

**LIBRARY AND LENDING RULES**  
**OF THE CZECH NATIONAL BANK**  
**SPECIAL LIBRARY**

## **Part I           Introductory provisions**

### **Article 1           Purpose and applicability**

1. These Library and Lending Rules (hereinafter the “Library Rules”) regulate the status and activity of the Czech National Bank Special Library.
2. The Czech National Bank Special Library (hereinafter the “Library”) is a public library established and operated by the Czech National Bank (hereinafter the “CNB”). In terms of organisation, it is incorporated into the Visitor Centre Division of the Administration Department.  
Library address: Senovážné náměstí 29, Praha 1  
Postal address: Na Příkopě 28, 115 03 Praha 1  
Tel: 224412540  
E-mail: [lib@cnb.cz](mailto:lib@cnb.cz)  
Website: [https://www.cnb.cz/en/about\\_cnb/cnb-special-library/](https://www.cnb.cz/en/about_cnb/cnb-special-library/)  
On-line catalogue: <https://katalog.cnb.cz/>  
The current opening hours are available at the homepage of the on-line catalogue: <https://katalog.cnb.cz/>
3. The Library Rules are binding on all users of the Library and are in accordance with Act No. 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services.
4. Concrete information about the activities of the Library is published on its website.

### **Article 2           Legislation governing the activity of the Library**

1. Act No. 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services (Library Act).
2. Decree of the Ministry of Culture No. 88/2002 Coll., implementing Act No. 257/2001 Coll.
3. Act No. 106/1999 Coll., on Freedom of Information.
4. Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on the Amendment of Certain Acts (Copyright Act).
5. 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 (General Data Protection Regulation).
6. Act No. 89/1995 Coll., on the State Statistical Service.
7. Act No. 89/2012 Coll., the Civil Code.
8. Act No. 6/1993 Coll., on the Czech National Bank.
9. CNB internal regulations.

### **Article 3           Status, mission and activity of the Library**

1. The Library is, in the sense of Article 12 of the Library Act, a basic library with a specialised library collection providing public information and library services primarily in the social sciences (economics and law), some natural sciences (mathematics) and technical sciences (information technology).
2. On the basis of Article 5 of the Library Act, the Library is entered in the register of libraries maintained by the Ministry of Culture of the Czech Republic under No. 1444/2002. Certification of this entry was issued on 22 October 2002.
3. The Library’s mission is to provide expert information to CNB employees and the public. The Library fulfils this mission by carrying on activities consisting in the collation, processing, storage and administration of the library and information collection in classic (printed) and digital form, and by making the collection accessible through its library and information services.
4. The Library provides public library and information services pursuant to Article 4 of the Library Act and inter-library lending services pursuant to Article 14 of the Library Act and in accordance with internal CNB regulations. The Library guarantees the provision of objective and independent information to its users.

## **Part II           Library and information collections (hereinafter the “collections”)**

### **Article 1           Structure and updating of the collections**

1. The thematic profile of the Library’s collections is based on the main objectives and tasks of the CNB as set out in Article 2 of the Act on the CNB.

2. The collections are composed of printed library resources and digital resources made accessible with regard to copyright or accessible under licensing agreements or other arrangements.
3. The main tool for providing access to printed library resources and digital documents is the Library's website, which is accessible from the CNB's local computer network and also from the internet. The Library systematically maintains an electronic catalogue containing records of most of the collections. The catalogue is also accessible through the Library's website.
4. The collections are updated by employees of the Library in cooperation with the specialised units of the CNB. Registration and discarding of collections is performed on the basis of Article 16 of the Library Act.

## **Article 2 Location and administration of the collections**

1. The Library's collections are located in freely available form in the public area of the Library (hereinafter the "study room") and in locked depositories in accordance with Article 18 of the Library Act. The Library's employees are responsible for making the collections accessible to users. The digital collection is made accessible via the Library's on-line catalogue.
2. Reviews of the library collections are performed in accordance with Article 16 of the Library Act and a decree of the Ministry of Culture.

