



Prague, 25 April 2024  
UKPF/230920/2024

## Dean's Directive No. 8/2024

### Operation and Circulation Rules of the Library of the Faculty of Law of Charles University

*Further to Rector's Directive No. 19/2022, Charles University Library and Circulation Rules and on the implementation of Art. 24 (2) and (3) of the Constitution of the Faculty of Law of Charles University, I hereby issue, pursuant to Art. 11 (2) of the Constitution of the Faculty of Law of Charles University, the following Dean's Directive:*

#### PART I

#### General Provisions

#### Art. 1

#### Library

(1) The Library of the Faculty of Law of Charles University (the "Library") is a faculty workplace for the provision of library and information services and other services under the Library Act<sup>1</sup>.

(2) The library is a subsidiary library of the Charles University Library.

(3) The branch specialisation of the Library is law and jurisprudence.

(4) The Library is located in the building of the Faculty of Law of Charles University (the "Faculty"). The publicly accessible part of the Library is located on the first floor and the first basement level of the Faculty building. The storage areas, which are not publicly accessible, are located on the first and second basement levels of the Faculty building.

(5) Basic library and information services are provided free of charge. Reimbursement of costs may only be claimed for services and transactions specified in the Library Act<sup>2</sup>.

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<sup>1</sup> § 4 of Act No. 257/2001 Coll., on libraries and conditions for the operation of public library and information services (the Library Act), as amended.

<sup>2</sup> § 4 (4) and (5) of the Library Act.

Art. 2

**Opening hours of the Library**

(1) The Library provides its services during the specified opening hours. These are displayed in a visible place on the entrance door to the Library and on its website.

(2) Operational changes to opening hours are always announced on the Library's notice boards, website and Facebook page.

PART II

**Obligations of users of the Library**

Art. 3

**Basic obligations of users of the Library**

(1) Users are obliged to acquaint themselves with and comply with

- a) these Operation Rules,
- b) Charles University Library and Circulation Rules and
- c) the fire alarm guidelines and fire evacuation plan.

(2) Users are obliged to maintain quiet, order and cleanliness in the Library and to behave respectfully towards other users.

(3) Users are obliged to follow the instructions of Library staff and comply with the specified control measures necessary to maintain order and protect property.

(4) Library premises may be used by users solely for the purposes for which they are intended.

(5) When using Library premises, users must comply with the rules on safety, fire protection and hygiene. Users are not permitted to tamper with technical equipment or water, gas or heating supply systems.

Art. 4

**Access to the Library**

(1) Access to the Library is permitted upon presentation of a Charles University identity card. If a user fails to present an identity card, he/she may enter the library only after reimbursing the costs incurred for administration related to registration in accordance with the appendix to this Dean's Directive.

(2) Before entering the Library, users are obliged to leave their coat, jacket and personal belongings in the faculty cloakroom.

(3) Users have access to the public part of the Library. Access to non-public parts of the Library is granted to users only with the consent and when accompanied by Library staff.

Art. 5

**Study rooms**

(1) Users have the right to use only one workstation in the study room.

(2) With the exception of the study room for researchers and specialists and the team study room, it is not permitted to reserve a workstation.

(3) Users are not permitted to smoke, make phone calls or bring food and beverages into the study area. Only clear non-alcoholic beverages in resealable packaging are permitted.

Art. 6

**Library stocks**

- (1) Users are obliged to use library stocks sparingly and protect them from damage.
- (2) Users are prohibited from taking any parts of the library stocks outside the area delimited by the electronic security system without properly borrowing them.

Art. 7

**Consequences of breaches of the rules**

- (1) Users who do not maintain quiet, order and cleanliness in the Library or do not behave respectfully towards other users may be ordered to leave the premises of the Library.
- (2) In the event of a serious or repeated breach of these Regulations, users may be deprived of the right to use Library services, or this right may be suspended.
- (3) The Director of the Library shall decide on the cancellation or suspension of the right to use Library services. This decision does not absolve users from the obligation to provide compensation for damage caused under the relevant statutory regulations.

