



RECTOR'S GUIDELINES

3/2026

Library Rules

Intended for: all units

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Author of the Regulation: Head of the Library Department

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Preamble

The Library of Mendel University in Brno, comprising the main library and its branch libraries (hereinafter referred to as "the Library"), provides the information resources for the university's educational, academic and research activities. The Library fulfils this mission through its library and information services and educational activities. Library and information services involve the collection, processing, preservation and provision of access to the library holdings in both print and electronic formats. Educational activities help users to make effective use of information resources and library services.

These Library Rules govern, in accordance with Act No. 257/2001 Coll. on Libraries and Terms of Operating Public Library and Information Services (Library Act), as amended (hereinafter referred to as the "Library Act"), the activities of the system comprising the main Library and its branch libraries.

Article 1

The Status of the Library and Its Branch Libraries

- (1) For the purposes of this regulation, in accordance with the Library Act, a library is defined as an institution that provides equal access to public library, information and other services and which is registered in the register of libraries maintained by the Ministry of Culture under number 3030 as a library with a specialised holdings.
- (2) A branch library refers to a library attached to a unit, usually a department or an institute. The establishment of a branch library requires the approval of the head of the Library Department, following a request from the head of the relevant unit. The head of the department is responsible for the running of the branch library. Details regarding the establishment and management of branch libraries are set out in Annex 2.

Article 2

Definitions

- (1) A library item is defined as an information resource recorded as a separate unit within a library holdings.
- (2) For the purposes of this regulation, the library holdings are defined as an organised, systematically expanded, catalogued, protected and preserved collection of library items, including those held in branch libraries.
- (3) A library system refers to application software designed to automate the processes carried out in a library.
- (4) An online library catalogue (hereinafter referred to as the "Library Catalogue") is the library's web-based catalogue interface. It provides information about library items, their location and how they can be accessed.
- (5) A home loan refers to the loan of a library item which internal and external users may, with the Library's permission and subject to the conditions set out below, use outside the Library, its study rooms (hereinafter referred to as "Library Premises") or outside the premises of a branch library.
- (6) An on-site loan refers to the loan of a library item which, in accordance with Article 9(1), the user may only carry out on the premises of the Library or a branch library.
- (7) The loan period is the length of time for which a user is permitted to keep a borrowed library item. The loan period is set by the Library when the item is borrowed.
- (8) For the purposes of this regulation, "interlibrary loan services" mean services provided in accordance with the Library Act.
- (9) The Price List for Library and Information Services refers to the Rector's Order which, as a university regulation, governs in particular the amount of fees for costs actually incurred and costs incurred for administrative tasks associated with user registration, in particular the amount of

- a) reimbursement of material costs for library services, i.e. the registration fee,
 - b) contractual penalties at all lending departments, including branch libraries, for each item borrowed,
 - c) reimbursement of material costs for printing and photocopying services using self-service machines,
 - d) reimbursement of material costs for printing standards for branch libraries from the "ČSN online" database of Czech technical standards, and
 - e) reimbursement of material costs for interlibrary loan services.
- (10) For the purposes of this regulation, a "bibliobox" means a self-service facility that allows users to return borrowed library items even outside the library opening hours.

