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DIRECTIVE OF THE VICE-RECTOR FOR DEVELOPMENT AND QUALITY No. 1/2018

LIBRARY REGULATIONS OF THE UJEP SCIENTIFIC LIBRARY
AS AMENDED BY ADDENDUM NO. 1 OF 1 OCTOBER 2019
AND ADDENDUM NO. 2 OF 1 JANUARY 2022

DIRECTIVE FOR UJEP

Valid from: 11 October 2018

Effective from: 11 October 2018

As amended by Addendum No. 1, effective from 1 October 2019

As amended by Addendum No. 2, effective from 1 January 2022

Prepared by: Mgr. Martin Pečiva

Repeals: Directive of the Vice-Rector for RaI No. 1/2016

PhDr. Jaroslav Zukerstein, Ph.D.

Vice-Rector for Development and Quality

Pursuant to Act No. 257/2001 Coll., on Libraries and the Conditions for the Operation of Public Library and Information Services (the Library Act), as amended, and Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, I hereby issue this

LIBRARY REGULATIONS OF THE UJEP SCIENTIFIC LIBRARY

I. Basic Provisions

Article 1 – The Position of the UJEP Scientific Library within the Organizational Structure of the University and Its Registration under the Library Act

1. The Scientific Library of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as the “Library” or “UJEP SL”) was established pursuant to Article 15(3)(b) of the Statute of Jan Evangelista Purkyně University in Ústí nad Labem (hereinafter referred to as “UJEP”) as a unit responsible for providing information and library services.
2. The Library is headed by a Director, who reports to the Vice-Rector for Development and Quality. The activities of the Library are governed by these Library Regulations.
3. The Director of the Library is responsible for the activities of the Library, the library collection, and the management of the approved budget.
4. In accordance with § 5 of the Library Act, the Library is registered pursuant to § 3(1)(c) as a basic library and pursuant to § 12(1) as a basic library with a specialized collection.

Article 2 – Mission and Activities

1. The mission of the Library is to provide information support for the teaching of study programmes, as well as for scientific, research, artistic, and other creative activities at UJEP. The Library fulfils this mission by collecting, processing, preserving, and making available library and information resources through library and information services.
2. The Library provides all public library and information services listed in § 4(1) and (3) of the Library Act to all its registered users, on the basis of the principle of equality enshrined in Articles 1 and 3 of the Charter of Fundamental Rights and Freedoms, and on the basis of the right to information guaranteed by Article 17 of the Charter of Fundamental Rights and Freedoms.
3. The activities of the Library are also governed by the following legal regulations:
 - a) Decree of the Ministry of Culture No. 88/2002 Coll., implementing Act No. 257/2001 Coll., on Libraries and the Conditions for the Operation of Public Library and Information

Services (the Library Act), hereinafter referred to as Decree of the Ministry of Culture No. 88/2002 Coll.,

b) Act No. 89/1995 Coll., on the State Statistical Service, as amended, hereinafter referred to as Act No. 89/1995 Coll.,

c) Act No. 106/1999 Coll., on Free Access to Information, as amended, hereinafter referred to as Act No. 106/1999 Coll.,

d) Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright and on Amendments to Certain Acts (the Copyright Act), as amended, hereinafter referred to as the Copyright Act,

e) Act No. 101/2000 Coll., on the Protection of Personal Data and on Amendments to Certain Acts, as amended, hereinafter referred to as Act No. 101/2000 Coll.,

f) 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), hereinafter referred to as the Regulation,

g) Act No. 89/2012 Coll., the Civil Code, as amended.

II. Collections

Article 3 – Structure of the Collections

1. The Library develops specialized collections of information resources in both printed and electronic form, according to an information profile based on accredited study programmes, scientific and research projects carried out at UJEP, and the directions of research and development contained in the University's long-term plan.
2. The library collection, registered in accordance with § 4 and § 5 of Decree of the Ministry of Culture No. 88/2002 Coll., consists of printed texts, manuscripts, audio and audiovisual documents, microfiches, and documents on machine-readable media.
3. The electronic information collection consists of bibliographic and full-text databases and other electronically published documents stored on the Library's servers, a set of licences providing access to remote information resources, and systematically organized links to freely accessible information sources.

