



NATIONAL MEDICAL LIBRARY REGULATIONS

coming into operation as of the 5th October 2009

NATIONAL MEDICAL LIBRARY REGULATIONS

Introduction

The National Medical Library (hereinafter NML), an organizational structure of the Czech Republic, serves as a specialized library in accordance with the Libraries and Conditions of Management of Public Library and Information Services Act (Library Act) No. 257/2001 Coll. The NML provides library and information services to health professionals as well as to public.

The NML routines and operation practices are regulated by following regulations:

- Decree no. 88/2002 Coll. of the Ministry of Culture executing Act No. 257/2001 Coll., on Libraries and Conditions of Management of Public Library and Information Services Act (Library Act);
- Act no. 46/2000 Coll., on Rights and Obligations at Publishing of Periodical Press and on Modification of Some Acts (Press Law);
- Act no. 37/1995 Coll., on Non-periodical Publications;
- Decree no. 252/1995 Coll., executing some provisions of the Act no. 37/1995 Coll., on Non-periodical Publications;
- Act no. 89/1995 Coll., on the State Statistical Service, as amended by Act no. 356/1999 Coll.
- Act no. 121/2000 Coll., on Copyright, Rights Related to Copyright and on the Amendments of Certain Acts (Copyright Act);
- Act no. 101/2000 Coll., on the Protection of Personal Data and on Amendments of Certain Acts;
- Act no. 563/1991, on Accounting;
- Act no. 219/2000 Coll., on the Property of the Czech Republic and Acts thereof in Legal Relations;
- Act no. 218/2000 Coll., on Budgetary Rules and on Amendments of Some Related Acts;
- Act no. 122/2000 Coll., on Preservation of Collections with Museum Nature and Change of Some Acts;
- Act no. 499/2004 Coll., on Record Keeping and Record Service and on Amendments of Certain Acts (Archives Act).

Article 1 NML Services

The NML provides information in the field of medicine and related disciplines. Basic services are free of charge. Registration of users, prolongation of reader's card, photocopying and other services above standard are fee-based. The fees are charged according to a Price List which is an appendix of the NML Regulations.

1. Loan services of print and electronic documents
 - a) local loans (lending in house only)
 - b) external loans (outside circulation space of library and its deposits)
 - c) interlibrary loans within the Czech republic and from abroad
(The services are regulated separately by Loan Library Regulations.)
2. Reprographic services

- a) photocopies
 - b) document delivery service
 - c) current contents awareness (RIOS)
 - d) printouts
3. Reference services
 - a) user's advisory service
 - b) reference and information services (catalogues, electronic resources)
 - c) locations
 - d) consultation service
 4. Literature search services
 - a) information retrieval performed by library personnel from available resources
 - b) self-searching available information resources
 5. Educational work in medical librarianship
 - a) aimed at personnel of health libraries
 - b) aimed at users of special medical information
 6. Publishing of documents
 - a) print publications
 - b) electronic publications
 7. Services of the Medical Museum
 - a) loans from museum collections and archive (see Rules for Doing Research at the Medical Museum, appendix no. 6 of the NML Regulations)
 - b) information and consulting services in the field of history of medicine
 8. Services of the Department for Scientific Information at the Ministry of Health of the Czech Republic
(The services are regulated by separate Library Regulations, appendix no. 5 of the NML Regulations.)

Article 2 User Rights and Obligations

1. Physical or legal person (corporation) can register as user and get a reader's card.
2. Users must follow the NML Regulations and the library personnel directions. If need be they must respect security measures necessary to keep order and safeguard of people and Library property. Library privileges can be suspended if the user does not observe to the NML Regulations. If the user suffers from an acute infectious disease or causes a public nuisance (e.g. by dirty clothes, inconvenient behaviour, verbal or physical assault or by other reasons) he or she can be also refused the NML services.
3. The user is liable for damages to the Library's property in accordance with the general regulations.
4. The NML warrants users against loss of their belongings left in the place of destination in accordance with the Code of Civil Law.

5. Valid reader's card or one day permit must be presented to access the circulation space of the Library (circulation department, study rooms, deposits, union catalogues, search department). The persons visiting Library must conduct themselves in a quiet manner and refrain from smoking and bringing animals in the circulation space (with the exception of assistance dogs).
6. Any person may be asked to identify himself or herself with reader's card and all documents taken out of the Library are liable to be checked.
7. Users can use their mobile phones in corridors only. In other premises it is required to switch off sound energy of all electrical equipments that could cause a disturbance.
8. The Library shall not be liable for any damages arising out or in connection with use of the medical information provided, especially for misinterpreting or misevaluating information about diseases (including diagnosis or treatment of the user or other persons).
9. The user must report all contact with infectious disease in his surrounding and subsequently have the used Library's materials disinfected.
10. Complaints, suggestions and comments to library business should be addressed to library personnel verbally or in writing in commentaries or by e-mail to nml@nlk.cz. If the complaint has not been settled satisfactorily, the user may contact the Head of the Library.