Article 3

Library Holdings

- (1) The Library's mission is to provide information support for the university's academic and creative activities. The Library fulfils this mission by collecting, cataloguing, preserving, safeguarding and making its holdings available to the public. The Library supports the development of students' information literacy and helps to build their key skills for their studies, future careers and lifelong learning.
- (2) The Library is building a specialised holdings of information resources in both print and electronic formats, the focus of which corresponds to the university's educational and creative activities and is based on its accredited study programmes and research activities. The Library Department (hereinafter referred to as "the Library") is responsible for updating the library holdings.
- (3) The library holdings are regularly expanded by the Library through purchases, donations and mandatory copies from Mendel University Press. The library holdings are expanded in accordance with the acquisition strategy and user requirements, in line with the Library's information profile and in collaboration with study programme guarantors, academic and research staff.
- (4) The Library is responsible for the centralised procurement, registration and cataloguing of the library holdings. In the event of exceptional direct purchases of library items made by individual university departments, the acquired items must subsequently be submitted to the Library for registration in the library system. The Finance Office shall not reimburse the cost of a receipt for the purchase of a domestic or foreign library item unless it has been approved by the Library. This rule applies to all purchases of library items, regardless of the source of funding. The library holdings are recorded in accordance with the Library Act and its implementing regulations.
- (5) Library items are stored on the Library Premises. Library items purchased with funds from university units may be deposited in branch libraries once they have been registered by the Library.
- (6) Library items held on the Library Premises are available for reference use within the Library or for a fixed-term home loan. A library item held in a branch library is available for on-site loan at that branch library. Information on how to access each item is available in the Library Catalogue.
- (7) The library holdings are audited in accordance with Section 16 of the Library Act. The announcement of the audit and the procedure are set out in a separate university regulation.

Article 4

Electronic Information Resources

- (1) Electronic information resources are specialist, licensed resources for science, research and teaching, available in the Mendel University in Brno computer network or via remote access following authorisation.
- (2) Electronic information resources are made available to users in accordance with the licence terms and must be used exclusively for non-commercial purposes, such as teaching, study, academic research or personal use. The mechanical or automated downloading of their content without the licence holder's consent is expressly prohibited.

Article 5 Library Users

- (1) Library users fall into the following categories:
 - a) internal user,
 - b) external user,
 - c) visitor,
 - d) recipient of the interlibrary loan service.
- (2) An internal user is a university employee or a student registered in the university information system with an “active” status. An internal user is an employee for the duration of their employment relationship with the university.
- (3) An external user is a natural person who does not fall within the category of internal user as defined in paragraph 2, and who is registered as a reader in the library system in accordance with Article 6.
- (4) A visitor is a natural person using the Library’s study room who is not registered in the library system; visitors are entitled to use library and information services within the scope of Article 7(1)(a) and (b).
- (5) For the purposes of this regulation, the recipient of the interlibrary loan service is an external library which, in accordance with the Library Act, is a recipient of interlibrary loan services.
- (6) Upon request, users must present identification in the study room and when registering for loans to take home; this identification is
 - a) in the case of an internal user, a student or employee ID card issued by the university,
 - b) an external user card issued by the university in the case of external users; external users are required to report the loss of their card or any changes to their personal details immediately to the office where the card was issued.

Article 6 User Registration in the Library System

- (1) To register as an external user, you must visit the Library in person. Registration is subject to the external user’s consent to the processing of their personal data, the subsequent creation of an external user record in the university information system with the status “external reader”, and the issue of an external user card. By accepting the card, the external user agrees to comply with these Rules and the Rector’s Order on the reimbursement of material costs. Registration for external users is valid for 12 months and is subject to a fee in accordance with the Price List for Library and Information Services. Former university employees who have retired and members of the MENDELU Alumni Club who present their club membership card are exempt from the registration fee.
- (2) The Library processes the registered users’ personal data in accordance with Act No. 110/2019 Coll., on Personal Data Processing, 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 (GDPR).

Article 7 Rights and Obligations of Users

- (1) Every user is entitled to
 - a) visit the Library Premises and make use of the Library’s open-access holdings for on-site study,
 - b) send any comments, suggestions or ideas regarding the Library’s work to knihovna@mendelu.cz.
- (2) In addition to the provisions of paragraph 1, internal and external users are entitled to use all library services, including reprographic and IT facilities.

