

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

Issue date: 13. 9. 2024  
Effective since: 13. 9. 2024  
Responsible: Library of FIT BUT  
Mandatory for: students and employees of FIT BUT  
Issued by: dean of FIT BUT  
Replaces: Directive no. 15/2018: Operating rules of the FIT BUT library  
Supplements: -  
Number of pages: 5  
Number of appendices: 2

**GUIDELINE NO. 4/2024  
Operating rules of the FIT BUT library**

**PART ONE  
GENERAL PROVISIONS**

**Article 1**

(1) The library of Faculty of Information Technology of BUT (hereinafter the FIT library) is a part of BUT pursuant to Section (1)(c) of the Act No. 111/1998 and Article 23 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:

Knihovna Fakulty informačních technologií v Brně  
Božetěchova 2  
612 66 Brno  
telephone: +420 54114 1115  
email: [knihovna@fit.vut.cz](mailto:knihovna@fit.vut.cz)  
website: <https://www.fit.vut.cz/units/library/>

**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 Appendix 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 and passport.

(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 of FIT BUT
- 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
- Graduate: special status (for successful graduates of FIT)
- 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) Lending services

- on-site loans in the FIT library premises
- off-site loans outside the FIT library premises
- loans of the electronic devices (object of non-book nature intended for teaching – teaching kits)

b) inter-library lending services

- only for users in the “Internal 1” category

c) Information services

- consultancy services, references, bibliographic and information services

d) Reprographic services

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

e) Electronic services

- access to electronic information sources (handled by the BUT Central Library)

f) Information education

- elective course Information Education and Literacy (IVG)

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

(3) 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** **Opening hours of the library**

(1) The FIT library is open only on business days. Up to date opening hours are shown at the entrance to the FIT library and the library website (<https://www.fit.vut.cz/units/library/>).

(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 4:00pm on Monday through Thursday, the library switches into the “study room” mode. PAs 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.

(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 manager of the FIT library.

(7) All changes are announced sufficiently in advance at the entrance of the FIT library and the library website (<https://www.fit.vut.cz/units/library/>).

#### **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.

### **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 and electronic devices (according to Article 4, par. 1(e) of this guideline).

(3) The loans are recorded electronically in the library system; written confirmation may be required in exceptional cases.

(4) The user cannot loan borrowed documents or electronic devices to other persons. The exchange must be carried out via the FIT library.

(5) Publication included in the on-site collection (encyclopaedias, dictionaries, selected publications, special documents, theses, electronic documents on physical media) can only be used on-site.

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

(6) The number of off-site loans is governed by the user categories (see Appendix no. 2 – Library services and price list).

(7) The loan period for off-site loans depends on the user's category and the type of the information document (see Appendix no. 2 – Library services and price list).

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.

(8) 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 fee for delayed returns for each item/day (see Appendix no. 2 – Library services and price list). 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 Appendix no. 2 – Library services and price list.

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

(4) Users who terminate their employment or study are obliged to return all the borrowed documents and electronic devices.

## **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 and the payment of manipulation fee (see Appendix no. 2 – Library services and price list).

(2) When the user loses or damages the electronic device, the user must provide the financial compensation corresponding to the price of the device. In the extraordinary circumstances, the FIT library manager can decide on alternative replacement.

(3) Users in categories "Internal 1" and "Internal 2", that are caught trying to steal an item shall be reported to the Disciplinary Committee of the faculty, which will impose sanctions for such infraction.

(4) Other users, not specified in Article 9, par. (3), that are caught trying to steal an item are reported to the proper authorities for the appropriate proceeding.

**PART FOUR**  
**COMPUTER TECHNOLOGIES AND ELECTRONIC INFORMATION SOURCES IN FIT LIBRARY**

**Article 10**

Instructions for using the computer technology resources:

- (1) When using the computer technology resources in the FIT library, the user agrees to abide by the rules specified in the Operating regulations of the CVT, which is available on the FIT Computer centre web site (<https://www.fit.vut.cz/units/cvt/rules/en>).
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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**  
**CLOSING 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 addresses specified in Article 1, paragraph (4) of this guideline.
- (4) These rules come into effect on the day of their signing.

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