Article 3 Reader's Card

1. Reader's card is issued to certify registration of the user with the NML. It entitles the user to use the services and to enter the premises of the NML. It is not transferable and the user is liable for its misuse.
2. Issuing a reader's card requires completing user's application form (in paper or electronical form), submitting a photograph (in the passport format 4,5 x 3,5 cm) and payment of the registration fee. The validity of the card expires after 1 year (on calendar basis). The user commits himself or herself to observe the NML Regulations by signing the application form.
3. In case the user cannot come to the NML in person he or she can send the notarized application form with the attached photograph by post. More information about the correspondent registration at the webpage of the NML (www.nlk.cz). The NML reserves the right not to registrate the user unless all the conditions are fulfilled or in case there is a ground for suspicion of misusing the NML services for commercial advantage.
4. Any change of information given in the registration form, especially the change of name and address, must be notified without delay. If an authorized representative of registered legal person ensuing contacts with the Library is replaced or his or her personal data have changed, the head of the legal body must notify the change in writing otherwise it will be

deemed a breach of this Regulations and the legal person can be refused the NML services.

5. The NML is a registered administrator of personal data of the users in compliance with the Personal Data Security Act No.101/2000 Coll. The personal data of the users are archived for the execution of the right to protect property, for identification of persons using documents and for maintaining contacts by telephone, electronic mail or post. The user cannot be registered without providing the data. The Library warrants personal data protection according to the above mentioned act. The user may control the archived personal data if he or she proves his or her identity to library personnel of the circulation department.
6. Except for the registration data the NML gathers following data about the user:
 - a. service data – about reader's card and number of its duplicates, loan transactions (loans, reservations, overdue notices, notes on breaching the regulations)
 - b. accounting data on transactions between the NML and the user especially about thereof purpose, place, time and other requirements according to §11 art. 1 of the Act No. 563/1991, on Accounting as amended.
 - c. statistical data – education, occupation, specialization, linguistic knowledge
7. The user must notify loss of the reader's card without delay as he or she is automatically considered as borrower of all items loaned until the loss is made known.
8. Handling fee must be paid on issue of the second duplicate card to replace a lost one unless it was evidently stolen (see Price List).
9. There are three types of cards:
 - a) comprehensive card which entitles to use all library services including loans outside library
 - b) card for local loans only which entitles to use all library services except for loans outside circulation space of library
 - c) one day permit which entitles to the same services as the card for local in-house loans but on the day of issue only.
10. The following persons may be issued with the comprehensive reader's card:
 - a) Czech citizens up the age of 15 qualified to legal acts upon presentation of a valid ID card which contains data on permanent or temporary residence in the Czech Republic;
 - b) a citizen under the age of 18 (under-age) must submit the written consent of his legal representative who will undertake the liability for the under-age person. Library personnel will verify personal data of the legal representative on the basis of ID card or other identity certificate;
 - c) organizations such as libraries, schools, firms, commercial partnerships (thereinafter legal persons) with Registration Number. Registration form must be completed, accompanied by a seal of organization, signature of the head of organization and name and signature of authorized representative entitled to ensue the contacts with the NML. Commercial corporations are required to present Reg. No. (printout from Register of Companies or of Trade Certificate). The representative must present his or her ID card. The organization is the only bearer of user's rights and obligations;

- d) citizens of member states of Schengen Area upon presentation of valid ID card and photograph;
- e) foreigners with permanent residence in the Czech Republic (except for citizens of Schengen Area) provided that their residency permit is valid for at least 6 months after the issue (or prolongation) of the reader's card upon the presentation of the valid residency permit (next to their passport);
- f) foreigners without permanent residence in the Czech Republic upon presentation of a valid ID such as passport, student index, driving license etc. with a photograph. The Library may refuse to issue the card to a foreigner without permanent residence in the Czech Republic without stating the reason.

11. The following persons may be issued with the reader's card for local loans only:

- a) Czech citizens up the age of 15 upon the presentation of a valid ID card;
- b) foreign citizens or persons without citizenship of the Czech Republic upon presentation of a valid ID card with photograph;
- c) one day permit is considered a reader's card for local loans with limited operation.

12. Library personnel and external employees as well as official guests and employees of the Ministry of Health are exempted from the registration fee. Retired library employees are moreover granted with life term comprehensive reader's card free of charge.

13. There is a possibility to register as online user to access licensed electronic resources. The remote (online) user holds no physical card and he or she can use the NML electronic services from a remote PC workstation only; registration process takes place electronically and the service is fee-based (see the Price List, Online User).

14. For better distinction the NML cards are issued in following colours:

- a) yellow – comprehensive card
- b) light blue – comprehensive card for reduced fee - retired
- c) white – comprehensive card for reduced fee – students up to the age of 26
- d) red – card for local loans only
- e) orange – regular or external NML employee's card
- f) one day permit is represented by a remittance slip (cash voucher) proving the purchase. This document entitles the holder to use the NML services equally to the holder of the card for local loans. The validity time is but 1 day, i.e. the date of issue.
- g) dark pink – Ministry of Health employee's card.