- (3) To use the Library's services, you must familiarise yourself with these Rules and their annexes.
- (4) Every user is obliged to
 - a) to familiarise themselves with and comply with the principles set out in these Rules,
 - b) follow the instructions of library staff on duty, or those of the branch librarian when using a library item held at a branch library, and to respect the organisational and supervisory measures necessary to maintain order and to protect library items and university property within the Library and branch libraries,
 - c) to treat the university property, the library holdings and other visitors with respect; to maintain quiet, order and cleanliness within the Library and its branches,
 - d) to compensate for damage caused to the university's property in accordance with the relevant provisions of the legislation on liability for damage, unless otherwise specified below.
- (3) Internal and external users are also required to
 - a) check library items upon collection and report any damage to the library staff member on duty; internal and external users are liable for any damage to library items discovered at a later date,
 - b) pay a contractual penalty in accordance with the Price List for Library and Information Services if the loan period is exceeded,
 - c) report the loss or damage of a borrowed library item in the manner specified in Article 15,
 - d) comply with the loan period for each item borrowed,
 - e) return library items in the same condition as when they were borrowed; the liability for damage and defects caused by underlining, highlighting, writing notes, etc. is set out in Article 15,
 - f) pay the Library a contractual penalty in accordance with the Price List for Library and Information Services.
- (4) Internal and external users are not permitted to lend borrowed library items to other people.
- (5) Further obligations for users are set out in the Study Room Regulations, which are included in Appendix 1.

Article 8

General Provisions on Loan Services

- (1) The Library offers two types of loan services: on-site loan and home loan.
- (2) The provisions of Act No. 89/2012 Coll., the Civil Code, as amended, relating to loans, apply to loan services. Loan periods, reservation options, requests and renewal options may vary depending on the type, number of copies and location of the library item. The information referred to in the previous sentence is provided for each copy of a library item in the Library Catalogue.
- (3) Library items held in the open-access section of the Library and its study rooms are available for both on-site and home loan. Users must return borrowed library items to the designated locations. Library items held in storage are available upon prior request. Library items held in branch libraries are available for both on-site and home loan, subject to prior arrangement with the branch librarian.
- (4) The loan period begins on the day the item is borrowed and lasts
 - a) 1 month, i.e. 30 calendar days, in the case of library items available for a home loan, unless otherwise specified,
 - b) 1 week, i.e. 7 calendar days, in the case of magazines,
 - c) 2 weeks, i.e. 14 calendar days, in the case of library items from the holdings of a branch library,
 - d) one night in the case of a library item that is otherwise intended for on-site use, where the loan has been arranged in justified cases on the basis of an exemption under Article 14(2) between Monday and Thursday; the loan period ends at 9 am on the following working day,
 - e) a weekend in the case of a library item that is otherwise intended for on-site loan, where the loan has been arranged in justified cases on the basis of an exemption under Article 14(2); the loan period ends at 9 am on the following working day,

- f) 2 years, i.e. 730 days, in the case of a long-term loan by an internal user who is an employee of the unit from whose allocated funds the library item was purchased.
- (5) The provisions of paragraph 4(a), (b), (d) and (e) do not apply to the loan of library items held in branch libraries.
- (6) The contractual penalty, the amount of which is specified for the overdue return of library items from branch libraries in the Price List for Library and Information Services, is payable by the user at the lending departments in Brno and Lednice in cash or by card; payment may also be made by bank transfer to the university's account, with payment details provided to the user by the library staff member on duty.
- (7) Internal users shall pay for the material costs of printing and making copies from their user account in the Student Hostels and Canteens Information System (known as ISKAM).

Article 9 On-site Loans

- (1) In the case of on-site loans from the library holdings, the loan agreement for a library item is concluded at the moment the item is collected from the open-access section or from a member of staff on duty or a branch librarian. The agreement for the on-site loan of a library item is discharged and terminated upon the return of the library item to the designated location, to a member of staff on duty or a librarian.
- (2) A library item borrowed for on-site use may only be consulted on the Library Premises, and users are not permitted to remove it from the Library.

