

Faculty of Medicine in Hradec Králové, Charles University

Dean's provision No. 1/2016-17

Title: Operational Rules of the Medical Library of the Faculty of Medicine in Hradec Králové

Valid from: the date of dean's signature

With effect from: 1. 4. 2017

Art. 1

Basic provisions

The Medical Library ("ML" or "the Library") of the Faculty of Medicine in Hradec Králové ("FMHK") is a workplace of FMHK which provides library and information services. ML issues its Operation Rules of the Medical Library of the Faculty of Medicine in Hradec Králové ("ML Operational Rules") in accordance with the Library Rules of the Charles University and with the Act No. 257/2001 regulating libraries and the conditions for operating library and information services for the public, as subsequently amended ("the Libraries Act").

Art. 2

Providing public library and information services

The Library provides under section 4, subsection 1 of the Libraries Act basic services to the registered users free of charge. ML demands payment pursuant to section 4, subsection 4 of the Libraries Act for the services mentioned in section 4, subsection 2 and 3 of the Libraries Act. The payment amounts to real expenditures necessary for providing the service (see Appendix No. 1: Fees and fines).

The users have free access to the following: the ML book collection, which comprises monographs, journals, CDs (in further text all together called "the documents"); an electronic information collection consisting of bibliographic and full text databases and other electronically published documents stored on the library servers; and a collection of licenses for direct access to the remote information sources and systematically ordered links to freely accessible information sources. The electronic collection is accessible on the FMHK network in accordance with valid licenses and conditions of individual electronic sources. A component of the library collection is a study collection, which is primarily intended for the FMHK students.

Public library and information services of ML include:

1. Loaning services:
 - checkout: material can be taken out of ML;
 - reference only: material must remain on premises (study rooms, computer study room and deposit libraries).
2. Information and search services:
 - processing of oral, telephone, written, or electronic orders and providing bibliographic research either in printed or electronic form. External users will have to pay a fee under section 4, subsection 3 and 4 of the Libraries Act (see Appendix 1: Fees and fines);
 - consultation services during the processing of bibliographic research
 - specialized consultation services

3. Interlibrary loan service (ILS) and international interlibrary loan service (IILS):
 - ILS and IILS are realized under legal regulations and rules stipulated in article 6 of this ML Operational Rules;
 - under section 14, subsection 4 of the Libraries Act this service can be charged to settle the expenditures that are charged by the loaning library (see Appendix 1: Fees and fines).
4. Method and tutoring activity:
 - instructional lectures and seminars for FMHK students
 - lectures for FMHK employees and employees of the University Hospital Hradec Králové (UHHK) pertaining to usage of information systems and training for independent usage of electronic databases;
 - continuous familiarizing with new methods of processing scientific information using various forms, e.g. seminars or lectures serving medical libraries of the Hradec Králové region;
 - providing methodical help when using bibliographic and documental sources;
 - providing methodical help to depository libraries of FMHK and UHHK.
5. Keeping records of publication activities:
 - ML maintains records of publication activities of the staff of FMHK and UHHK and upon demand prepares their overviews and also provides information on publications to databases.
6. Reprographic services:
 - self-service copying and copying upon order
 - printing from electronic information sources in accordance with valid license conditions for individual electronic sources.

Reprographic services are provided in accordance with provisions of section 30 of the Act No. 121/2000 on copyright and on other rights related to copyright, as subsequently amended (“Copyright Act”). Reprographic services are provided on a non-commercial basis; the user pays only for used consumable materials and a necessary payment to the budget (under section 25, subsection 2, letter e) of the Copyright Act – see Appendix 1: Fees and charges).
7. Promotional services:
 - information on new documents and services in print as well as electronic form;
 - exhibitions of publications on the premises of the ML or FMHK or UHHK and cooperation with other institutions on various exhibitions.
8. Electronic services
 - access to freely available as well as paid electronic information sources on ML websites;
 - access to local electronic information sources (CD-ROM, databases on a local server);
 - usage of electronic communication with users and on websites of ML where relevant forms necessary for providing information services of ML are available.
9. Circulation service
 - loaning journals from other workplaces for the needs of FMHK/UHHK employees or providing ML collections (based upon individual agreement between ML and participating institution)

Art. 3
Library users

3.1 Categories of users

1. Internal users:
 - a) employees of FMHK and UHHK;
 - b) FMHK students – including students of University of Defense in Brno (hereinafter referred to as UD) and Faculty of Military Health Sciences in Hradec Králové (hereinafter referred to as FMHS);
 - c) retirees of FMHK and UHHK.
2. External users:
 - a) students of other faculties of Charles University (hereinafter referred to as CU) and members of the Alumni Club of CU;
 - b) other interested persons from the general public.
3. Collective users: legal person registered in the system of libraries (namely for the purpose of ILS).

