the same time. If it is "999", the number is not limited.

Loan Rules for Individual User Groups

A user assigned to a specific user group may borrow only units with the loan rules provided in the relevant table. He or she may not borrow units with different loan rules.

User group	Student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	30	No	Loan for the period of grant
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	50	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	50	Yes	
Study (150 days)	150	0	24:00	00:00	Yes	10 months	3.00	30	Yes	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	2 months	3.00	30	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests								15		

User group	Student SN
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Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	30	No	Loan for the period of grant
Regular (60 days)	60	0	24:00	00:00	Yes	6 months	3.00	50	Yes	
Short-term (14 days)	14	0	24:00	00:00	Yes	1 month	3.00	50	Yes	
Specific (1 year)	365	10	24:00	00:00	No	365 days	3.00	30	No	
Study (180 days)	180	0	24:00	00:00	Yes	12 months	3.00	30	Yes	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	30	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests								15		

User group	Doctoral student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	30	No	Loan for the period of grant
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	50	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	50	Yes	
Study (150 days)	150	0	24:00	00:00	Yes	10 months	3.00	30	Yes	
Specific (1 year)	365	10	24:00	00:00	No		3.00	30	No	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only

Faculty (14 days)	14	0	24:00	00:00	Yes	2 months	3.00	30	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests								15		

User group	Internship student									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	5	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Regular (30 days)	30	0	24:00	00:00	Yes	2 months	3.00	10	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	10	Yes	
Study (30 days)	30	0	24:00	00:00	Yes	2 months	3.00	10	Yes	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	28 days	3.00	10	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests	15									

User group	Employee									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	999	No	Loan for the period of grant
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	50	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	50	Yes	
Study (150 days)	150	0	24:00	00:00	Yes	10 months	3.00	30	Yes	

Specific (1 year)	365	10	24:00	00:00	Yes	60 months	3.00	999	No	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	2 months	3.00	30	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests	15									

User group	CU collaborator									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	1	0	12:00	00:15	No		50.00	10	Yes	Request from a closed storage
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	999	No	Loan for the period of grant
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	50	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	50	Yes	
Study (150 days)	150	0	24:00	00:00	Yes	10 months	3.00	30	Yes	
Specific (1 year)	365	10	24:00	00:00	Yes	36 months	3.00	999	No	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Faculty (14 days)	14	0	24:00	00:00	Yes	28 days	3.00	10	Yes	
Electronic device (14 days)	14	0	24:00	00:00	Yes	28 days	100.00	1	Yes	
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests	15									

User group	Public
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Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (1 day)	0	0	12:00	00:15	No		50.00	0	Yes	Request from a closed storage Reading room lending only
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Regular (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	15	Yes	
Short-term (7 days)	7	0	24:00	00:00	Yes	21 days	3.00	15	Yes	
Study (30 days)	30	0	24:00	00:00	Yes	3 months	3.00	15	Yes	
Strictly in-house	0	0	24:00	00:00	No		0.00	15	No	Reading room lending only
Reading room lending (30 days)	30	0	24:00	00:00	Yes	3 months	0.00	10	Yes	Reading room lending only
Limit of requests	15									

User group	ILL									
Loan rules	Loan period (days)	Grace period (days)	Time of return (hrs)	Grace period (hrs)	May be extended?	Maximum loan period	Fine (CZK/day)	Limit of loans	May be requested?	Note
In-house (14 days)	14	0	24:00	00:00	No		0.00	999	Yes	
May not be borrowed	0	0	00:00	00:00	No		0.00	0	No	
Grant (30 days)	30	0	24:00	00:00	No		0.00	999	Yes	
Regular (30 days)	30	0	24:00	00:00	Yes	2 months	0.00	999	Yes	
Short-term (7 days)	14	0	24:00	00:00	No		0.00	999	Yes	
Study (30 days)	30	0	24:00	00:00	Yes	2 months	0.00	999	Yes	
Specific (30 days)	30	0	24:00	00:00	No		0.00	999	Yes	
Faculty (30 days)	30	0	24:00	00:00	No		0.00	999	Yes	
Limit of requests	999									

Appendix No. 3

Information on the Processing and Protection of Personal Data

The controller of users' personal data is Charles University in a system which comprises the Central Library of Charles University ("CU") and libraries, institutes of scientific information, and the scientific information centres of faculties and other units ("sectional libraries") and collectively called the CU Library.

Article 1 – Extent of Personal Data Processed

1. The CU Library processes the personal data of users to the extent as follows:
 - a. **Identification data:** first name and surname, academic degrees, date of birth, photo, and permanent address.
 - b. **Contact data:** delivery address, workplace address, email address, phone number.
 - c. **Service data:** personal number, identity card number (barcode), record of transactions performed at the circulation desk, loans (including history), requests, overdue notices, payment transactions (including their purpose, date, time, and other elements), connection sessions, history of sign in, and logs.

Article 2 – Changes in Personal Data

1. Users inform the controller of the personal data (study registry or HR office of the relevant faculty) of changes to their identification and contact personal data without undue delay. Users who make use of the External User Card inform the staff of a sectional library of changes to their identification and contact personal data.