Article 10 Interlibrary Loans

- (1) The Library's interlibrary loan service is available only to internal and external users. In the case of an off-site loan, the user shall, upon presentation of a valid and legible library card, enter into a separate loan agreement governed by the provisions of these Library Rules. Loans are recorded electronically in the library system's circulation module and added to the user's account. Users can check their accounts via the Library Catalogue. The Library shall lend a user no more than one copy of the same item.
- (2) The user shall return a library item
 - a) from the branch library where the user borrowed the library item,
 - b) from any of the Library's lending points in Brno and Lednice, regardless of where the item was borrowed; items borrowed for overnight or weekend use must be returned by the user within the specified time limit and to the branch where they were borrowed.
- (3) Outside opening hours, library items can be returned to the biblioboxes. In the circulation module, the library item shall be removed from the user's account on the following working day.
- (4) Before the loan period expires, a user may renew the loan period up to two times, provided the item has not been reserved by another user. Loans can be renewed online via the "My Account" tab in the Library Catalogue, or in person at the Library's circulation desk.
- (5) A user can reserve a library item that is currently on loan via the Library Catalogue under the "My Account" tab, or in person at the Library's circulation desk.

Article 11 Interlibrary Loan Services

- (1) The Library provides interlibrary loan services in accordance with the Library Act and its implementing regulations.
- (2) The terms of the loan and the loan period are determined by the lending library.

- (3) The Library may charge the recipient of the interlibrary loan service a fee covering the actual costs incurred for copying a library item, and, where applicable, the costs of transporting the library item. The recipient of the interlibrary loan service is required to pay the fees upon collection of the borrowed library item or the requested copy of the library item. The price of the service is set out in the Price List for Library and Information Services.
- (4) The Library shall recover any outstanding payments, including contractual penalties for late returns, from the recipient of the interlibrary loan service.
- (5) If the recipient of an interlibrary loan service fails to collect the library item or a copy thereof, requested via an interlibrary loan request, they are obliged to reimburse the Library and the supplying library for the costs incurred in processing their request.

Article 12

Reprographic Services

- (1) The Library provides reprographic services in accordance with Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Modification of Certain Acts (Copyright Act), as amended.
- (2) Reprographic equipment for making paper and electronic copies of your own documents or library items is located either within the Library or at designated points across the university campus.
- (3) Reprographic services are subject to a charge and are governed by the Price List for Library and Information Services.

Article 13

Information Services, Education and Other Services

- (1) The Library provides advisory and consultation services to internal users.
- (2) The Library provides training through scheduled seminars, ad hoc seminars and training sessions tailored to the needs of internal users, in line with the Library's mission and focus.
- (3) The Library provides information services and training to users free of charge.
- (4) The Library provides the following electronic services to internal users:
 - a) providing access to electronic information resources and tools such as citation managers, meta-search engines, and tools for academic writing,
 - b) an online Library Catalogue for searching for library items in the library holdings,
 - c) electronic communication with users via the e-mail address knihovna@mendelu.cz,
 - d) publishing the library newsletter.
- (5) The Library offers the following promotional services:
 - a) organising information sessions about the Library and its services,
 - b) publishing leaflets and guides about the Library and its services,
 - c) editing the website, managing the Library's social media,
 - d) organising lectures, discussions and educational events.

Article 14

General Provisions Concerning Library Services

- (1) In exceptional cases, the Library may, for as long as is strictly necessary, provide the services referred to in Articles 8 to 13 only to a limited extent or not at all, if the full provision of a specific service is prevented by an obstacle which the Library is unable to overcome or remove, or if it is prevented from doing so by planned building works or operational adaptations. The inability to use the Library's services does not entitle users to compensation or any other similar claims.
- (2) In justified cases, a member of staff on duty may grant an exemption to an internal user and arrange for a library item to be borrowed for a period specified in Article 8(4)(d) and (e) (exceptional overnight

and weekend loans). An employee on duty shall not grant the exemption referred to in the first sentence if the internal user is in arrears with payment of a debt owed to the university in connection with the use of library services.

- (3) The Library may refuse to provide internal and external users with the home loan of library items or interlibrary loan services if they are in arrears with payments owed to the university in connection with the use of library services.