The library provides library, bibliographic and scientific and information services to all registered categories of users. Preferential services are provided to internal users.

3.2 Registration of users

- a) Using the services of ML is possible on the basis of completing an application for user registration.
- b) By completing and signing the application for registration the users confirm that they have become acquainted and agree with the Library Rules of CU and ML Operational Rules valid as of the day of signing the registration. They also take into consideration that ML has the right to make changes to ML Operational Rules and that these changes are announced on ML websites.
- c) By signing the application for registration users give permission to having personal data entered into the library database.
- d) Students of CU use the services of the library on the basis of a “Student Card.” This card is non-transferable.
- e) Employees of FMHK use the services of the library on the basis of an “Employee Card.” This card is non-transferable.
- f) Members of the Alumni Club of CU use the services of the library on the basis of a “Member Alumni CU Club Card.” This card is non-transferable.
- g) Employees of UHHK, retirees of FMHK and UHHK and external users of category b) are given a “Card for External User services.” This card is non-transferable.
- h) External users of category b) are given a card after they have paid a fee (see Appendix 1: Fees and fines). Employees of UHHK and retirees of FMHK and UHHK can obtain the card free of charge. The users are obliged to report to ML any possible loss of the card and upon the expiration of registration (see Art. 3.3) the card must be returned.
- i) For the purposes of recording user information and providing services the library makes and maintains an automatic database of users in which users have their own electronic card. When processing user personal data the library follows the Act No. 101/2000 on protecting personal data, as subsequently amended (hereinafter referred to as Act on Protecting Personal Data), inner regulations, rules, measures and orders, operational instructions, methodical rules and operational procedures and other rules of CU, FMHK and UHHK (hereinafter referred to as Internal Rules).

- j) User information is entered into an automatic register (in accordance with the Act on Protecting Personal Data) upon the user submitting a completed application form and proving personal identity (ID card, passport, residence permit or permanent residence permit). The application contains the name, surname, title, permanent address, date of birth, e-mail and proof of identity as provided by the user.
- k) The user electronic card containing personal data also serves for entering information related to user borrowings and returnings of documents, prolongations and reminders, comments related to the condition of the borrowed document, or other explanatory notes necessary for the operation of the library. Users have a right upon request to see this electronic card and are obliged to announce any changes to personal data.
- l) With the agreement of the user other complementary data enabling easier communication between the user and ML can be entered onto the card, e.g. temporary address or a phone number. The preferred means of communication with the user is e-mail, which the user shall check during registration and report to the ML any changes.

3.3 Termination of registration

A condition for termination of the registration is the settling of all claims of ML or debts towards ML. Providing this condition is met, the registration will be terminated:

1. Internal users:

- a) FMHK and UHHK employees: the registration is terminated after the work contract has been terminated;
- b) FMHK students: the registration is terminated upon completion or termination of the student's studies or study exchange.
- c) FMHK and UHHK retirees: the registration is terminated after a one-year period has elapsed.

2. External users:

- a) Students of other faculties of CU: registration is terminated after a one-year period has elapsed;
- b) Other interested person from the general public: registration is terminated after a one-year period has elapsed.

The library keeps personal data of users for the period of registration and then the data are stored only for a necessary period of time, a maximum of 1.5 years from the termination of the registration.

3.4 Rights and duties of users

- a) Admission to the library is permitted upon submission of a student card, employee card, card of Alumni Club member, external service user card or a personal ID.
- b) Users are obliged to protect library collections and equipment and avoid any activities which may cause damage or a loss.
- c) Users shall observe the Library Rules of CU, ML Operation Rules and operational rules of study rooms and premises of FMHK, adhere to internal regulations, and follow the instructions of library staff. Users must undergo prescribed security checks necessary to maintain order and protect library property and must also maintain peace and order and refrain from disturbing other library users.
- d) Users are obliged to follow a valid Copyright Act.
- e) Users shall take off their coats, jackets and put them, together with any personal baggage, in the ML cloak room or in the Education Centre of UHHK (hereinafter referred to as EC) in the place intended for this purpose (lockers).