PART III

**Team study room**

Art. 8

**Rules of use for the team study room**

- (1) The team study room can be used exclusively for study purposes, research work, university team projects and events organised by the Library.
- (2) The team study room is connected to the electricity mains and has a Wi-Fi connection.
- (3) The team study room can be used by users solely upon presentation of a Charles University identity card. The minimum number of users is two people.
- (4) Library staff are entitled to enter the team study room at any time. In case of a breach of the rules, users may be asked to leave the study room.

Art. 9

**Reservation of the team study room**

- (1) Reservations of the team study room can be made on the Library's website or with a library employee, either in person or by phone.
- (2) The team study room can be booked a maximum of two weeks in advance.
- (3) When booking, it is necessary to provide the name of the contact person, the number of members of the group and the time period for which the room will be required.
- (4) Reservations are made in hourly blocks and for up to two consecutive blocks.
- (5) If the team study room has not been reserved by another group, the stay can be extended. Extensions are processed by the operator at the reference counter

(6) If users do not arrive at the specified time, the study room reservation is cancelled after a period of fifteen minutes.

#### Art. 10

##### **Occupation of the team study room**

- (1) The key to the team study room is issued by the staff at the reference desk.
- (2) Users are obliged to check the team study room upon occupying it and report any defects to the staff at the loans desk.
- (3) It is prohibited to take the key outside the library. In the event of failure to return or loss of the key, users are obliged to reimburse any costs incurred in connection with the replacement of locks.
- (4) After a team has finished using the team study room, the key is returned to the staff at the reference counter. Fines are payable for failure to return the key.

#### PART IV

##### **Computing and reprographic equipment**

#### Art. 11

##### **Rules for the use of computer and reprographic equipment**

- (1) Users are permitted to use computers located in the Library solely for purposes that are compatible with the function of the Library.
- (2) Computers located in the library, apart from those on which the Internet and a central search engine are available, can be used solely by users who are students of the Faculty or employees registered with the Faculty. User authentication is provided by the Central Authentication Service of Charles University. A maximum of two people are permitted to work on one such computer at the same time.
- (3) Users may work on the network solely under their own user names and are responsible for any abuse of rights by another person.
- (4) Users are obliged to log out after finishing work on computers located in the Library.
- (5) Users may use self-service reprographic equipment for printing, copying and scanning.
- (6) Users are not permitted to utilise computing and reprographic equipment beyond normal use, and in particular are not permitted to switch cables, move devices and change the configuration of computers.
- (7) Users are obliged to immediately report any defect in computing or reprographic equipment to Library staff.
- (8) Users are permitted to use their own end devices such as laptops, tablets and phones on the premises of the Library and connect to the eduroam network using Wi-Fi.

PART V

**Joint, repeal and final provisions**

Art. 12

**Joint provision**

Legal relations not regulated by this directive are governed by generally binding statutory regulations, in particular the Higher Education Act and the Civil Code, as well as internal regulations of Charles University and the internal regulations of the Faculty.

Art. 13

**Repeal**

Dean's Directive no. 1/2020, The Rules of Operation of the Library of the Faculty of Law of Charles University, is hereby repealed.

Art. 14

**Effect**

This Directive shall enter into effect on 1 May 2024.

prof. JUDr. Radim Boháč, Ph.D., p.a.

Dean

**Appendix to the Dean's Directive – Operation and Circulation Rules of the Library of the Faculty of Law of Charles University**

**Amount of reimbursement of costs**

1)	For administration related to the registration of a one-time entry to the Library	20 CZK
2)	entering of a search by a user other than an employee enrolled at the faculty	200 CZK for the first started hour and 50 CZK for each additional started quarter hour of the researcher's work
3)	failure to return or loss of the key to the team study room	50 CZK per day / up to the cost of the replacement of locks