## **Part III Services provided**

### **Article 1 Lending services**

1. Internal loans in the study room on the CNB premises for work and study purposes.
2. External loans outside the study room or the CNB building.
3. Intermediation of e-book loans.
4. Orders of loans and reservations of publications that are currently out on loan.
5. Extension of loan periods.

### **Article 2 Inter-library lending services**

1. Inter-library lending services (ILLS) in the Czech Republic are provided under Article 14 of the Library Act.
2. ILLS are carried out through the lending of library resources, the provision of copies thereof or the provision of information on the location of requested library resources.
3. The Library does not lend out from its collections library resources designated for internal loans and for external loans to internal users (Part IV, Article 1(5)), newspapers and magazines.
4. The Library offers loans from other libraries to its registered users only (Part IV, Article 1(3)). Library resources lent via ILLS are lent out internally.

### **Article 3 Copying services**

1. Copying services, including self-service photocopying, are provided exclusively from the collections that the Library owns or from library resources borrowed via ILLS. Users may use the copying equipment located in the study room but must bring in their own paper to make photocopies. The Library provides photocopying paper to internal users only. Copies of library resources may only be made for users' own needs in accordance with the Copyright Act.
2. Library employees may refuse to make a copy if there is a risk of damage to the original.

### **Article 4 Research, reference and information services**

1. Acquainting users with the search possibilities offered by the relevant electronic catalogue module and other applicable databases.
2. Searching digital library resources.
3. Bibliographic information and research services are provided only to registered users on the basis of written requests. The research form is provided in Annex No. 3, which is an integral part of the Library Rules. These services are provided mainly using specialised electronic information resources available in the Library, resources accessible on the internet and printed resources. There is no fixed deadline for completing research, as it depends on the complexity and scope of the research query.

4. Special information services (replies to queries submitted verbally and in writing; advisory and consultation services).
5. Electronic delivery of documents is performed on the basis of e-mail requests submitted to the Library and only for internal users (Part IV, Article 1(5)).
6. Other information services are provided verbally, by telephone, through the Library's website, or by e-mail.

#### **Article 5            Electronic information resources**

1. The Library provides access to both free and licensed electronic information resources. Users must comply with the Copyright Act when working with electronic information resources.
2. The rules for using electronic information resources are contained in the Library's on-line catalogue and users must abide by them. Any further dissemination or commercial use of the information obtained is prohibited. Users guarantee that their login details and the data obtained from electronic information resources will not be handed over to third parties and copyright will not be infringed.
3. The Library provides registered users with remote access to electronic resources from computers outside the CNB network where licensing conditions allow. Users are obliged to prevent misuse of electronic resources pursuant to the Copyright Act with this type of access, too.

#### **Article 6            Scope of services provided**

1. The scope of services provided is set out in the Library Rules.
2. The Library provides all its services free of charge.
3. In exceptional cases and only for as long as necessary, the Library may provide its services to a limited extent or not provide them at all if it is prevented from providing them fully by an obstacle it could not overcome or remove. Persons affected by the impossibility of using the services of the Library are not entitled to compensation or other similar redress.

### **Part IV            Users of library and information services**

#### **Article 1            Users**

1. Anyone who uses the services provided by the Library in any way, be it in person, via another person, on the internet, by phone etc., is a user of the Library.
2. Users of the Library may be registered or non-registered, internal and external.
3. A registered user is a user who has entered into a contractual relationship with the CNB under which the Library enables them to use all available services.
4. User registration is issued to Czech citizens aged 15 or above who are competent to perform legal acts (based on a valid photo ID confirming their permanent or temporary address) and to foreigners (based on a valid photo ID confirming their address in the Czech Republic or in the EU).
5. CNB employees are internal users, while the general public are external users.
6. There are no collective users.