- f) Users must not eat, drink or make phone calls in the loan department, the area of free access and the study rooms. They should refrain from speaking loudly or being disruptive. They have to maintain peace, cleanliness and order. Smoking is banned in all premises of the ML.
- g) Users are obliged to return each document in such a state as that in which it was borrowed. They are required to check carefully the document when borrowing and immediately report any defect. The library staff shall mark any damaged document. Should the users fail to report the defects, then they will be responsible for defects which will be found later and will therefore be obliged to substitute the document or to pay for its repair. A user or a legal person is responsible for a delivery returned by postal service until the library takes it over.
- h) Users are not entitled to lend a document to other persons. They are responsible for the borrowed document till its return.
- i) Should an alarm sounds when users are leaving the library through a security gate, they shall follow the instructions of a library staff member and produce all the things with which they are leaving the premise. Users are obliged to submit to such a security check and if need be to wait until the police arrive.
- j) Any unauthorized removal of a document from the premises of ML is considered theft and is subject to legal action. In the case of students from FMHK such conduct is grounds for initiating a disciplinary action, and in the case of FMHK employees it is grounds for work-related disciplinary actions. Should the offending party (student or employee) be from another branch of CU, the MS staff will inform the relevant branch of CU as to the nature of the offense.
- k) Should the user fail to follow the Library Rules of CU, ML Operation Rules and Regulations, operation rules of study rooms and all premises, and other rules and regulations, the head of the library can deprive the user of the right to use the services of ML. This action does not relieve the user of any duty to compensate for possible damage done to ML and FMHK.
- l) Users have an access to the borrowing room, free access area, study rooms and the computer study room. They can use reader catalogues and the Internet and MF databases in compliance with licenses terms and conditions. Users can enter the library depot area only when accompanied by a library staff member. The access to the study room in EC is available only to internal users.
- m) Users have a right to use only one work place in ML at a time.
- n) Users have a right to put forward comments, complaints and suggestions concerning the work of ML either by word of mouth directly to library staff or in written form or via e-mail to the head of the library.

Art. 4 Document loans

Loans are realized in accordance with provisions of section 2193 and the following of Act No. 89/2012, as subsequently amended, of the Civil Code and in accordance with the character of the library and requirements for protecting the collections. ML provides to the registered users free of charge checkout loans (which can be taken out of the library) and reference only loans (which must remain on library premises). The rules for the loans are different according to the category of users and are determined in the borrowing matrix (hereinafter referred to as matrix), which is an inseparable part of this ML Operational Rules (see Appendix 4: Borrowing matrix).

If a required document is not available, ML allows for the booking of such a document (personally or electronically in an on-line catalogue). The user must collect the booked document within a period of time determined by the library. In the case the document is required by more users the order of borrowing will be determined according to the category of users (see Art. 3.1) and the order of booking.

4.1 Reference only loans

Borrowing of certain documents from the library collections may be restricted for reference only loans. This is true mainly for:

- all documents deposited in the study room in EC.
- chosen unique documents, namely with regard to their contents or price, as well as documents located in depository libraries and day-to-day-use department libraries, and journals. These reference only documents are marked with a yellow label and in the electronic catalogue have the status in-house loan.
- special documents (university qualification theses, academic diploma theses in concordance with copyright use and so on) which the user cannot remove from the library premises, not even for short-term borrowing. The only exception is borrowing based upon exclusive written consent of the author of the document.

The library provides reference borrowings to all registered users on all premises of ML with the exception of university qualification theses.

The user has a right, upon consent of a member of library staff, to make a paid copy of the reference document or its parts, the only exception being academic diploma theses. Users invoking this right must adhere to all valid rules pertaining to reference loans.

4.2 Checkout loans

Checkout loans are provided to the users according to user choice and user category (internal users have priority).

The maximum number of borrowed documents and the length of the loan period is determined by the matrix (see Appendix 4: Borrowing matrix).

Documents with the status regular loan can be taken out of the library.