15. Comprehensive cards are issued at the Department for Scientific Information at the Ministry of Health also. They entitle the users to use services both of the Department and of the NML. The reader's card issued by the NML entitles the holder to use the services of the Department for Scientific Information as well.

Article 4 Search Services

1. Searches are provided from electronic resources available in the NML or on internet as well as from printed documents and search aids.
2. Any user can search and retrieve on his or her own or initiate the professional service. Processing of a search proceeds in appointed time according to the operations in the search department (usually 1 week). The search order can be placed in person, in writing, over the phone, by electronic mail or by filling out an electronic order form.

Article 5 Electronic information resources

1. There is an access to both unrestricted and licensed electronic resources in the public PC workstations.
2. Rules valid for using licensed products are listed at the NML webpage and the users must conform to the license agreements. Basically the distribution and commercial use of information acquired is prohibited.
3. If the licence allows it the NML can reroute the access to electronic information resource for the registered user from any PC workstation outside the network of the NML. Even in case of such remote access the user must not misuse electronic documents for commercial advantage by course of Copyright Act no. 121/2000 Coll. , i.e. the information is for personal use only and must not be further distributed in any form.
4. The NML provides digital copies of documents from its collections through project of Virtual Polytechnic Library (VPK) member of which it is. The cooperative project is operated by the National Technical Library (NTK). Copies of articles from journals held in associated libraries that have an agreement with the NTK can be obtained electronically. The NTK regulations are applicable.

Article 6 Photocopying

1. Photocopying of the NML holdings and documents acquired is provided for personal use of the user by course of the Copyright Act No.121/2000 Coll. The photocopying is fee-based, the number and type of copies made is registered by the NML and regularly paid for to the representative of unions of authors (Dilia). Photocopying is also regulated by internal rules of the NML.
2. The user may use public slave printers in conformance with license rights to particular information resource or place a request for printing (see Rules for PC Users and Price List).
3. The user can place the request for photocopy in person, in writing, by electronic mail or via electronic form. Processing of the photocopy request depends on how busy the photocopy service is. The user should state a method of delivery (by mail, fax or picking up) and payment (invoice, money order, cash) upon placing the order.
4. Users can buy magnetic cards for photocopying (see Price List) and make copies themselves on self-service machines in the premises of the NML. If the machine does not operate by the magnetic card the user must inform the library personnel before he or she uses the photocopying machine, state number of copies made respectively and pay cash for the service according to the current Price List. The user may be asked to submit the copies made for checking their number by library personnel or counter mechanism of the machine may be checked. When the machines are very busy the library personnel is in authority to appoint the succession of waiting users usually according to number of requested copies.
5. The library personnel can refuse the photocopy request if the Library's exemplar could be damaged by making a copy of it.
6. The user may order a current contents awareness service (RIOS), i.e. copies of

journal content pages (see Price List). The service is provided on a 1-year subscription base and is charged for annually.

Article 7 Exceptions and Amendments to the NML Regulations

1. Exceptions to the Library Regulations are granted by the head of respective library department or by an authorized representative appointed by him or her.
2. Amendments to clarify or to cancel some articles are issued as Directions of the Head of the Library.

Article 8 Appendixes to the National Medical Library Regulations

1. Loan Library Regulations
2. Study Room Rules
3. Rules for PC Users
4. Price List
5. Loan Library Regulations of the Department for Scientific Information at the Ministry of Health - departures from the NML Regulations
6. Rules for Doing Research at the Medical Museum

Article 9 Coming into Operation

1. The NML Regulations come into operation as of the 5th October 2009. The Regulations as of the 1st October 2002 become inoperative at the same time.

Appendix No. 1 to the National Medical Library Regulations

Loan Library Rules

Article 1 General Rules

1. The Library bookstock is state property and it is under special protection. The right of ownership to the holdings cannot lapse and it is impossible to claim it because of possession. Loan services are regulated by Loan Library Rules (LLR).
2. Borrowing privileges are available only to valid reader's card holders (see NML Regulations, Article 3). The user answers for the document during the whole of the circulation period. The borrower must return the document even after his or her user registration has passed.
3. The holder of the card for local loans only is allowed to use the document within the circulation space of library or to photocopy it in the premises of the NML.
4. The borrower can take an item on loan outside the Library upon presentation of a valid comprehensive reader's card and signing the receipt of the loan (a printout).
5. A loan outside can be performed by another library within the territory of the Czech Republic on behalf of remote users or users not holding the comprehensive card by means of interlibrary loan service (ILL). More information in NML Regulations, Article 3.