#### **Article 2            Processing and protection of personal data**

1. When processing personal data, the Library acts in accordance with the personal data protection legislation, especially Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 (General Data Protection Regulation, GDPR).
2. The CNB processes personal data. For details, see the *Information about the processing of personal data* at <https://www.cnb.cz/en/privacy-statement-and-disclaimer/information-about-the-processing-of-personal-data/>.

#### **Article 3            User registration**

1. The Library creates and maintains a database of users in order to protect its collections and other property, to keep records of loans, to comply with licensing arrangements when working with digital information resources, to ensure the quality and speed of the services it provides, and to comply with obligations arising from the Act on the State Statistical Service.
2. User registration is preceded by pre-registration, which can be done on-line outside the library premises using the electronic catalogue. Pre-registered users may only order available library resources. To complete the registration

process, they must visit the library in person, submit the necessary documents, sign a registration form and take receipt of a library card. In the case of external users, Czech citizens must submit a valid identity card (or passport in exceptional cases), citizens of EU Member States a valid photo ID or passport, and persons from countries outside the EU a valid passport and confirmation of temporary residence in the Czech Republic or in any EU Member State, or a valid visa, in order to register. Internal users must submit a CNB employee ID card.

3. Pre-registration and registration of internal users is performed by a Library employee, who will fill in the user's identification information (name and surname, title, personal number) and contact details (extension number). Both parties will sign the form to affirm that the information is true. The form is provided in Annex No. 1 and is an integral part of the Library Rules.
4. External users performing pre-registration should fill in the form "Registration and statement made by a user of the Czech National Bank Special Library". They should fill in their identification information (name and surname, date of birth) and contact details (permanent address). Depending on the services requested, they should also provide further contact details (postal address, e-mail, phone number). A Library employee will check the information against the valid ID to complete the registration process in the Library, and both parties will sign the form to affirm that the information is true. The form is provided in Annex No. 2 and is an integral part of the Library Rules.
5. Registered users will receive a library card bearing the name and surname of the user, a library card number in the form of a bar code, and the user's signature. The library card is non-transferable. It is issued for one calendar year. Users can extend the validity of their card via their reader account in the Library's on-line catalogue. The extension is for one calendar year from the extension date.
6. Registered users may ask the Library in writing to cancel their registration at any time.
7. Service information – the library card number, an overview of current and past loans, an overview of orders, reservations and reminders (Part V), records of breaches of the Library Rules (Part VII, Article 3), records of exemptions and other notes important for the operation of the Library – is entered in the user database.

#### **Article 4      User rights and obligations**

1. Properly registered users have the right to use all library and information services, resources and collections within the scope of the Library Rules.
2. Non-registered users may only use the collections on the basis of internal loans in the study room.
3. Users must acquaint themselves with the Library Rules. These are available in the study room and on the Library's website.
4. Users must act in accordance with the Library Rules, follow the instructions of Library staff and abide by the study room rules (Part VI). Users who do not comply with these measures may have their right to use the services of the Library withdrawn (Part VII). This shall not release the user from their obligation to provide compensation for any damage or from their liability pursuant to the regulations in force.
5. Users must notify employees of the Library without undue delay of any loss of their library card and any changes to the personal data provided. Such notification may be made verbally, by telephone or in writing.
6. An internal user must settle their commitments to the Library without undue delay in the event their employment at the CNB comes to an end.
7. Disabled users holding a ZTP/P card may use the assistance of an accompanying person in all areas of, and for all actions in, the Library. These users may also request assistance from an employee of the Library and, where relevant, request wheelchair access in advance using the contact e-mail address.
8. Users may submit any complaints, comments and suggestions regarding the operation of the Library to employees of the Library or send them to the contact e-mail address.

### **Part V      Lending Rules**

#### **Article 1      Lending services**

1. The relevant provisions of the Civil Code apply to lending from the collections.
2. Loans are made in accordance with the mission of the Library and in accordance with the Copyright Act.