Article 15

Loss and Damage to Library Items

- (1) Users must report the loss or damage of a borrowed library item immediately at the library circulation desk or by e-mail to knihovna@mendelu.cz.
- (2) In the event of a library item not being returned, or being lost, destroyed or damaged, the user is obliged to compensate the Library for the loss. The Library shall require users to replace any library item that has not been returned, or that has been lost, damaged or destroyed, and shall set a deadline for compensation and determine the method of compensation
 - a) by providing another copy of the same library item, of the same or a later edition (an equivalent replacement), or
 - b) by providing financial compensation in the form of reimbursement of the market price, or at least the purchase price of the library item.
- (3) The methods of compensation referred to in paragraph 2 are listed in order of the Library's preference.
- (4) Unless otherwise specified in these Library Rules, users are liable for any damage caused to the university property in accordance with generally applicable legal regulations and are obliged to compensate for such damage in accordance with those regulations.

Article 16

Returning Borrowed Library Items; Contractual Penalties

- (1) The user is required to return the borrowed library item within the loan period specified in Article 8. Users can check the loan period for items they have borrowed via their account in the Library Catalogue.
- (2) The library system automatically sends users e-mail reminders when their loan period is about to expire. For home loans with a loan period of less than one month, an automatic reminder is sent five calendar days before the loan period expires. For home loans with a loan period of one month, an automatic reminder is sent seven calendar days before the loan period expires.
- (3) If the loan period for a library item is not observed, the user is obliged to pay the contractual penalty for late return of the library item (hereinafter referred to as the "Contractual Penalty") as set out in the Price List for Library and Information Services, which forms part of the loan agreement. The obligation to pay a Contractual Penalty arises for the user on the day following the expiry of the loan period specified for the relevant library item. A Contractual Penalty is charged separately for each library item borrowed and overdue. The university is entitled to claim a Contractual Penalty regardless of whether or not the user was responsible for the delay in returning the library item. The right to claim a Contractual Penalty does not affect the university's right to claim damages under civil law. The Contractual Penalty is payable on the day following the request for payment, unless otherwise specified in the request.
- (4) The amount of the Contractual Penalty is governed by the Price List for Library and Information Services.
- (5) Regardless of whether a Contractual Penalty is enforced, the Library shall seek the return of library items.
- (6) Once the loan period for a home loan has expired, the library system sends internal and external users five automatically generated e-mail reminders. The Library shall then send a notice to both internal and external users at their registered address, requesting the return of the library item and payment of the Contractual Penalty (hereinafter referred to as the "Notice"). If the deadline for

rectifying the situation, as set out in the Notice, expires without the matter being resolved, the university shall take legal action to recover the Library's receivable.

- (7) The university recovers monetary and non-monetary receivables, including ancillary costs, in accordance with civil law, i.e. including reimbursement of costs incurred in connection with debt reminders and the recovery of receivables through civil court proceedings (out-of-pocket expenses, or where applicable, legal fees and reimbursement of value added tax or a lump-sum reimbursement in accordance with a special legal regulation, and court fees).

Article 17

Final Provisions

- (1) The university shall make these Rules, including all annexes, available for inspection by all users at the external user registration desk and on the Library's website.
- (2) Users who registered before these Rules came into force automatically become internal or external library users in accordance with these Rules.
- (3) The university may amend these Library Rules; the Library shall inform of any amendments to the Library Rules by displaying visible notices of the changes on the Library Premises, on the Library's website in accordance with paragraph 1, and in accordance with another university regulation on the management of university regulations.
- (4) These Rector's Guidelines repeal Guidelines No. 1/2008, Library Rules of the Department of Scientific and Pedagogical Information and Services at Mendel University of Agriculture and Forestry in Brno, Ref. No. 904/2008-981, dated 18 March 2008, and Guidelines No. 1/2012 on the Management of Branch Libraries, Ref. No. 7648/2012-980.
- (5) The Academic Senate expressed its opinion on the draft of these Rector's Guidelines pursuant to Article 28(2)(a) of the Statutes of Mendel University in Brno on 27 April 2026.
- (6) These Rector's Guidelines come into force on the date of their promulgation and become effective on the fifteenth day after the date of force.
- (7) Annexes:
- a) Annex No. 1: Study Room Rules,
 - b) Annex No. 2: Management of Branch Libraries.