Article 2 Loans and Returns

1. It is the NML to decide if the loan is permitted or not allowed. Basically, the loans are executed in compliance with the mission of the Library, type of requested document and necessary protection of the bookstock and by course of the Copyright Act.
2. It is not allowed to take a study copy on loan outside the Library.
3. It is the policy of the Library to restrict circulation of some types of documents with regards to copyright, protection of rare books etc.
4. The final reports of grants supported by the Internal Grant Agency by the Ministry of Health of the Czech Republic are allowed for reference only to Library's study room.
5. Number of loans outside the Library should not exceed 20 volumes by individuals and 40 volumes by legal persons.
6. The NML privileges will be suspended from delinquent user until all overdue items are returned, outstanding fines paid and loss compensated.
7. The call slip for requested document can be send electronically via ordering option of the online catalogue in portal Medvik (www.medvik.cz). The user has to pick up the document within 3 days from sending the order at the respective circulation desk or

the order will be cancelled. The user can obtain information about processing of the order on his or her user account with portal Medvik or on e-mail prolong@nlk.cz or casopis@nlk.cz. The orders placed in another way (e.g. by electronic mail or telephone) will be disregarded. If for five times the user does not pick up the reserved documents within 3 days and there is no personal, phoned or written excuse the privilege of the service will be suspended from him or her.

8. The NML despatches the request and performs the loan (interlibrary loan) transaction within reasonable time. The delivery of items from store can be regulated in emergency or when number of requests exceeds the routine.
9. If the requested item is not on the shelf temporarily, the person interested can reserve it. When the item with hold is returned, the Library will notify the user the reservation was fulfilled. The term for pick up is 14 days from the date the notice was sent. The user is charged handling fee for sending the notice when collecting the item (see Price List). If there is more than one hold request for the item, the date of receipt of the hold request is decisive for succession of borrowers. If for five times the user does not pick up the reserved item and there is no personal, phoned or written excuse the privilege of the service will be suspended from him or her. The user may alternatively cancel the reservation within the appointed time.
10. It is in the interest of the user to examine the requested copy and notify of any damage before the loan transaction is completed. Loan data must include the record of existing damage written down on the lending form or on the printout of automated loan otherwise the user will be fined on loan return for the damage. The user's signature on the lending form proves takeover of the copy.

11. Loan periods for external loans:

Type of document	Type of loan transaction	Due back
Book	pickup upon presentation of comprehensive card	31 days
Book	snail mail (interlibrary loans)	62 days
Bound journal	pickup upon presentation of comprehensive card	14 days
Bound journal	snail mail (interlibrary loans)	28 days
Single journal issue (from reading room)	pickup upon presentation of comprehensive card	1 day
CD-ROM, DVD, VHS	loans outside allowed except for audiovisuals	31 days
Document acquired by interlibrary loan	pickup upon presentation of comprehensive card	the lending library's rules are applicable
Document acquired by international ILL	pickup upon presentation of comprehensive card	the lending library's rules are applicable
CD ROM, DVD	snail mail (under the condition the user does not infringe copyright)	62 days

12. If the due date is Saturday, Sunday, public holiday or the circulation department is closed for some reason, the date is postponed to the next working day (the return day is generated automatically when automated loan transaction).

13. Three renewals at most (two renewals as to interlibrary loans) are allowed unless there is a hold request placed for the copy. Renewal can be made in person, in writing, over phone or by e-mail on condition that the loan period has not expired yet. A new loan is performed upon presentation of the loaned copy unless there is a hold request placed for the copy.
14. Renewals of single journal issue from the reading room are not allowed. The issue must be returned next day before closing time, issues borrowed on Friday must be returned on Monday before closing time. Interlibrary loans are not permitted, a photocopy of an extract from the journal can be ordered instead. Journal issues from the reading room cannot be ordered or reserved.
15. The user will get return receipt upon bringing the borrowed document back to the NML. The user can check his or her user account in the Medvik portal to see if the return was registered correctly in the automated system. If the item is missing on the shelf and there is the loan recorded on it still, the Library claims the item back as it is the policy to believe that it was not returned. The NML is authorised to claim the item or compensation.
16. If the user sends the borrowed item back in the mail, he or she is bound to use registered mail and take care of wrapping. The user is liable for the shipment until the Library checks the item against damage.
17. Fines are charged for overdue materials no matter if the overdue notices are sent or not. The user is charged for each overdue notice sent next to fine (see Price List). The head of circulations or head of the NML can exempt the user from overdue fees in justifiable cases.

Article 3 Interlibrary Loans (ILL)

1. Interlibrary loans are regulated by Decree No. 88/2002 Coll. of the Ministry of Culture executing provisions of Library Act No. 257/2001 Coll. and by rules of interlibrary loans in the Czech republic issued by the National Library of the Czech republic.

Article 3.1 Performance of the Interlibrary Loan Operations

1. The NML loans materials from its collections to other libraries providing public library and information services by course of the Library Act. The request may be made on standard interlibrary loan form or by completing electronic form available from the NML webpage or from CASLIN union catalogue and submitted beforehand. The librarian authorised to perform ILL despatches the request within his or her resources. The requested item is sent by post to a user living outside Prague; users from Prague have a hold placed on the document and they are asked to pick it up in person. The library that houses in Prague has to consult the term of pick up within 7 days from placing a request. Returns can be done in person or by registered post.