- a) Prior to the expiring loan period, ML sends users a notice announcing the date when the loan period of the document elapses. This notice is not considered a reminder.
- b) Loan periods can be prolonged (either personally or electronically in the on-line catalogue) following the rules determined in the matrix only if the document is not required by another reader. ML can determine shorter loan periods or, if need be, require immediate returning of the documents before the loan periods elapse.
- c) Library staff enter or cancel loans by means of scanning the document's bar code. The user is obliged to confirm, by means of signature, the receiving of the loan.
- d) The user must return the borrowed document in the same condition as when borrowing it and cannot give the document to another person (see also Art. 3.4 letter h) of this ML Operational Rules). Each damage to the document, including damaging the bar code, will result in compensation required by the ML (see Appendix 1: Fees and fines).
- e) Providing the user does not return the document in due time, the return is requested through reminders sent to users or if need be by legal means. After the document's due date has elapsed, the library usually sends three reminders. The fourth reminder is sent by registered mail and the library is entitled to demand a higher fine (see Appendix 1: Fees and fines). In case the debts are not settled, ML sends the reminders in one-week intervals.
- f) ML has the right to demand a fine for exceeding the loan period. This fine is also collected in cases where the reminder was not sent or delivered (see Appendix 1: Fees and fines).
- g) Users can follow the state of their borrowings and the due dates for returning the documents via their accounts in the on-line catalogue.

4.3 Study collection

Documents from the study collection can be lent and taken off ML premises according to the rules set up in the matrix and according to the category of the user. The study collection is marked by a bar code of the document and has the status of a study loan.

Borrowing textbooks for an upcoming study period is conditioned by returning the textbooks from the previous study period (according to internal rules and regulations of FMHK a study period is an academic year).

FMHK students in B.A. and M.A. study programs who want to use the study collection must pay a manipulation fee (see Appendix 1: Fees and fines). The fee compensates for administrative work related to this part of library collections.

All other checkout loan rules mentioned in ML Operational Rules (see above) are also valid for the loaning of documents from the study collection.

Checkout loans from the library collections for international students shall be subject to, besides the abovementioned rules for checkout loans, the related dean's provisions as well.

Art. 5

Loss of documents

- a) The user is obliged without hesitation to report any possible loss of any document.
- b) If a document is lost, destroyed or damaged, a library staff person and the user shall complete a protocol concerning the loss.
- c) Compensation for any such damage or loss shall follow provisions of section 2894 and act No. 89/2012 of the Civil Code, as subsequently amended.
- d) The user is obliged to compensate for the damage caused to ML in concordance with requirements of ML in one of the following ways:
 - to restore the document to its original condition, which means to arrange for a new copy of the document either of the same date of issue or a newer one with the same book binding;
 - to provide another document of the same value;
 - to provide monetary compensation;
 - to provide a copy of the document.
- e) The user is obliged to compensate for all expenditures which ML will have in connection with the loss. The user shall provide the compensation within a maximum period of three months. A part of the fine for the loss is compensation for administrative processing of the loss (see Appendix 1: Fees and fines)
- f) Until the loss has been solved and the damage has been compensated ML can suspend services providing to the user.

Art. 6

Interlibrary loan service (ILS)

- a) ILS is governed by the rules of the ordinance of the Ministry of Culture No. 88/2002 of the Code, which serves to the performance of the act 257/2001 of the Code regulating libraries and terms and conditions of operating library and information services (the libraries act) and by the guidelines for the interlibrary services in Czech Republic issued by the National Library of the Czech Republic.

- b) If a document which is needed for a scientific work is not available in the ML collection, ML shall arrange a loan on behalf of the registered user or shall order a copy of a part of the document via an interlibrary loan service from another library in the Czech Republic.
- c) Requirements concerning ILS are accepted via electronic requirement form, which is displayed on ML website or via e-mail or in written form.
- d) If a required document is not on the territory of the Czech Republic it is possible to ask for it via ILLS.
- e) Documents loaned within ILS and ILLS are intended only for scientific and study purposes of the users and cannot be copied or used for commercial purposes. If a legal person makes an order it is necessary to prove that the order has been made for a specific user (according to the copyright act).
- f) Loan periods for documents along with their possible prolongation are determined by the library responsible for sending the document. In case of documents borrowed via ILLS the loan period is determined by the external library which is lending the document.
- g) ILS is provided free of charge. Possible fees for ILS which would be invoiced by the external library are, in the case of internal users, settled by recalculating the fees from the budget of departments of FMHK and UHHK. The ILS and ILLS is provided to the students of FMHK on the basis of written confirmation of the department of FMHK or UHHK and the fees are settled by recalculating them from the budget of the confirming department.
- h) External users are also provided with this service after they have paid any possible fee settling expenditures invoiced by the sending library (see Appendix 1: Fees and fines).