#### **Article 2      Loans and loan periods**

1. The Library makes its collections accessible in the form of external and internal loans.
2. Every library resource has a category allocated to it in the electronic catalogue:

- External loans: the library resource is designated for external loans to any registered user and for internal loans to all users,
  - External loans – CNB employees: the library resource is designated for external loans to any registered internal user and for internal loans to all users,
  - Internal loans: the library resource is designated for internal loans to all users,
  - E-books: the digital library resource is provided to readers electronically in accordance with the provider’s terms and conditions,
  - Periodicals: the library resource is designated for external loans to any registered internal user and for internal loans to all users.
3. The current availability of every physical library resource is indicated in the electronic catalogue:
    - “Available”: the library resource is physically present in the Library. It may be borrowed immediately by selection in person if it has been made freely available, or by ordering it through an employee of the Library if it is stored in the depository. Registered users may also order a library resource available in a Library collection using the on-line catalogue. It will be prepared for them to collect in the study room,
    - “On loan”: the library resource is not physically present in the Library. Registered users may request reservation of the library resource through an employee of the Library or using the on-line catalogue.
  4. The standard loan period is one month (30 calendar days). Users may request a total of two extensions if required, using their reader’s account in the on-line catalogue. Each extension means that the user may keep the library resource on loan for another month. The maximum loan period is 90 calendar days. The loan period of a library resource can only be extended if the resource has not been reserved for a different user. Internal users may, by agreement with an employee of the Library, make a long-term loan, but for a maximum of one year. A shortened loan period of seven calendar days with no possibility of extension is applied to periodicals.
  5. Each registered user may have a maximum of 15 library resources on loan concurrently. This number includes already loaned and not yet returned library resources.
  6. Registered users may order a library resource that is currently present in the Library collection using the on-line catalogue. A user may make a maximum of 20 orders for different library resources. This number includes orders and reservations already made and not yet completed. The user will be automatically informed about the availability of an ordered library resource by the library information system. The notification will be sent to the user’s e-mail address with an indication of the date by which the ordered library resource must be collected. If the user does not have an e-mail address, they will be notified by telephone. After this deadline expires, any uncollected orders will automatically be cancelled and the library resource either assigned to a different user who has made a reservation or returned to its storage location.
  7. Registered users may reserve a library resource that is currently not present in the Library collection using the on-line catalogue. A user may make a maximum of 20 reservations for different library resources. This number includes reservations and orders already made and not yet completed. The user will be automatically informed about the availability of a reserved library resource by the library information system. The notification will be sent to the user’s e-mail address with an indication of the date by which the reserved library resource must be collected. If the user does not have an e-mail address, they will be notified by telephone. After this deadline expires, any uncollected reservations will automatically be cancelled and the library resource either assigned to a different user who has made a reservation or returned to its storage location. Multiple reservations for the same library resource will be stored and implemented in chronological order according to the time the reservations were made by the users.
  8. The user will be sent an e-mail notifying them of the approaching end of a loan period three days before the end of that loan period. The user must return the borrowed library resource without undue delay or may request an extension. If they do not do so within one week of the end of the loan period, the library and information system will automatically generate a reminder that it will send to the user’s e-mail address. The user will receive a second and third reminder in the same manner at intervals of two weeks. If the user does not return the library resource even after the third reminder, a call to return the borrowed library resource will be sent by registered mail to their permanent address or contact address after another two weeks have passed. If the borrowed library resource is not returned to the Library even after this call, the CNB may commence the recovery of its claim through the courts. If the user does not have an e-mail address, all reminders will be sent to them in writing to their permanent address or contact address. Failure to return a borrowed library resource is deemed a serious breach of the Library Rules (Part VII, Article 2) and the user in question may be denied all services of the Library.
  9. Loans are made through a “lending protocol”. Loans are registered in the library and information system by an employee of the Library entering the user’s number (the bar code on the library card) and the identification number of the library resource in question. In order to borrow a library resource, the user must have with them their library card or, in exceptional cases, a valid ID, and they must not have any outstanding loans with expired return dates. When borrowing a library resource, the user must check its physical condition. If it shows signs of damage, they must notify an employee

of the Library of this fact. Users are responsible for all borrowed library resources for the entire duration of the loan and do not have the right to lend them to other persons.