2. Documents from other libraries in the Czech republic: for registered users the NML extends library service by borrowing materials (or photocopies of extracts) from other libraries in case they are not available from its own collections. Requests may be placed personally with a librarian at circulation desk or through electronic form available from the NML webpage. If the lending library charges fees the NML passes those fees along to the user who is to settle them on top of the ILL handling fee (see Price List) upon pick up. The user must give contacts as to where the note about despatching the request should be sent. The length of the loan or its extension is set by the lending library and will vary accordingly. Overdue fees are charged according to the Price List. This service is available only to physical persons, libraries or other organizations are excluded.

Article 3.2 Performance of the International Interlibrary Loan Operations

1. The NML borrows materials (or photocopies instead) from the field of biomedicine not available in the Czech Republic from other libraries in abroad.
2. The loan service is available to libraries providing public library and information services on by course of the Library Act and to registered users of the NML.
3. The request may be submitted on international interlibrary loan paper form, by e-mail or through electronic form available from the NML webpage.
4. External loans are allowed to health libraries or other public libraries only. Individuals can study the ILL material only within the premises of the NML.
5. The ILL fee is charged upon pick up of the item (or photocopy of the extract) – see the Price List.
6. ILL materials on loan are for study purpose only and must not be distributed or used for commercial advantage. If it is an institution that requests an ILL material it must prove that the material is destined for particular individual user.
7. The length of the loan or renewal is set by the foreign lending library.
8. The user must notify the NML about the loss or damage of the ILL material without delay and compensate it in due time. Compensations are set by the foreign sending library.
9. Special overdue fees are charged according to the NML Price List.
10. The number of requests of photocopies of journal articles is limited to 40 pieces per months. If need be the user may ask the head of the NML to make an exception to the rules.

Article 4 Losses, Compensations for Loss and Fines

1. The user must notify the NML about the loss or damage of the document without delay and compensate it in due time set in compliance with the Code of Civil Law, §442, par. 2 which reads „Damages shall be refunded, but the injured party may decide for a restitution where it is possible and adequate“.
2. It is the NML to decide about the method of compensation. Restitution of the document, replacement copy of the same edition and binding or bound photocopy of the lost or damaged document is claimed. If the restitution is not possible, the NML claims another edition of the document, another document or replacement cost. The replacement cost is assessed by the librarian from circulations in charge. Cases at issue shall be debated with a specialist from department dealing with protection and revision of stock or management of the NML.

3. The following compensations are required for damage or loss:
 - a) restitution of the document by supplying undamaged copy of the same edition and adequate binding
 - b) if a) is not possible, restitution of the document by supplying bound photocopy in the corresponding format (it is possible to compensate the Library for photocopying and bookbinding the whole document or its damaged part instead)
 - c) if a) or b) is not possible supply of another edition of the document or another document of analogous price
 - d) replacement cost is calculated by librarian in charge on:
 1. current price of the document in the market + current cost of bookbinding if not included in the price + cost of library processing
 2. cost of photocopy of the document, i.e. number of pages + bookbinding + cost of library processing (see Price List).
4. The Library may claim replacement cost of the whole document according to the above mentioned paragraph 3 c) or d) regardless to only part of the document damaged or lost (e.g. loss of one volume of the multiple-volume edition).
5. Overdue fees (see Price List)
 - a) The fee is calculated as of the next day after due date. If it happens to be the day the NML is closed, the due date changes to the day it reopens.
 - b) It is possible to exempt from overdue fees and fines in interlibrary loan service.
 - c) In automated loan transactions the fee is calculated for each overdue item and each day after due date.
6. Claims and recovery of unreturned material
 - a) The NML sends overdue notices and charges overdue fees. If the material is not returned or compensation for loss of the material is not paid, the NML will take necessary steps to recover it by way of law. Such being the case the Library claims all expenses on the user.
 - b) The expenses for recovery by the way of law are calculated for every single claimed material.
7. The NML privileges will be suspended until the reader's card is free of overdue fines and delinquencies (see Loan Library Rules, Article 2, Paragraph 6).

Appendix No. 2 to the National Medical Library Regulations

Study Room Regulations

1. The access to study rooms is conditioned by presentation of the reader's card to the librarian at the desk (see the NML Regulations, Article 3).
2. In the study room the user may:
 - a) study documents
 - b) study the reference collection
 - c) use public PC workstations
 - d) use reference services
 - e) photocopy on self-service machines.
3. The user is bound:
 - a) to leave the coat, large belongings, umbrella etc. in the cloakroom or under lock and key in the box
 - b) to occupy but 1 working place having regard to occupancy of the study room
 - c) to keep quite in the study room and near it not to interfere with other users' study
 - d) switch off sounds of mobile phone
 - e) to follow library personnel directions
 - f) to put the loaned items in their place or return them at the desk before leave
 - g) turn to the librarian at the desk for assistance in case of any trouble with hardware, software, photocopy machine operation etc.
4. It is not permitted to take the documents for reference only or local loans off the study without the consent of the librarian at the desk.
7. The users must not eat and drink or leave the dish on working tables.

