

**BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY**

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DIRECTIVE No. 15/2018

Operating rules of the FIT BUT library

PART ONE

GENERAL PROVISIONS

Article 1

(1) The library of the Faculty of Information Technology of BUT (hereinafter the FIT Library) is a component part of BUT pursuant to Section 22 (1)(c) of Act No. 111/1998 and Art. 23 (2) of the BUT Statute.

(2) The FIT Library is integrated in the system of libraries of the Brno University of Technology (hereinafter BUT) under Article 3 of the BUT Library Rules (Directive No. 36/2017).

(3) The operation of the FIT Library is governed by the BUT Library Rules, the Organisational Rules of the BUT Central Library and these rules.

(4) Contact details:

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PART TWO

LIBRARY RULES

Article 2

Library and information collections

(1) The composition and supplementation of collections and access thereto, as well as electronic administration of the collections are governed by the BUT Library Rules, Section II (5) to (8).

(2) The FIT Library collections are regularly supplemented, and the acquisition strategy reflects the Information Profile of the library (see Annex 1).

Article 3

Library users

(1) The library may be used by Czech citizens over 15 years of age who hold a national identity card or another proof of identity (e.g. passport) and who enjoy legal capacity. Those users who are not Czech citizens must have a legal residence in the Czech republic.

(2) In accordance with the libraries' mission under Article 1, users of BUT libraries are divided into the following categories:

- Internal 1: academic staff and researchers, other employees and PhD students
- Internal 2: full-time, as well as part-time students of various forms of studies, students in lifelong learning programmes and University of the Third Age, and guests of the faculty and its departments and research groups.
- External: professional public, students of other education institutions
- Graduates: special status (successful FIT graduates)
- ILS: libraries through the inter-library lending services

Article 4

Library services

(1) The FIT Library provides services defined by the BUT Library Rules, Section IV (13):

a) Book loans

- on-site loans in the FIT Library premises
- off-site loans outside the FIT Library premises
- inter-library lending services in co-operation with libraries in the Czech Republic and abroad (only for users in the "Internal 1" category)

b) Information Services

- consultancy services, references, bibliographic and information services

c) Reprographic services

- copying
- scanning
- printing
- document binding (comb binding, thermal binding, lamination)
- plotting

d) Electronic services

- access to electronic information sources and the internet
- electronic communication with the users
- instructions for work with the electronic information sources

e) Information education

- elective course Information Education and Literacy (IVG)

(2) Reprographic services are charged to users outside the “Internal 1” category according to Annex 2 – Payments for Services.

(3) The plotter in the FIT Library is operated by the Computer Centre (CC), and it may be used only with permission of an authorised employee. Use is charged to users in the “Internal 1” (use for private purposes), “Internal 2”, “Graduate” and “External” categories.

(4) Users may make copies of the printed documents available at the FIT Library (periodicals, textbooks, books and other study materials). Making copies must be in compliance with Section 13 of Act No. 121/2000 Coll., the Copyright Act (such copies may be used for personal use only).

Article 5

Library opening hours

(1) The FIT library is open only on business days. Updated opening hours are shown at the entrance to the FIT Library, the library website (<http://www.fit.vutbr.cz/lib/>) and Facebook account (<https://www.facebook.com/knihfit>).

(2) The FIT Library is closed during Christmas holidays and its operation is significantly limited during the examination period and summer holidays.

(3) The FIT library is closed for operational reasons on the first Friday of the month.

(4) At 4:00 p.m., the library switches into “study room” mode. As a study room, the library offers on-site loans of books and periodicals, use of the library premises, including seminar rooms, use of computers and reprographic services, except for document binding and use of the plotter.

(5) The library does not operate as a study room during the examination period and Christmas and summer holidays.

(6) In extraordinary situations, the operation of the library may be modified by the FIT Library manager.

(7) All the changes are shown sufficiently in advance at the entrance to the FIT Library, the library website (<http://www.fit.vutbr.cz/lib/>) and Facebook account (<https://www.facebook.com/knihfit>).

Article 6

Rules of operation of the library

- (1) The rights and obligations of the users are stipulated by the BUT Library Rules, Section III (11).
- (2) Users using freely accessible documents shall return the documents at a designated place rather than to their shelves.
- (3) Making phone calls is prohibited in the library, except for the vestibules and seminar rooms.
- (4) Greasy foods may not be consumed in the FIT Library. Beverages may be brought in the library only in closed containers.

PART THREE

BOOK LOANS RULES

Article 7

Book loans

- (1) Book loans are governed by Sections 2193 to 2200 of Act No. 89/2012 Coll., the Civil Code, as amended.
- (2) Upon presenting a user card, the users may borrow items from the library collections.
- (3) The loans are recorded electronically in the library system; written confirmation may be required in exceptional cases.
- (4) The following types of documents may be used on-site:
 - publications classified as reference-only (encyclopaedias, dictionaries, selected publications)
 - special documents
 - theses and dissertations
 - electronic documents on CDs, videos, DVDs

Employees of the FIT Library may allow exceptions and lend certain documents off-site overnight or over the weekend.

- (5) The number of off-site loans shall be governed by the user categories. Students may borrow the maximum of 30 library items, external users may borrow 20.
- (6) The loan period for off-site loans depends on the user's category and the type of the information document:
 - the loan period for books is 4 weeks, and may be renewed twice
 - the loan period for textbooks is 6 weeks, and may be renewed twice
 - the loan period for periodicals is 1 week, and may not be renewed
 - the loan period for FITkit is 5 months, and may be renewed twice

Items purchased through a grant, research plan, or the institute's funds are provided to the academic staff employed at the FIT in the form of long-term loans.