Art. 7
Final provisions

1. The Loaning Order of the Medical Library of Faculty of Medicine Charles University in Hradec Králové No. PP 2010- 5, dated October 23, has been invalidated.
2. This FM Operation Rules is valid from the date of its signature by the dean and comes into force on the first day of the month following the date of its validation.

In Hradec Králové
Date: March 6, 2017

prof. MUDr. RNDr. Miroslav Červinka, CSc.
Dean

Appendix 1: Fees and Fines

Fees

Registration fee	0 CZK
Fee for issuing a user card	
External users: other persons from general public	160 CZK
Administrative fee	250 CZK /academic year

ILS and ILLS services

Fee	0 CZK
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Internal users: possible charges for postage and copies are settled by inner recalculation from departments of FMHK and UHHK following the invoiced expenditures of the sending library.

External users: are charged for copies and postage if it is invoiced by the sending library.

Search services

Internal users:	0 CZK
External users:	
lump sum	100 CZK
one printed page	2 CZK

Reprographic services and other copying services

<u>Black and white</u> photocopy A4:	1.50 CZK/1 page	(two-sided sheet: 3 CZK)
Black and white photocopy A3:	3 CZK/1 page	(two-sided sheet: 6 CZK)
<u>Color</u> photocopy A4:	10 CZK/1 page	(two-sided sheet: 20 CZK)
Color photocopy A3:	20 CZK/1 page	(two-sided sheet: 40 CZK)
One <u>black and white</u> print page from a computer printer:	1.50 CZK	
One <u>color</u> print page from a computer printer:	10 CZK	

Penalty fines

A fine for making a duplicate of a lost or damaged card of an external user:

Making a duplicate card: 160 CZK

Fines for lost or damaged document:

A fine for processing the protocol on the loss: 50 CZK
A fine for damaged book binding: 100 CZK
A fine for damaged bar code: 20 CZK
A fine for damaged document: 50 CZK

Fines for reminders:

A fine for a reminder sent electronically: 0 CZK

A fine for a reminder sent via regular mail (each reminder shall be paid) when returning a document:

1st reminder 20 CZK
2nd reminder 20 CZK
3rd reminder 20 CZK
4th reminder (registered mail) 50 CZK + postage

Fines for exceeding a borrowing period:

Checkout loans (regular and study loans): 3 CZK /1 day
Reference only loans: 50 CZK /1 day

Appendix 2: Activities of depository libraries

Depository library (in further text only DL) are set up in FMHK and UHHK departments and workplaces to enable fast access of their staff to the specialized documents which are deposited here on a long-term basis. ML arranges these documents following concrete requirements of DL and provides their central library administration.

ML provides deposit libraries of FMHK and UHHK (on the basis of an Agreement on providing services between FMHK and UHHK, dated June 30, 2008, as amended) with methodic and specialized help when administering and operating DL.

1. DL is set up upon a request of the head of any UHHK or FMHK department. The head of the department is responsible for the collection of documents detached by ML in DL and approves the working hours of DL.
2. The head of the department appoints a department staff person to take care of DL and reports about this fact the head of ML. He also informs about all personal changes of the head of DL.
3. At the start and at least 2 months before the appointed head of DL is leaving the head of the department shall appoint a revision commission which shall arrange prescribed handing and taking over of DL and inform about this fact (in written form) the head of ML.
4. A new person who is authorized to take care of DL is obliged immediately after the appointment to contact relevant medical library person who upon agreement will make a methodic visit and instruction.
5. The person authorized to take care of DL is responsible for faultless operating of DL and observing the opening hours.
6. The person authorized to take care of DL has the following duty:
 - a) regularly, minimum once a month to take over from ML documents which were intended to be deposited in DL
 - b) to keep record of recent accessions (to have a record of the take-over documents)
 - c) to keep record of removed documents
 - d) to keep record of loans and watch returning of the documents
 - e) to enable cataloguing of documents which have been gained in grants or were donated in ML collections.
 - f) to put forward suggestions for removing of not topical documents from the records and collection of DL
 - g) to loan the documents deposited in DL upon request of ML to ILS or as reference only loans in ML, or to provide for this purpose a copy of the required documents;
 - h) to follow a borrowing order of DL.
7. If need be the head of the department as well as the person authorized to take care of DL can ask ML for a consultation.
8. DL is obliged to follow the rules of the Ordinance of the Ministry of culture No. 88/2002 of the coll., which serves to the performance of the act 257/2001 of the Code regulating libraries and terms of operating library and information services (the libraries act).