Appendix No. 3 to the National Medical Library Regulations

Rules for PC users

1. The workstations housed by the NML serve to provide library services only, to search and study information materials from the NML collections or mediated by it.
2. The valid reader's card must be presented to the librarian at the desk before the user starts working.
3. The user is bound to use the given workstation for its specific purpose as indicated on hang-up card or instructed by library personnel.
4. The user may use Wi-Fi connection for his or her personal device (notebook, PDA) after a preliminary registration in automatization department of the NML.
5. The user must follow access instruction available at the workstation or given by the reference librarian.
6. The user must turn to the librarian at the desk in case of any technical problem or when instruction is misunderstood.
7. The working time may be limited if necessary (especially if all workstations are occupied and there are other users waiting).
8. The user may input only the common username shared by all NML users to access the LAN.
9. It is not allowed to use other software than installed (menu).
10. It is prohibited to copy or distribute any part of operation system, NML application or computer program.
11. User searching on Internet is limited to web sites within the service area of the NML only. Other searches like entertainment, sport, erotic etc. are not allowed.
12. Installation of any program or copying on hard disk is not allowed. The user can search, retrieve, save, download and print out only information within the service area of the NML.
13. The user may save the search results to his or her own data medium (diskette, CD, DVD, flash disk) according to technical and organizational conditions. The user can also buy a data carrier at the desk. The NML does not answer for downloading and damages it may cause to the user (e.g. data transcription to personal data carrier).
14. The user may use any licensed product only in the way that conforms to license agreements and all applicable laws and regulations. The user may search only open sources and unrestricted data – their retrieval is entirely free – or licensed products subscribed by the NML. The user will be charged for fees and expenses arising from unauthorized or incorrect access to fee-based Internet resources.

15. Commercial advantage of networks and workstations by users is prohibited. It is prohibited to propagate political, religion, racial or national ideas and to use vulgarisms.
16. The user must not breach access control and permission. Librarian at the desk must be notified without delay if by fault or by hardware or software error the unauthorized access or disclosure is made.
17. It is not allowed to interfere with the work of other users or with run of network (e.g. by network congestion). It is prohibited to update configuration of the network or work with technical devices which are not for public use.
18. The user answers for any damage caused by unauthorized use of information technologies, due to computer virus infection or use of harmful software.
19. The user must conform to specific terms and conditions of websites visited and networks entered (inside or outside the NML) and laws applied in different countries (e.g. copyright regulations, export regulations).
20. The information in any form and on any data medium is for personal use only and for study. The user may not distribute it, reproduce it, share it, transmit it or use it for any commercial advantage. The user is bound to conform with copyright (see Copyright Act No. 121/2000 Coll.) and other regulations. Abuse of the data will be pursued under law (see Personal Data Security Acts Nos. 256/1992 Coll. and 101/2000 Coll.).
21. The access to the NML server can be limited or interrupted because of administration and maintenance or in emergency.
22. The LAN operation is supervised. The administrator does not warrant completeness or accuracy of information and uninterrupted or error-free transmission.

Appendix No. 3 to the National Medical Library Regulations

Price List – Service Fees

Methods of payment

The NML accept payments in cash, by invoice, by money order and by IFLA vouchers or Coupon-Réponse International (CRI) in international interlibrary loans operations.

When there is understanding the user can subscribe to particular services.

On fee-based services the NML is authorised to claim an advance on the price or settlement of the fee beforehand. Institutions can place a year-long order of particular service.

The NML charges postage according to the current price list of the Czech Post (including on sending an invoice or a pay slip).

ID	Service	Price (in CZK)	Note
READER'S CARD			
306	handling fee for issue of a new card or the second and next duplicate (unless it was evidently stolen)	30,-	
	Postal charges for sending the card	26,-	
301	comprehensive reader's card – physical person	100,-	
302	comprehensive reader's card – reduced fee	50,-	for students from secondary schools and universities (up to the age of 26), retired persons, handicapped (upon submittal of certificate)
303	comprehensive reader's card – legal person	300,-	
308	registration fee – online user	80,-	
304	reader's card for local loans – physical person	50,-	
310	reader's card – one day permit	30,-	
HOLD REQUEST (RESERVATION)			
151	reservation – handling fee for despatching note by post	10,-	to be paid on loan transaction
150	reservation - handling fee for despatching note electronically	5,-	to be paid on loan transaction
OVERDUE FEES AND FINES			
101	in automated library system: the fine is calculated for each day past due and each item	1,-	+ handling fee for overdue notice to be paid on return
CHARGES FOR OVERDUE NOTICE – RECOVERY OF UNRETURNED LOANS			we sum up the charges