10. Users do not need to show their library card when returning a borrowed library resource. If a returned library resource is damaged beyond normal wear and tear, the Library will seek compensation from the user (Part VII, Article 2).
11. Internal loans of library resources are made in the study room. Library resources located in the freely available collection can be selected by the user in person, while internal loans from locked depositories are made through employees of the Library. Users must always return library resources to the designated location in the study room and not place them on a shelf or in any another place.

## **Part VI Study room rules**

### **Article 1 General provisions**

1. Upon entering the study room, users must remove their coats, briefcases, handbags, bags etc. and place them in the designated locations, i.e. on the coat hangers and in the lockers in the study room. Users may keep on their person only personal documents, valuables, writing instruments, paper, telecommunications equipment including laptops, and their own study materials (these must be reported to an employee of the Library). When leaving the Library, users must leave the locker key in the lock.  
The CNB is not liable for items placed elsewhere.
2. Users must keep quiet, behave considerately towards other users and follow the instructions of employees of the Library. It is forbidden to smoke, use drugs, consume food and beverages and make telephone calls in the study room. Entering with animals is prohibited, with the exception of guide and assistance dogs of disabled persons.
3. It is forbidden to enter the study room with inline skates, bicycles, scooters, skateboards and the like and to bring in dangerous chemicals, guns, knives and other dangerous items.
4. In the event of evacuation, users must comply with the alarm guidelines for the CNB building.

### **Article 2 Using computer equipment**

1. Users of the Library may use the computer equipment located in the study room exclusively to access specialised electronic resources in accordance with the mission of the Library. Using computer equipment for commercial purposes is forbidden.
2. Users may not use software other than that provided on this computer equipment. Likewise, users are not allowed to copy and distribute parts of the operating system and installed programs, or interfere in any way with the configuration of the computers and the computer network.
3. In the study room, there are seven workstations providing access to the Library's electronic catalogue and the internet and one local station (not connected to the computer network) for viewing and working with data stored on CD-ROMs and for writing texts. Licensed and selected freely accessible electronic information resources are also accessible on this station. Users may store data on their own USB flash disks. Users may also work with their own communications and information tools (laptop, mobile phone, tablet). There is a Wi-Fi network available in the study room. If a user wants to use this network, they should request connection instructions from the study room staff.
4. Users must immediately notify an employee of the Library of any computer malfunction, including hardware or software errors.

## **Part VII Penalties for non-compliance with the Library Rules**

### **Article 1 Compensation for damage**

1. Users are liable for damage caused to CNB property due to non-compliance with the Library Rules.
2. Users must provide compensation for any damage pursuant to the Civil Code.

### **Article 2 Compensation for loss of documents**

1. Users must notify the Library without undue delay of any damage, destruction or loss of a library resource.
2. A damaged, destroyed or lost library resource may be replaced with an identical issue of the same title, a newer issue of the same title, or a different title that corresponds to the thematic profile and specialisation of the Library and which the

Library is willing to accept as a replacement. The head of the Library decides on the acceptance of such replacements. The Library does not accept financial compensation.

3. Failure to return a borrowed library resource even after repeated reminders (Part V, Article 8) may be sufficient reason for the user in question to be denied all services of the Library.

### **Article 3        Other provisions**

1. A ban on entering the study room may be imposed in the following cases in particular:
  - a user is caught stealing or damaging library resources and/or other property entrusted into the management of the Library,
  - non-compliance with valid laws, in particular the Copyright Act,
  - abusive and aggressive behaviour that does not respect the standards of decent behaviour, either towards other users or towards employees of the Library; non-compliance with the study room Rules,
  - a breach of the rules for using CNB computer equipment.
2. The Library may cancel a user's registration if they repeatedly breach the Library Rules.