(7) The loan periods for items borrowed from the FIT Library within the inter-library loan service are determined by the FIT Library according to the type of material.

Article 8

Returns

(1) If the user fails to return the borrowed documents by the set deadline, the user is obliged to pay a penalty for delayed returns for each item/day. If the deadline falls on a day when the library is closed, it shall be moved to the next day when the library is open.

(2) The FIT Library may request return of the borrowed units by sending a notice. After three notices, legal action shall be taken. The deadlines for sending of the notices and the amount of overdue fees is specified in Annex 2 of the BUT Library Rules.

(3) Users must not lend documents to other persons.

(4) Users must return the documents in the same condition in which they borrowed them.

(5) Users who terminate their employment or study are obliged to return all the borrowed documents.

Article 9

Loss, damage, and theft of items

(1) Users are obliged to notify the responsible staff member of the FIT Library of loss or damage of any items. If an item is lost or damaged, it is necessary to obtain a replacement copy of the same item in the same edition, or a bound copy of the lost item. If that is not possible, the FIT Library shall require financial compensation corresponding to the full amount of the price of the item.

(2) Users who lose the FITkit are obliged to pay its full acquisition price.

(3) Users caught trying to steal an item shall be reported to the Disciplinary Committee of the faculty, which will impose sanctions for such infraction.

PART FOUR

COMPUTER TECHNOLOGIES IN THE LIBRARY

Article 10

Instructions for using the computer technology resources:

(1) Users must not use the computers for purposes other than the purposes for which they have been designated and for use of the services provided by the Library.

- (2) For their work, users may only use the software provided in the menu.
- (3) Users are prohibited from copying and distributing parts of the operating system of the Library and the applications and programmes installed on the Library's computers.
- (4) Users shall be fully liable for any changes of configuration of the computers that might affect their operation or the operation of the computer network. Users shall be liable for any damage caused by tampering with the computer technology, including damage caused by viruses introduced by them.
- (5) The FIT Library network operation might be limited or interrupted due to necessary technical and software maintenance of the network, or due to other serious reasons.
- (6) Information and data obtained from the information sources available at the FIT Library serve solely for personal use of the users and for their study needs. It is prohibited to further distribute them in any way.
- (7) Users are obliged to respect the copyright data protection under the Copyright Act. Any misuse of the data and information may constitute a crime under the Personal Data Protection Act.

PART FIVE

FINAL PROVISIONS

Article 11

- (1) Users must observe the Operating Rules of the FIT BUT Library. In case of a serious or repeated breach of the Library Rules, the users may be temporarily or permanently stripped off the user rights; this shall not relieve the users of the liability following from the applicable rules or obligation to provide compensation for any damage that may arise.
- (2) The FIT Library manager may allow exemptions from the Library Rules.
- (3) Users can submit their comments, complaints, and suggestions regarding the activities of the library orally, in writing or in electronic form to the above addresses.
- (4) Directive No. 43/2010, the Library Rules of the Faculty of Information Technology of BUT of 24 September 2010, is hereby repealed.
- (5) The Library Rules of the FIT BUT shall come into force on the date of execution.

In Brno, 14.9.2018

Prof. Dr. Ing. Pavel Zemčík
Dean of the FIT BUT

Annex 1

INFORMATION PROFILE

Libraries build specialised collections of information sources both in the traditional (hard copies) and electronic form according to the information profile based on the accredited programmes and the scientific and research activities pursued at the Faculty of Information Technology of BUT. The FIT Library profile reflects primarily the fields of study of the Department of Information Systems, Department of Computer Systems, Department of Intelligent Systems and the Department of Computer Graphics and Multimedia.

Library profile according to the types of documents

- electronic information sources
- legislation
- scholarly, specialised and popular-instructive monographs
- standards
- periodicals, yearbooks, proceedings
- dictionaries, encyclopaedias
- dissertations
- theses
- textbooks
- maps, plans
- fiction (a limited amount)

Library profile according to the fields of study

- Electronics
- Computer technology
- Programming
- Software
- Hardware
- Computer theory
- Information systems
- Control technology
- Graphics
- Applied informatics
- Mathematics (marginally)
- Management
- Marketing
- Physics
- Law
- Philosophy
- Psychology
- Tourist guides and maps
- Literature for foreign-language studies

ACQUISITION STRATEGY

The acquisition strategy comprises a set of principles applied when supplementing the library collections, which reflect the library functions and focus, the collection profile and the needs of the library users.

The acquisition strategy is based on an acquisition plan and acquisition budget, and is set every year by an authorised employee of the library.

The items proposed for acquisition come from acquisition sources (publishers' catalogues and databases, publishing plans, scholarly journals) or based on recommendations, requests or proposals by employees and students. Items are included in the acquisition plan by a library employee.

MANNER OF SUPPLEMENTING LIBRARY COLLECTIONS

- through purchase
- through donations

Annex 2

PAYMENTS FOR SERVICES

Reprographic services

fee	price
black and white printing, A4	CZK 1.50
colour printing, A4	CZK 4.00
black and white printing, A3	CZK 3.00
colour printing, A3	CZK 8.00

Comb binding

fee	price
1-65 sheets	CZK 10.00
66-120 sheets	CZK 12.00
121-180 sheets	CZK 15.00
181-270 sheets	CZK 20.00

Thermal binding

fee	price
1-120 sheets	CZK 15.00
121-250 sheets	CZK 25.00

Lamination

fee	price
1 A4 foil	CZK 10.00