	for overdue notice	10,-	
	for follow-up notice	(+) 20,-	
	for the 3 rd notice	(+) 30,-	
	for the 4 th notice (preceding turning to court)	(+) 100,-	
	for the 5 th notice	(+) 170,-	sent by our advocate
	for overdue notice for international interlibrary loan material for each day past due and each item	(+) 50,-	
	fee for court exaction	300,-	
PHOTOCOPYING			
PRINTOUTS			
201	1 page of A4 format – black and white	2,-	+ postal charges
202	1 page of A4 format – colour	3,-	+ postal charges
PHOTOCOPIES			
203	1 page of A4 format – black and white	2,-	+ postal charges
204	1 page of A4 format – black and white made by library personnel while the user waits	3,-	
216	1 both-sided A4 copy black and white made by library personnel while the user waits	5,-	
207	1 page of A4 format – colour	15,-	
221	magnetic card for self-service machines – 100 copies	200,-	
222	magnetic card for self-service machines – 50 copies	100,-	
223	magnetic card for self-service machines – 30 copies	60,-	
205	RIOS – copy of 1 journal content page sent by post	5,-	
206	RIOS – copy of 1 journal content page - pick up	3,-	
FAX TRANSMISSION			
152	1 page of A4 format (from the NML collections)	10,-	we do not charge for photocopying
153	1 page of A4 format (RIOS, international interlibrary loan)	10,-	+ handling fee for the service
INTERLIBRARY LOANS			
INTERLIBRARY LOANS within the Czech republic			
501	a book borrowed from a Czech library (handling fee paid when placing the request)	40,-	+ we pass along the fees charged by the lending library
	photocopy from a Czech library (handling fee paid when placing the request)	5,-	+ we pass along the fees charged by the sending library
INTERNATIONAL INTERLIBRARY LOANS			
601	a book borrowed from a foreign library	400,-	
605	copy of 1 journal article (up to 50 pages) from abroad	150,-	+ postal charges
606	copy of 1 journal article (more than 50 pages) from abroad	220,-	+ postal charges
607	copy of 1 article from the British Library	400,-	+ postal charges

BORROWING TO FOREIGN LIBRARIES		
602	sending of a book held by a Czech library to abroad (except for Slovakia)	1 IFLA voucher or 7 CRI or 300 CZK + postal charges
603	sending a copy of article (up to 15 pages) from a journal held by a Czech library to abroad (except for Slovakia)	1 IFLA voucher or 7 CRI or 300 CZK + postal charges
604	sending a copy of article (more than 15 pages) from a journal held by a Czech library to abroad	1,5 IFLA voucher or 10 CRI or 450 CZK + postal charges
SEARCH SERVICES		
701	diskette 3,5	6,-
702	CD-R	5,-
401	printout containing search results of A4 format	2,-
402	diskette containing search results	24,-
403	CD-R containing search results	30,-
COMPENSATIONS FOR LOSS OR DAMAGE		
	bookbinding of one volume	120,-
	library processing of one volume	50,-
PUBLICATIONS		
	Referátový výběr z anesteziologie a resuscitace (Abstracts of Anaesthesiology and Resuscitation)	360,- 1-year subscription

Appendix no. 5 Loan Library Rules of the Department for Scientific Information at the Ministry of Health

1. Department for Scientific Information (thereinafter OVI) is a detached workstation of the NML that provides services to the Ministry of Health; services to public are performed only when the request cannot be despatched by any other library. The bookstock is a state property and hence it follows the civil liability of users.
2. A physical or legal person can be issued with an OVI reader's card upon registration. For employees of the Ministry of Health both the issue of the card and library services are free of charge; they are also exempted from overdue fines and handling fees for overdue notices.
3. The user is obliged to become acquainted with the The National Medical Library Regulations, especially with the appendix no. 5 – Loan Library Rules of the OVI.
4. Loans from the collection of OVI for employees are:
 - a) short (from 1 to 7 days)
 - b) standard (1 month)
 - c) longtime (2 years + 2x 2 year prolongation)
5. Other users than employees of the Ministry of Health have to follow the Loan Library Rules of the NML.
6. The Library privileges will be suspended until the reader's card is free of overdue fines and delinquencies.
7. The user has to forward the document in due time to the next one in row if the copy is on circulation. The user has to keep the book or complete journal volume on loan safely in his or her workplace in order to enable a short loan to another person interested if necessary.
8. Self-service photocopying and scanning is prohibited.
9. When the employee of the Ministry of Health leaves the job he or she is obliged to return all loans and the reader's card. OVI confirms on the leaving list that all obligations have been taken care of.