## **Part VIII      Final provisions**

### **Article 1        Exemptions from the Library Rules**

Any exemptions from the Library Rules have to be authorised by the head of the Library.

### **Article 2        Repealing provisions**

The Library and Lending Rules of the Czech National Bank Special Library of 1 January 2013 are hereby repealed.

### **Article 3        Annexes to the Library Rules**

The following annexes form an integral part of the Library Rules:

- |             |                                                                                                      |
|-------------|------------------------------------------------------------------------------------------------------|
| Annex No. 1 | Registration and statement made by a user of the Czech National Bank Special Library – Internal user |
| Annex No. 2 | Registration and statement made by a user of the Czech National Bank Special Library – External user |
| Annex No. 3 | Research form                                                                                        |

Prague, 29 November 2023

Dita Vejnárková  
Director, CNB Visitor Centre Division

Valid from: 1 December 2023



**REGISTRATION AND STATEMENT MADE BY A USER  
OF THE CZECH NATIONAL BANK SPECIAL LIBRARY**

**Internal User**

Name and surname.....

Personal number.....

Extension number .....

I hereby declare that I have read the Library and Lending Rules of the CNB Special Library (hereinafter the “Library Rules”) and agree to abide by them.

I will use the electronic information resources accessible in the Library solely for my own needs and for non-commercial purposes. I understand that these resources are licensed for study and educational purposes only.

When working with computer equipment in the public area of the Library, I will not interfere with the configuration of the workstations or copy or install any software or programs.

I will use copies of documents only for my own needs and will comply with the applicable ethics when using citations in accordance with Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on the Amendment of Certain Acts (Copyright Act), as amended.

The library card is the basic document enabling the provision of all the services of the Library and is not transferable. In the event of its loss, I will inform the Library without undue delay.

I understand that in the event of a serious breach of the conditions stipulated in the Library Rules, penalties arising from the Library Rules may be imposed on me.

Prague, dated .....

.....

signature of user

.....

signature of Library employee

**REGISTRATION AND STATEMENT MADE BY A USER  
OF THE CZECH NATIONAL BANK SPECIAL LIBRARY**

**External User**

Name and surname .....

Date of birth .....

Telephone/mobile .....

E-mail .....

Permanent address .....

Correspondence address .....  
(if different from permanent address)

I hereby declare that I have read the Library and Lending Rules of the CNB Special Library (hereinafter the “Library Rules”) and agree to abide by them.

I will notify the Library without undue delay of any changes to the personal data I have provided.

I will use the electronic information resources accessible in the Library solely for my own needs and for non-commercial purposes. I understand that these resources are licensed for study and educational purposes only.

When working with computer equipment in the public area of the Library, I will not interfere with the configuration of the workstations or copy or install any software or programs.

I will use copies of documents only for my own needs and will comply with the applicable ethics when using citations in accordance with Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on the Amendment of Certain Acts (Copyright Act), as amended.

The library card is the basic document enabling the provision of all the services of the Library and is not transferable. In the event of its loss, I will inform the Library without undue delay.

I understand that in the event of a serious breach of the conditions stipulated in the Library Rules, penalties arising from the Library Rules may be imposed on me.

Prague, dated .....

.....  
signature of user

.....  
signature of Library employee

## RESEARCH FORM

User name:

Library card number:

Tel:

E-mail:

Date:

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Title/subject of work:

Objective of work (brief description):

Preferred sources (domestic/foreign, database name, ISSN, ISBN, licensed/freely accessible):

Period (from – to):

Country/region:

Language:

Institution:

Person:

Keywords (in all selected languages, please formulate as accurately as possible):

Format of research output (paper, e-mail):