Article 4 – Acquisition of Collections

1. The collections are continuously supplemented on the basis of an acquisition strategy developed for the information profile of the Library, in accordance with the Principles of Acquisition and Registration of Information Resources at UJEP.
2. Orders are placed by an authorized staff member of the Library on the basis of publishers' plans and other available information, or on the basis of specific user

requests, provided they are not in conflict with the acquisition strategy and the information profile.

3. The library collection is further supplemented by donations, interlibrary exchange, mandatory copies of publications issued at UJEP, and purchases from sources outside the Library's budget.

Article 5 – Access to the Collections

1. After professional processing, the library collection is made accessible for on-site use within the Library premises and through loans for a specified period outside the Library.
2. A subject-specialized part of the library collection may be deposited in established departmental or faculty reading rooms (a list of these is provided in Annex No. 3).
3. The head of the department is responsible for the operation of the departmental reading room, the access of users to the collection, and for the purposes of interlibrary loan services; in the case of faculty reading rooms, the responsibility lies with the Dean or a staff member authorized by the Dean.
4. Upon request, deposits (books required long-term for teaching or research purposes) may be provided to individual academic staff members. These deposits are recorded in the Library catalogue, and users are obliged to make them available for borrowing by other interested parties (if no other copy is available). The Library is entitled to carry out an annual inspection of such deposits.
5. The electronic information collection is made accessible within the UJEP internal network and via the Internet, in accordance with the licence agreements concluded with individual providers of electronic information resources and with UJEP's internal regulations.
6. Final theses are made accessible in accordance with Rector's Directive No. 8/2016 *On the Publication of Final Theses*, and, where applicable, also in accordance with the internal regulations of the respective faculty.

III. Library Users

Article 6 – Categories of Users

1. In view of the specialization of the library and electronic information collections pursuant to Article 3 of these Library Regulations, any natural person over the age of 15 may become a registered user.
2. In accordance with the mission of the Library pursuant to Article 1 of these Library Regulations, Library users are divided into the following categories:
 - **Internal** – the academic community and other staff of UJEP
 - academic staff

- other employees
 - students
 - **External**
 - external lecturers at UJEP
 - participants in lifelong learning
 - the public
3. The above groups of users are subject to different conditions of access to the library and electronic information collections. These conditions are defined in Part V: *Regulations on Library and Information Services*.

Article 7 – User Registration

1. For the purpose of protecting the collections and other property, ensuring the quality and speed of services provided, and fulfilling the obligations arising from Act No. 89/1995 Coll., the Library creates and maintains an automated registration database of users. In processing personal data, the Library proceeds in accordance with the Regulation, these Library Regulations, and other generally binding legal regulations.
2. Users access the Library on the basis of a valid, non-transferable library card. For internal users, this is a student card or an employee card (chip card), following registration with the Library. For external users, the Library issues a library card upon their first visit. For students, personal data (name, surname, date of birth, permanent residence address) are taken from the University database; at their first visit, students verify their identity with their chip card. Other users are registered on the basis of an identity card, and foreign nationals on the basis of a passport or an identity card (for citizens of the European Union or of Norway, Iceland, or Liechtenstein). The automated record includes name, surname, date of birth, and permanent residence address. External lecturers at UJEP must additionally present a valid agreement on work performance or work activity.
3. Users who are neither students nor employees of UJEP are issued a library card by the Library on the basis of completing a Reader's Application Form. These external users are registered in the automated database in accordance with the Regulation, on the basis of the application and an identity card. Foreign nationals (natural persons who are not citizens of the Czech Republic, including citizens of the European Union) are registered on the basis of a valid passport. The automated record includes name, surname, permanent residence address, and date of birth.
4. With the user's consent, additional data facilitating communication between the user and the Library may be recorded, such as academic title, temporary residence address, e-mail address, telephone number, and mobile phone number.

5. In addition to personal identification data, the automated database records information on loans and returns of documents, renewals and reminders, notes regarding the condition of borrowed documents, records of violations of the Library Regulations, and, where necessary, other explanatory data essential for the operation of the Library.