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Rector

Annex 1 Study Room Rules

- (1) The Library's study rooms are freely accessible. The evening study room is open only to internal users during the opening hours of the university campus in Černá Pole: on weekdays from 6.00 am to 10.00 pm, and at weekends from 8.00 am to 8.00 pm. The telephone number for the main guardhouse is +420 545 135 000.
- (2) In the Library's study rooms, users are required to treat the university property, library items and other users with respect, and to maintain a quiet, orderly and clean environment. Users are required to follow the instructions of staff on duty and to comply with the organisational and supervisory measures necessary to maintain order and protect the library items and university property.
- (3) It is not permitted to make phone calls, play audio at high volume on mobile phones or other devices, or disturb other users in the study rooms.
- (4) Eating is not permitted in the study rooms. Users are only permitted to bring drinks in sealable containers, except in areas designated for the consumption of drinks.
- (5) Pets are not allowed in the study rooms. Assistance dogs and assistance dogs in training are exempt.
- (6) If a user takes a book from the open-access section to read, they must return it to the designated location.
- (7) Users are not permitted to remove library items from the library without properly registering them for home loan.
- (8) When using electronic information resources, users are required to comply with the licence terms set out by the provider of the electronic information resource.
- (9) Internal and external users may use the computer equipment located in the study rooms.
- (10) The use of the computer equipment in the study rooms and the university's computer network is governed by the university's internal regulations and other relevant regulations concerning information technology and cybersecurity.
- (11) Users are required to promptly report any defects found in the computer equipment located in the study rooms, such as a non-functioning keyboard or mouse, to the staff member on duty. Users are not permitted to tamper with the computer equipment in the study rooms in any way or to replace its components with those from another computer.
- (12) Internal and external users have access to equipment in the study rooms for making paper and electronic copies for their own use, subject to a fee. When making copies, users are required to comply with Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Modification of Certain Acts (Copyright Act), as amended. Copying and printing are chargeable services in accordance with the Price List for Library and Information Services.
- (13) Before starting to print or copy, internal and external users must check the settings on the copier's display and adjust them as required. Users are obliged to pay the material costs of producing a faulty copy as a result of the photocopier being set up incorrectly.
- (14) Electronic versions of printed library items on digital media and electronic library items are available for loan upon request at the circulation desk upon presentation of a valid registered user card. If the digital medium is an integral part of a printed library item, it may be borrowed home together with the printed item.
- (15) In the event of a breach of the Library Rules, including their annexes, the member of staff on duty is authorised to immediately banish the user from the study room. The member of staff on duty shall draw up a report on the spot and, in the case of an external user, shall deactivate the external user's card. The university may refer a matter concerning a user's conduct in the Library to the relevant public authority for consideration.
- (16) Users are liable for any damage caused to the property of the university and other users in accordance with civil law, unless otherwise specified in the Library Rules.
- (17) Only internal users may book individual and group study rooms and the seminar room. Booking can be made using the form on the Library's website. The Library shall send the booking confirmation to the internal user's assigned university e-mail address. An internal user may create a booking for a

maximum of three recurring dates; booking for a longer period, such as a semester or an academic year, is not possible. The booking is only valid once it has been confirmed by the Library. The internal user is required to provide confirmation of the booking.

- (18) The seminar room is primarily intended for the Library's educational activities.
- (19) When the seminar room is not being used for the Library's educational activities, internal users may book it for groups of 10 or more people.
- (20) The desk and the computer equipment on the desk in the seminar room may only be used by internal users who are acting as lecturers when using the seminar room. Computers are available for other users at the study stations.
- (21) Internal users are required to vacate the seminar room at least 5 minutes before the end of their booking period if the room has been booked by another user immediately afterwards. The member of staff on duty shall remind the internal user of this fact when opening the seminar room.

