

## Appendix no. 1

### INFORMATION PROFILE

The library builds 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

- scientific, technical and popular science monographs
- textbooks
- theses
- scientific theses
- standards and legislation
- dictionaries and encyclopaedias
- magazines, yearbooks, proceedings
- maps, plans
- fiction
- electronic information sources

#### Library profile according to the fields of study

- |                                    |                              |
|------------------------------------|------------------------------|
| ● applied informatics              | ● travel                     |
| ● databases                        | ● Czech                      |
| ● hardware                         | ● economics                  |
| ● information systems              | ● philosophy                 |
| ● informatics and computer science | ● photography                |
| ● cryptography                     | ● physics                    |
| ● logic                            | ● languages                  |
| ● math                             | ● popular-science literature |
| ● computer graphics                | ● law                        |
| ● computer networks                | ● psychology                 |
| ● computer systems                 |                              |
| ● programming                      |                              |
| ● software                         |                              |
| ● artificial intelligence          |                              |
| ● language processing              |                              |

### 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 donation
- through exchange

## Appendix no. 2

### Library services and price list

State of a document/el. device (loan time)	Type of loan	Number of extensions	
1 week	Off-site	2	magazines
2 weeks	Off-site	2	
4 weeks	Off-site	2	books
6 weeks	Off-site	2	textbooks, electronic devices
Long-term (999 days)	Off-site	0	
Temporary (10 days)	Off-site	0	
On-site (1 day)	On-site	0	

#### Parameters of the loan protocol – documents and el. devices

#### Parameters of the loan protocol – users

Status of the user	States of the documents/el. devices that the user is allowed to use	The maximum number of loaned documents	States of the documents/el. devices that can be reserved	The maximum number of reservations
Internal 1	1 week, 2 weeks, 4 weeks, 6 weeks, long-term, temporary, on-site	Unlimited	1 week, 2 weeks, 4 weeks, 6 weeks	50
Internal 2	1 week, 2 weeks, 4 weeks, 6 weeks, temporary, on-site	30	1 week, 2 weeks, 4 weeks, 6 weeks	30
External, Graduate	1 week, 2 weeks, 4 weeks, 6 weeks, on-site	20	1 week, 2 weeks, 4 weeks, 6 weeks	20
ILS	1 week, 2 weeks, 4 weeks, 6 weeks	10	Not possible to reserve	0

#### Other services and reminders

Service	Length
Availability of reserved documents ready to be picked up	3 days
Validity of loan request	6 months as default, can be specified by the user
First late notice (electronically)	14 days after the set deadline
Second late notice (electronically)	28 days after the set deadline

Third late notice (electronically + printed via recorded delivery)	42 days after the set deadline
Notification about the end of the load period	2 days before the deadline

#### Fees

Type of fee	Sum
Registration/extension of the registration for the external user	100 CZK/year
Library card for the external user	100 CZK
Late return fee for on-site/temporary document	25 CZK per unit/day
Late return fee for off-site document	2 CZK per unit/day
Sending of the printed third late notice	100 CZK
Returns via law enforcement	based on expenses
Loss or damage of the document	Replacement document of the same edition and binding or the full financial compensation with the manipulation fee
Manipulation fee	100 CZK
Loss or damage of electronic device	Financial compensation, full price of the electronic device

#### Reprographic services

Type of service	Range	Sum
Printing/copying	Black and white A4	1,20 CZK
	Colour A4	2,20 CZK
	Black and white A3	2,40 CZK
	Colour A3	4,40 CZK
Comb binding	1-65 sheets	10 CZK
	66-120 sheets	12 CZK
	121-180 sheets	15 CZK
	181-270 sheets	20 CZK
Thermal binding	1-120 sheets	15 CZK
	121-250 sheets	25 CZK
Lamination	1 page	10 CZK