Article 8 – Rights and Obligations of Users

1. Only duly registered users have the right to use all public areas, collections, and services of the Library in accordance with these Library Regulations. Unregistered users may be allowed one-time access to the Library premises and on-site services.
2. Users have the right to submit comments, complaints, and suggestions regarding the work of the Library in writing at designated locations. Users also have the right to address the Director of the Library orally or in writing.
3. Upon registration, users are required to familiarize themselves with the Library Regulations, which they confirm by signing the Reader's Application Form. By signing, a contractual relationship is established between the user and the Library.
4. Users must immediately report the loss of their library card to the Library; failure to do so means the Library is not responsible for any potential misuse of the card.
5. Users must notify the Library of any changes to their name, surname, or permanent address no later than 30 days after the issuance of a new document, and provide proof of such change. For students, changes are automatically updated after entry into the STAG system.
6. Entry to the Library is prohibited for users under the influence of psychoactive substances. In all Library areas, users must comply with the ban on the use of psychoactive substances. Animals, dangerous items, and chemicals are not permitted in the Library.
7. Users are advised to store bulky items (e.g., backpacks, suitcases, sports bags and equipment, shopping bags, etc.) in self-service lockable lockers in the entrance hall. Upon leaving the building, users must vacate the lockers. Library staff have the right to check lockers left locked after working hours and remove any contents. Belongings will be returned to the user after payment of a contractual fee for misuse of the locker for long-term storage (in accordance with the price list in Annex No. 2).
8. All users must pass through the security gate located at the entrance/exit to the open-access area. In order to protect property and maintain safety, users must submit to an inspection of their personal belongings and hand luggage by Library staff or UJEP security personnel at any time (especially in the event of an alarm); refusal will result in notification of the Police of the Czech Republic.

9. Users are required to behave quietly in all Library areas, refrain from using mobile phones for calls, not consume food or beverages (except drinks in a sealable container), maintain order, and follow the instructions of Library staff.
10. Activities unrelated to the educational and study mission of the Library (e.g., private commercial activities, business activities) are prohibited on Library premises. In cases of serious or repeated violations of the Library Regulations, a user may be temporarily or permanently deprived of user rights. This does not exempt the user from liability under applicable regulations or the obligation to compensate for any damage.
11. User rights for academic staff, other employees, and external lecturers end on the date of termination of employment or the conclusion of a work agreement. User rights for students end on the date of termination or suspension of study, and all obligations toward the Library must be settled by that date at the latest.

IV. Public Library and Information Services

Article 9 – Provision of Public Library and Information Services (hereinafter “Services”)

1. The Library provides services directly only to duly registered natural persons. The status of a collective user is not established.
2. Legal entities are granted access to the library collection through interlibrary loan services, in accordance with applicable regulations.
3. Specific rules for the provision of individual services are set out in Part V: *Regulations on Library and Information Services*.

Article 10 – Types of Services Provided

1. Loan Services
 - a) On-site self-service in reading rooms
 - b) On-site mediated by Library staff in the reading room
 - c) Off-site loans from open-access collections
 - d) Off-site mediated by Library staff from closed stacks
2. Interlibrary Services
 - a) Interlibrary loan services
 - b) Delivery of document copies
3. Information Services
 - a) Advisory service – information on catalogues, databases, collections, and Library use
 - b) Location and information service – determination of availability of collections
 - c) Bibliographic and informational service – information of bibliographic and factual character

- d) Consultation service
- e) Research service – compilations of bibliographic, factual, and other information prepared based on a written request
- 4. Reprographic Services
 - a) Copying
 - b) Printing
 - c) Scanning
- 5. Electronic Services
 - a) Services available via the Library's website
 - b) Electronic communication with users
 - c) Electronic delivery of documents
 - d) Provision of access to electronic information resources and the Internet
 - e) Services provided via the Virtual Polytechnic Library (VPK)
 - f) E-loans
- 6. Promotional Services
 - a) Library website
 - b) News service
 - c) Exhibitions and participation in exhibitions of other institutions
 - d) Instruction on the Library and its use for registered and potential users
 - e) Informational leaflets about the Library and the services provided
 - f) Guides for working with electronic information resources
 - g) Practical training for working with electronic information resources

Article 11 – Fees for Services

1. The basic services listed in § 4(1) of the Library Act are provided by the Library free of charge. Exceptions are cases specified in § 4(2) of the Library Act, where a fee may be required to cover the actual costs incurred in providing the service.
2. For certain other services provided, the Library charges fees as specified in the price list.
3. When accepting orders for fee-based services, the Library may request an advance payment, which will be credited against the actual cost of the service upon delivery.