Annex 2 Management of Branch Libraries

Preamble

In accordance with the relevant legislation, these Library Rules and other university regulations, library and information services at Mendel University in Brno are provided by the Department of Scientific and Pedagogical Information and Services and its Library Department. It is neither necessary nor practical for all departments within the university to run their own branch libraries. However, a branch library may be established for the purpose of housing part of the library holdings directly at the workplace for the immediate use of its academic staff. The holdings of a branch library form an integral part of the main library holdings and serve the specific and current requirements of the unit's staff in particular; however, it is also available to other users in accordance with the terms set out in the Library Rules.

Article 1 Establishment of a Branch Library

- (1) The head of a unit, usually a department, shall submit a written request to the head of the Library to establish a branch library and, at the same time, appoint a member of the unit's staff to the position of branch librarian. The branch librarian is responsible for the administration and management of the branch library; they are responsible for safeguarding the library holdings held at the branch library and for making library items available to users in accordance with the Library Rules. If the head of the unit does not appoint a branch librarian, they shall be personally responsible for the library holdings held in their care and shall carry out the librarian's duties in accordance with the Library Rules.
- (2) The Library shall register the newly established branch library in the library system, set up a location for registering library items, and issue the branch librarian a licence to work in the library system's web interface. The Library shall provide initial training for the branch librarian, familiarise them with the rules for running a branch library and with working in the library system's web interface, and add them to the electronic mailing list. The branch librarian shall make a record of this training session and inform the head of the unit.
- (3) When there is a change in the appointment of a branch librarian, a proper handover of the branch library shall take place. The new branch librarian shall take over from the previous branch librarian the core documents of the branch library listed in Article 2. Upon handover, the new branch librarian shall draw up a handover report in accordance with the template available on the Library's website and shall forward a copy of this report to the previous branch librarian, the head of the unit and the Library, in accordance with the distribution list.

Article 2 Core Documents of a Branch Library

The core documents of a branch library are

- a) an accession register, which is a system for registering the library holdings; details of all newly acquired library items are entered under a unique accession number in the order in which they were acquired by the library; this may take the form of manual entries in a printed accession register or an electronic record, which is
 1. a list exported from the library system by the Library, or
 2. a list in an .XLS file,
- b) records of library loans,
- c) handover reports on the receipt of library items by a branch library,
- d) records of the disposal and transfer of library items,
- e) audit reports.

Article 3

Duties of a Branch Library and Responsibilities of Its Librarian

- (1) The branch librarian is responsible for
 - a) maintaining, backing up and long-term storage of the accession register of the branch library, and recording all changes relating to library items held in the branch library, i.e. for example, notes on the disposal, transfer or audit of library items, in the accession list,
 - b) records of library loans.
- (2) The branch librarian assists the Library in carrying out an audit of the library holdings.
- (3) Once a year, the branch librarian shall agree with the Library on the total number of library items received for the branch library under their management.
- (4) It is the duty of the branch librarian to keep an up-to-date accession register for the branch library, covering all library items.
- (5) The branch librarian has the right to determine the method of access, whether for reference or home loan; information regarding the method of access thus determined is subsequently available for each copy of the library item in the Library Catalogue. It is the duty of a branch librarian to make library items held at the branch library available to internal and external users in accordance with the Library Rules.
- (6) The branch librarian is required to keep proper records of loans.
- (7) It is the duty of a branch librarian to make available, via the interlibrary loan service, any library item held at the branch library that has been requested by another library. Where a request is made to borrow a library item via the interlibrary loan service, the branch librarian shall hand over the item to the designated member of staff at the Library, who shall arrange the interlibrary loan for the requesting library. The Library is responsible for the library item for the duration of the loan via the interlibrary loan service.

Article 4

Closure of a Branch Library

A branch library may be closed upon request by the head of the department, subject to approval by the head of the Library. The branch librarian is obliged to hand over to the Library all library items held at the branch library within the time period specified by the Library. Following an audit by the Library and the settlement of discrepancies between the number of library items recorded in the branch library and the number of items actually handed over, the branch library is closed, and the head of the Library Department shall notify the relevant parties of the closure by letter.