Appendix no. 6 to the National Medical Library Regulations

Rules for Doing Research at the Medical Museum

1. Introduction

- a. The Medical Museum (hereafter MM) is a department of the National Medical Library (NML). It administers (1) library collection of early printed books and rare prints and reference library; (2) collection of diplomas; (3) collection of three-dimensional items including a collection of coins and medals and collection of fine art; (4) archive.
- b. The MM is not open to the public. Researchers interested have to contact the MM personnel during working days to make an appointment.
- c. The basic function of the MM is to preserve and protect the collections. When the books are made accessible to researchers, the concern for preserving the books remains crucial.
- d. Operations of the MM are regulated by course of the Library Act No. 257/2001 Coll.; by Act no. 219/2000 Coll., on the Property of the Czech Republic and Acts thereof in Legal Relations; by Act no. 122/2000 Coll., on Preservation of Collections with Museum Nature and Change of Some Acts; by Act no. 499/2004 Coll., on Record Keeping and Record Service and on Amendments of Certain Acts (always as amended) ; by the NML Regulations where appropriate, and by these Rules.
- e. Researchers are required to register with the NML. The MM personnel has the right, at its discretion, to grant MM privileges to other interested persons over the age of 18 as well. The researchers may use the MM collections to study when the character and current use of the collections allow: they may browse the collections, make notes, drawings or digital images of books and other two-dimensional items, as well as view and make drawings or photographs of three-dimensional items.

2. Study of the MM collections

- a. The collections are open to researchers within limits given by the character and condition of each particular item.
- b. Researchers have to make an appointment date with the MM personnel and state the purpose of their study. Unannounced visitors may be refused.
- c. The MM personnel may ask the researcher to identify himself or herself by valid ID at the time of entry.
- d. The MM collections are to be studied on the premises only. No items may be taken outside the MM. For exhibits or for study purposes items may, on occasion, be loaned outside museum, solely by permission of the MM Head. Loans from the museum are guided by special guidelines (see below).
- e. Before starting research the person is to fill his or her name, address of permanent residence or sending institution and theme or purpose of study in the Research List. At the end of the visit, the researcher or the MM personnel lists items that were loaned.
- f. Researchers are liable for returning the borrowed early printed books or rare prints in the same condition and range as they were submitted to him or her.
- g. The access to the MM deposits is closed to researchers. In justified circumstances, exceptions to this rule may be granted by the MM Head.
- h. Researchers cannot reserve an item for study. One item can be studied by more researchers at one time. In principle exhibiting and processing of the materials have priority over providing them to researchers.
- i. Researchers must follow instructions of the MM personnel.

3. Study of early printed books and rare prints

- a. Early printed books are defined as books published between years 1501 and 1800 inclusive. Rare prints are all items registered in the catalogue of rare prints (signature T), items from the so-called Fritz library (signature F) and from the collection of dissertations (signature D) regardless to the date of publication.
- b. When studying the copy the researcher must be very careful and use aids presented by the MM personnel. The documents must not be used as writing pads and making any damage to the document - underlining, deleting, inscribing – is strictly prohibited.
- c. Researchers may make written notes or drawings by hand or into a portable computer.
- d. If the documents were digitalized or reproduced, the originals can be consulted only in justified reasons. Digital copies can be accessed in the NML study rooms or, exceptionally, on the MM premises.
- e. Generally, photocopies of early printed books and rare prints may not be made, to avoid damage to the document or its binding. If necessary, particular pages can be digitalized in the MM or through the NML, as long as the condition of the document allows it.
- f. If the MM personnel grants its permission, the researcher can take digital photographs of particular pages of text documents, without using flash and putting pressure on the document. The researcher is obliged to provide the MM with the digital photographs made.

4. Study of three-dimensional items

- a. Researchers may study the item only if its condition and character allows it. Unprocessed collections are not at disposal to researchers.
- b. When handling the item the researcher must follow precautions in order to protect it.
- c. Researchers can take digital photographs of item only if the personnel MM approves. In such case, the researcher must provide the MM with the digital photographs made. Taking photographs of collections in larger number for private purpose is prohibited.

5. Access to the MM archives

- a. Archives of the MM remain mostly unprocessed so far. Access to them is regulated by course of the Archives Act no. 499/2004 Coll., on Record Keeping and Record Service and on Amendments of Certain Acts., and by decisions of the MM Head or a custodian.

6. Loans

- a. In some cases it is possible to take the MM materials (very rarely of prints as well) on external loan especially for exhibit or, exceptionally, for reasons of study.
- b. Before any material leaves the MM, a loan contract must be signed by the MM and the researcher, containing (1) name of the borrower; (2) reason for loan; (3) return date; (4) identification of materials loaned.
- c. All rights to the loaned material remain with the MM and the material can be used only for the purpose agreed.
- d. The borrower is responsible for any loss or damage to the items loaned during the whole period from the time they are collected at the MM to the time they are returned. Compensation for loss or damage are guided by the appropriate laws.

- e. Transport of materials to the place of destination and back is arranged for by the borrower on his or her expenses and at his or her risk.

7. Publication of results

- a. When the researcher publishes results of the research he or she is bound to identify the MM as the source of the collections used. In particular, but not exclusively, this refers to publishing photographs of MM items. One copy of the publication is to be sent to the MM.

8. Concluding Provisions

- a. Use of the MM collections must not breach valid regulations or reserved rights of other persons.
- b. If a researcher violates, in the course of research, a duty given by the law or by these Regulations, his or her MM privileges will be suspended.
- c. Availability of MM services depends on technical conditions and can be limited by decisions of the NML Director or the Head of the MM.
- d. These Regulations are part of the National Medical Library Regulations.