V. Regulations on Library and Information Services

Article 12 – Loan Services

1. The lending of library collections is governed by the provisions of §§ 2193 to 2200 of Act No. 89/2012 Coll., the Civil Code, as amended.

2. Loans are carried out in accordance with the mission of the Library pursuant to Article 2 of the Library Regulations and in accordance with the Copyright Act.

Article 13 – Types of Loans and Loan Periods

1. The Library provides off-site loans (borrowing for use outside the Library) and on-site loans (borrowing for use within the Library).
2. Loan periods depend on the type of document:
 - a) For on-site use only:** encyclopedias, hand dictionaries, on-site collections located in reading rooms or specially marked, rare or irreplaceable publications, bound volumes of periodicals, university theses.
 - b) Off-site loans for 1 month (31 days)** may include other non-periodical documents (off-site loans for 2 months (61 days) for academic staff).
 - c) Off-site loans for 6 months (183 days)** may include selected lecture notes and textbooks.
 - d) Off-site loans for 7 days (short-term loans)** may include specially marked volumes.
 - e) Off-site loans for 14 days** may include individual issues of selected periodicals.
 - f) Off-site loans for 21 days** may include e-book readers.
 - g) E-loans for 31 days**
3. Off-site loan periods may be extended gradually if the item is not requested by another user, as follows: under paragraph 2(b) up to 124 days (for academic staff up to 244 days), and under paragraph 2(c) up to 732 days. Loans under paragraphs 2(d) to 2(g) cannot be extended.

Article 14 – Off-Site Loans

1. The maximum number of items for off-site loan(s) is defined according to the user category in Article 6 of the Library Regulations:
 - Academic staff – 30 borrowed items
 - Other employees – 30 borrowed items
 - Students – 30 borrowed items
 - External lecturers at UJEP – 20 borrowed items
 - Participants in lifelong learning – 20 borrowed items
 - General public – 10 borrowed items
2. A user may borrow only one e-book reader at a time.

Article 15 – Procedures for Borrowing and Returning

1. Users locate documents from open-access collections themselves, while documents from closed stacks are requested in the library system and provided by Library staff.

2. Before borrowing, the user is obliged to inspect the document and report any defects to the Library staff.
3. Loan registration is carried out by Library staff by electronically reading the chip number from the user's card (or barcode from the library card) and the RFID chip or barcode from the borrowed document.
4. The user must adhere to the loan period for each borrowed item and may not lend or otherwise allow temporary use of the item by another person. The user is responsible for the item for the entire loan period until its return.
5. The return of a borrowed document is carried out by Library staff by scanning the barcode or RFID chip of the document. Upon request, the librarian provides an overview of the loans registered under the user's name. The user also has access to this overview by logging into their user account.
6. Self-service borrowing and returning are performed by the user at the designated device following the on-screen instructions. This is not possible for documents without an RFID chip.
7. Documents that exceptionally do not have a barcode or RFID chip are borrowed using a paper loan receipt, signed by the user.
8. When borrowing an e-book reader, the user signs an *E-Device Loan Agreement* and checks the device's condition. Users from the *General Public* category pay a refundable deposit. Upon return, the librarian inspects the device, and in case of damage, the Library Director or an authorized staff member decides on the amount of compensation.

Article 16 – Recovery of Overdue Items

If the loan period is exceeded, the Library sends a written reminder to the user (the 1st and 2nd reminders by email, the 3rd reminder by registered mail). The user is obliged to cover the costs of sending the written reminder and to pay a contractual penalty according to the valid price list (Annex No. 2).

Article 17 – On-Site Loans

1. On-site collections in reading rooms are freely available to all users for study within the Library.
2. If a user requests an on-site loan from the closed stacks, the user is obliged to return the document to the service desk after finishing their work.

Article 18 – Interlibrary Services

1. If a document is not available in the Library's collections, the Library will, upon the user's request, arrange a loan of the document or provide a copy through interlibrary

services from another library, in accordance with § 14 of the Library Act and §§ 2 and 3 of Decree No. 88/2002 Coll. of the Ministry of Culture.

2. The lending library determines the type of loan and the loan period in this case.
3. For this service, the Library may charge a fee covering the actual costs incurred, in accordance with § 4(2)(b) and (c) of the Library Act.