Article 3 – Purpose of Personal Data Processing

1. The CU Library processes personal data for the purpose of providing library and information services to users, informing users about services and the CU library events, and protecting property and the library collection. Contact data are used by the CU Library for communication with users and for possible enforcement of claims. Service data are used by the CU Library for statistical purposes and for the evaluation of users' satisfaction.

Article 4 – Rights of Users as Personal Data Subjects

1. Users have the right to request which personal data are processed and to request the rectification or erasure of the personal data if they are invalid or outdated. Users have the right to request that their personal data not be processed before a decision on the justifiability of the above requests is made. During such suspension of the processing of their personal data, it is not possible to provide to users the services of the CU Library under the Charles University Library and Circulation Rules. Users have the right to file a complaint with the supervisory authority.
2. Upon request, the CU Library provides the user with a copy of the processed data or enables the inspection of the contract for the provision of services (user's application) and other documents it stores.
3. When processing a request regarding the personal data processed for the purpose mentioned in the previous article, the authorised CU employee communicates directly with the user. The authorised employee may inform the user which personal data concerning him or her are processed and process a request for the rectification or removal of the user's personal data if they are invalid or outdated. Upon written request, the authorised

employee may provide the user's personal data to another personal data controller. The authorised employee must record such request and transfer if the user's personal data are transmitted to another controller.

4. All users' complaints or other requests regarding the protection of personal data at CU in accordance with the Rector's Directive regulating the principles and rules of personal data protection,¹ as amended, are processed of by the data protection officer. The users' requests are also referred to the data protection officer in case of any doubts. The authorised employee of the CU Library is obliged to provide any and all cooperation to the data protection officer when processing any enquiries, requests, or complaints from a user.

Article 5 – Period for which Personal Data Stored

1. The CU Library stores the users' personal data for the period of their registration and six calendar months after the expiry thereof. Where the user does not owe any obligations to the CU Library (documents not returned, unpaid fines, does not use the discovery system services, etc.) his or her personal data are then erased. Users may request that their personal data are erased earlier if they no longer wish to use the services of the CU Library. Personal data in electronic form are removed by erasure (rendered anonymous)², with the exception of the personal data which the CU Library needs for the enforcement of claims against the user. Paper documents with personal data are shredded under the Records Management Rules,³ as amended.

Article 6 – Security of Personal Data

1. Access to personal data is restricted to employees whose work tasks include working with personal data. The CU Library does not transfer personal data to any third party. The prior written consent of the user is required for the transfer of personal data to a third party.
2. The CU Library stores personal data in an electronic form in the system and in the computers of employees of the CU Library. Access to these data is protected by a system of access accounts, passwords, and rights which are determined to the extent required for the fulfilment of individual employees' tasks.
3. The CU Library stores personal data in the form of paper documents applying established practices so that they are not accessed by unauthorised persons.

Article 7 – Additional Information

1. The CU Library processes personal data on the basis of a contract for the provision of services (user's application) made with the user in written or electronic form and on the basis of a consent in the case of processing the personal data of persons with specific needs, in accordance with:
 - a. Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, known as the GDPR (General Data Protection Regulation)⁴.

¹ <https://www.cuni.cz/UK-9014.html>

² <https://www.e-sbirka.cz/eurovoc/termin/60513>

³ <https://cuni.cz/UK-13810.html>

⁴ <https://www.e-sbirka.cz/pravoeu/32016R0679?zaloзка=text>

- b. Act No. 110/2019 Sb., on the processing of personal data;⁵
 - c. Rector's Directive No. 16/2018 Principles and Rules of Personal Data Protection.⁶
2. More information on the processing and protection of personal data at CU is available on the publicly accessible part of the Charles University website.⁷ In case of any complaints, users may contact the data protection officer of Charles University at gdpr@cuni.cz. The competent supervisory authority is the Office for Personal Data Protection⁸.

⁵ <https://www.e-sbirka.cz/sb/2019/110?zalozka=text>

⁶ <https://www.cuni.cz/UK-9014.html>

⁷ <https://www.cuni.cz/UK-9056.html>

⁸ <https://uoou.gov.cz/>

Appendix No. 4

List of Fees

This List of Fees and paid services is an appendix to the CU Library and Circulation Rules.

Overdue fines per document according to the Uniform Loan Rules	CZK 3/1 day
	CZK 50/1 day
	CZK 100/1 day
1 st , 2 nd , and 3 rd overdue notice sent by e-mail	No charge
Sending an overdue notice by post	<i>Postage is charge according to the current price list of the Czech Post + administrative costs CZK 15</i>
4 th overdue notice sent by registered mail	CZK 250 (administrative costs)
Letter before action	Fees for one legal act under section 7 of the Regulation on Lawyers' Fees
Preparation before action	CZK 200/1 document
Processing a replacement for a lost document	CZK 50/1 document
Loss of, or damage to, the barcode or the RFID chip	CZK 20
Black and white copy of one page of a replaced document	CZK 2
Binding of a replaced document	CZK 300
Loss of, or damage to, a borrowed electronic device	Up to the purchase price of the device
Interlibrary loan service (ILL) and international interlibrary loan service (IIL)	According to the current price lists of the service providers

Certain other services may be charged according to the rules of operation of the individual sectional libraries.