Appendix 3: Usage of IT in Medical Library

1. Library provides its registered users with the following electronic services: the access to the Internet in concordance with license conditions and valid internal regulations , the access to freely accessible and paid electronic information sources and on-line catalogues, inspecting of electronic documents on the premises of FM and a computer study room. Users can make an output from electronic information collections (as well as copies of printed documents from library collection of FM) only for their own use and in compliance with license conditions for individual electronic sources and the copyright law.
2. Prior to beginning the work on a computer in study rooms, the area of free access and the computer study room, users are obliged to check the condition of the working place. Providing any defect is found they have a duty to inform library staff immediately.
3. There is a ban on phoning in the study room, the area of free access and in the computer study room.
4. Obtained data and information (in whatever form and on whatever medium) serve solely for personal usage of the user and for study purposes. It is not allowed in any way further to distribute, copy, lend, share (not even in a computer network), sell or use it for any other namely commerce purposes.
5. The user is obliged to follow the copyright of the data. Possible misuse of the data and information can be legally punishable (see the copyright act).
6. Users are obliged to follow the rules of the network into which they enter and the laws of affected countries (copyright, export).
7. Users are not allowed:
 - a) to use IT of the library for purposes other but the services provided by the library, which means searching for information in library catalogues, databases, the Internet, and cannot use any other software but the one already installed;
 - b) to use IT of the library for commercial purposes or the spreading of political, religious or national propaganda;
 - c) to install any other software including freeware versions;
 - d) to copy and distribute parts of the operational system of the library and installed applications and programs;
 - e) to connect other devices to the computers (for example a notebook);
 - f) to try to get access rights or higher level access which does not belong them
8. After they have finished their work users are obliged to shut down all programs with which they were working and log off so that the computer would be ready for another user. Users must not turn the computer off.
9. Wireless connection to Eduroam network is available on the premises of the library (WiFi).
10. Users can utilize their own devices (notebooks, tablets, etc.) within the premises of the library and connect to the Eduroam network via WiFi.
11. Users who have access to the faculty computer network can print from whichever connected computer on a printer marked "Credit Printer." This self-service printing and copying is a paid service. The rules for usage of this service are on websites of FMHK.

Appendix 4: Borrowing matrix

Item status	User status	Loan period (in days)	Fines for exceeding the loan period	Number of loans	Number of hold requests	Number of renewals
In-house loan – to be lent till 12:00 noon of the following day	FMHK student	1	50 CZK/day	5	0	0
	PhD student of FMHK	1	50 CZK/day	8	0	0
	Fellowship	1	50 CZK/day	5	0	0
	FMHK employee	1	50 CZK/day	8	0	0
	UHHK employee	1	50 CZK/day	8	0	0
	CU user – students or employees from other CU faculties	1	50 CZK/day	2	0	0
	Expert general public	0	0	0	0	0
	ILS – collective users	14	0	8	0	0
Regular loan	FMHK student	30	3 CZK/day	30	10	2
	PhD student	30	3 CZK/day	30	10	2
	Fellowship	30	3 CZK/day	10	10	1
	FMHK employee	30	3 CZK/day	30	10	2
	UHHK employee	30	3 CZK/day	30	10	2
	CU user – students or employees from other CU faculties	30	3 CZK/day	15	10	2
	Expert general public	30	3 CZK/day	10	10	1
	ILS – collective users	30	0	30	0	1
Study loan – to be lent for the whole semester	FMHK student	150	3 CZK/day	30	5	1
	PhD student	150	3 CZK/day	30	5	1
	Fellowship	30	3 CZK/day	10	3	1
	FMHK employee	150	3 CZK/day	30	5	1
	UHHK employee	150	3 CZK/day	30	5	1
	CU user – students or employees from other CU faculties	30	3 CZK/day	15	5	1
	Expert general public	30	3 CZK/day	10	5	1
	ILS – collective users	30	0	10	0	0

User status	Total number of loans regardless the item status
FMHK student	30
PhD student	30
Fellowship	10
FMHK employee	No limit
UHHK employee	No limit
CU user – students or employees from other CU faculties	15
Expert general public	10
ILS – collective users	No limit