Article 19 – Information Services

1. The information services listed in Article 10(3)(a)–(d) of the Library Regulations are provided by the Library orally, by telephone, and via email.
2. Bibliographic/research services are provided in writing based on a specific request. Users request these services through a web form. For academic staff and UJEP employees, bibliographic/research services are free of charge. For UJEP students, these services are provided in the form of methodological guidance. For the *General Public category*, in accordance with § 4(3) of the Library Act, these services are chargeable. For unregistered users and legal entities, the Library provides these services on a contractual basis.

Article 20 – Reprographic Services

1. Self-service multifunction devices in the Library allow copying, printing, and scanning. Prices are set according to the current price list.
2. When making any reproduction, the user is obliged to comply with the Copyright Act.

Article 21 – Electronic Services

1. Services available through the Library's website for registered users only include access to paid electronic information resources (available only from UJEP IP addresses).
2. Electronic delivery of documents from printed originals is provided directly only to internal users, i.e., academic staff and other employees. In accordance with § 37 of the Copyright Act, this electronic reproduction is considered a temporary copy, facilitating easier use of the work. The recipient of this reproduction is obliged to produce one printed copy from it and then destroy the electronic copy. Further use is governed by § 30 of the Copyright Act. Users from other categories and unregistered users may access this service through the Virtual Polytechnic Library.
3. Registered users are granted access in the Library's computer labs to the Internet, freely available information sources (e.g., nationwide licenses), and paid information resources. This service is free for internal users. External users have access to the Library catalog and may use the Internet and freely available resources without charge. External

users may not access paid information resources unless the license agreement with the respective database provider specifies otherwise.

Article 22 – Rules for Using Computing Equipment

1. Computers located in the library are intended for accessing electronic information resources for study purposes and for accessing freely available scientific data from the Internet. Access is granted only to registered users. Users are obliged to strictly comply with the applicable license terms of the resource providers when using electronic information sources.
2. The way of working is always strictly defined for the user by the software installed on the respective computer. It is prohibited to use any software other than that provided in the offered setup. Users are likewise prohibited from copying or distributing parts of the operating system, installed applications, or programs.
3. All information and data obtained in any form and on any media serve exclusively the personal needs of the user and their study purposes. It is not permitted to further distribute, reproduce, copy, lend, disseminate (even in a computer network), sell, or otherwise use the information, especially not for one's own business or the business of others. Misuse of data and information may be punishable under the Criminal Code (Act No. 40/2009 Coll., as amended).
4. Users must not deliberately disrupt the work of other network users or the operation and performance of the network as a whole, e.g., by excessive overloading of network resources, using computers to access other computers or networks, or spreading viruses.
5. Users are fully responsible for any damage caused by their interventions in the configuration of computers, the network, or other improper handling of computing equipment, including damage caused by viruses introduced by them.
6. The operation of individual workstations or the library network may be limited or interrupted due to necessary technical and software maintenance, or for other serious reasons.
7. Registered users may connect to the Internet with their own portable devices (notebook, tablet, mobile phone, PDA, etc.) via the WiFi network. The above Rules for Using Computing Equipment fully apply to them.
8. Users are prohibited from using library computers or their own devices (including via WiFi) to search for, view, download, print, or distribute websites or materials that are pornographic, offensive in terms of nationality or religion, promote racism or violence, or encourage drug use, etc.
9. Further rules are specified in Rector's Directive for Development and Informatization No. 1/2012 – Operational Rules for the Information and Communication Network.

VI. Sanctions for Non-Compliance with the Library Rules

Article 23 – Compensation for General Damages

1. The user is liable for damages caused to the library's property in accordance with generally applicable regulations.
2. Damage, except for damage to a borrowed document, caused intentionally or by negligence, must be compensated by the user in accordance with the relevant provisions of Act No. 89/2012 Coll., the Civil Code, as amended. Any damage, destruction, or loss of a borrowed item must be reported immediately, and compensation must be provided within 30 days. The method of compensation is decided by a library staff member authorized by the director. Compensation may be provided by:
 - a. delivering an undamaged copy of the same document in the same edition,
 - b. delivering an undamaged copy of the same document in a newer edition,
 - c. delivering a bound copy of the same document,
 - d. delivering an undamaged copy of another document that fits the information profile and has equivalent financial value, or
 - e. monetary payment.
3. The amount of financial compensation consists of the price of the document and a handling fee according to the current price list.
4. Until the incurred damage is fully compensated and all due claims are settled, the library has the right to suspend all services provided to the user.

Article 24 – Sanctions for Violation of the Library Rules

Sanctions for violating the Library Rules may include:

- reimbursement of costs incurred for reminders and recovery of overdue loans,
- contractual penalty for exceeding the loan period,
- fee for loss of a library card and issuance of a duplicate,
- fee for verifying unreported address changes,
- fee for forgetting the locker code and opening the locker with a master key,
- fee for misuse of a locker for long-term storage of personal belongings,
- fee for damage or loss of an RFID tag.

VI. Final Provisions

Article 25 – Exceptions to the Library Rules

Exceptions to the Library Rules may be granted by the Director of the Library or a library staff member authorized by them.

Article 26 – Operational Rules of Reading Rooms

The Dean of the faculty, after consultation with the Director of the Library, may issue operational rules for the faculty or departmental reading room, specifying the provisions of the UJEP Library Rules for the particular conditions of the given reading room.

Article 27 – Appendices to the Library Rules

The integral parts of the Library Rules are:

1. Sample Reader Registration Form
2. Price List of Fees and Services
3. List of Departmental and Faculty Reading Rooms

Article 28 – Validity

1. This directive repeals the Vice-Rector's Directive No. 1/2016.
2. This directive comes into effect on 11 October 2018.

Amendment No. 1 to this directive comes into effect on 1 October 2019.

Amendment No. 2 to this directive comes into effect on 1 January 2022.

ADDENDUM No. 1

DIRECTIVE OF THE VICE-RECTOR FOR DEVELOPMENT AND QUALITY No. 1/2018

LIBRARY RULES OF THE UJEP SCIENTIFIC LIBRARY

ADDENDUM TO THE UJEP DIRECTIVE

Valid from: 1 October 2019

Effective from: 1 October 2019

Prepared by: Mgr. Martin Pečiva

PhDr. Jaroslav Zuckerstein, Ph.D.
Vice-Rector for Development and Quality

Article 1

This addendum amends the following provisions of the Directive of the Vice-Rector for Development and Quality No. 1/2018, Library Rules of the UJEP Scientific Library dated 11 October 2018:

Article 13, paragraph 3 is amended as follows:

The loan periods for items borrowed for use outside the library (absentee loans) may be extended gradually if the book is not requested by another user, as follows: according to Article 13, paragraph 2, letter b) up to 124 days (for academic staff up to 244 days), and letter c) up to 732 days. Loans according to Article 13, paragraph 2, letters d) to g) cannot be extended.

All other provisions of the Directive of the Vice-Rector for Development and Quality No. 1/2018, Library Rules of the UJEP Scientific Library dated 11 October 2018 remain unchanged.

Article 2

This addendum shall enter into force and become effective on 1 October 2019.

ADDENDUM No. 2

DIRECTIVE OF THE VICE-RECTOR FOR DEVELOPMENT AND QUALITY No. 1/2018

LIBRARY RULES OF THE UJEP SCIENTIFIC LIBRARY

ADDENDUM TO THE UJEP DIRECTIVE

Valid from: 1 January 2022

Effective from: 1 January 2022

Prepared by: Mgr. Martin Pečiva

PhDr. Jaroslav Zukerstein, Ph.D.

Vice-Rector for Development and Quality

Article 1

This addendum modifies the following provisions of the Directive of the Vice-Rector for Development and Quality No. 1/2018, Library Rules of the UJEP Scientific Library, as amended by Addendum No. 1 of 1 October 2019:

Article 7, paragraph 3 is amended as follows:

For users who are neither students nor employees of UJEP, the library issues a library card based on the completion of the Reader Registration Form. These external users are registered in the automated system in accordance with the regulation, based on the completed form and a submitted national ID card. Foreign nationals (individuals who are not citizens of the Czech Republic, including citizens of the European Union) are registered based on a valid passport. The automated record contains the user's first name, last name, permanent address, and date of birth.

All other provisions of the Directive No. 1/2018, Library Rules of the UJEP Scientific Library, as amended by Addendum No. 1 of 1 October 2019, remain unchanged.

Article 2

This addendum shall enter into force and take effect on 1 January 2022.