Dean's Provision no. 12/2016 issuing

THE OPERATING RULES OF THE LIBRARY OF THE FACULTY OF MATHEMATICS AND PHYSICS OF THE CHARLES UNIVERSITY

Article 1
Introductory provisions

The Operating rules of the Library of the Faculty of Mathematics and Physics of the Charles University (hereinafter referred to as the library) govern the library activities, its management, as well as its organizational structure, following the Rector's Provision no. 24/2016, in force from 1st October 2016 (i.e. The Library Rules of the Charles University), the Full text of Appendix no. 1 to the Statute of the Faculty of Mathematics and Physics, Charles University, issued on 15 May 2015 (i.e. Rules of Organization) and in connection with other internal regulations of Charles University (hereinafter referred to as the CU) and of the Faculty of Mathematics and Physics of the Charles University (hereinafter referred to as FMP CU or simply the faculty).

Article 2
Fundamental provisions

1. The library is a self-reliant workplace of the FMP CU pursuant to Section §22, Article 1, letter c) of Act No. 111/1998 Coll. on Higher Education Institutions, as amended. The library is a sub-library of the Library of the Charles University within the meaning of Appendix no. 1 of the Rector's Provision no. 24/2016.

2. The operating rules of the library are binding for all staff of the library and the provisions of these operating rules are binding for the further development of internal standards within the scope of the library.

3. The activities of the library shall be governed in particular by the following laws:
   a. Act No. 111/1998 Coll. on Higher Education Institutions, as later amended, and under related regulations,
   b. Act No. 257/2001 Coll. on Libraries and Terms of Operating Public Library and Information Services (Library Act), as later amended, and under related regulations,
   c. Act No. 121/2000 Coll. on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (Copyright Act), as later amended, and under related regulations,
   d. Act No. 101/2000 Coll. on the Protection of Personal Data and on Amendment to Some Acts, hereinafter referred to as the Personal Data Protection Act, as later amended, and under related regulations,
   e. Act No. 106/1999 Coll. on Free Access to Information, as later amended, and under related regulations,
   f. Act No. 89/2012 Coll. Civil Code, as later amended, and under related regulations.
Article 3
The library is divided into three departments: Department of Physics (Library of František Záviška), Department of Mathematics (Library of Václav Hlavatý) and Department of Informatics. Also the Library of Natural Sciences and History, and the Department of Study Literature are departments of the library.

The library methodically manages the sub-libraries, but the responsibility for their collections and the operations are carried out by the relevant departments:

a. Sub-library of the Astronomical Institute of the Charles University – Library of August Seydler,
b. Sub-library of the Department of Geophysics,
c. Sub-library of the Department of Atmospheric Physics.

Article 4
The head of the library is appointed by the Dean of the Faculty.

Head of library:

a. Is responsible to the Dean for the organization and operation of the library,
b. Is responsible to the Dean for managing the funds of the library,
c. Coordinates and methodically controls the activities of all library departments,
d. Is responsible to the Dean for forming the Library-Information System concept.

Article 5
Library is serving by its library, informational, and other scientific activities to:

a. Academic and scientific staff of the faculty,
b. Students of all types of study at the faculty, participants of lifelong learning at the faculty and students of other faculties of CU,
c. Professional institutions,
d. Professional public and other interested parties.

Article 6
The library performs the following activities centrally for all faculty departments:

a. Acquisition of collections, i.e. the selection and acquisition of information sources in a standard printed or electronic format in accordance with the needs of scientific and pedagogical activities,
b. Processing of collections, including central records and decommissioning of documents in accordance with valid decrees and directives,
c. Administration, protection, and revision of collections in accordance with applicable regulations and directives,
d. Library and information services (document lending, access to electronic information resources, interlibrary lending, advice on the use of classical as well as electronic information resources);
e. Bibliographic information services, i.e. reference and consulting services,
f. Collecting and processing of data on the publishing activities of faculty staff, which is carried out in cooperation with authorized staff of individual faculty departments in connection with the requirements of the faculty,
g. Bibliometric and scientometric services and support of scientific activities at the faculty,
h. Reprographic services,
i. Basic administration of automated library systems,
j. User education aimed at obtaining scientific information and independent work with information sources,
k. Presentation of information to users about library services and activities by maintaining and updating library websites, and making catalogs and other information about library available electronically.

Article 7
Operation of the library is provided by the following resources:

a. The funds allocated by the faculty within the total budget,
b. Funds from grant projects and foundation activities,
c. Other off-budget resources.

Article 8
The conditions for securing the activities of the library are being set by the Dean's provision. The library's Loan Terms and Rules, which are issued by the Dean of the Faculty, specify the actual conditions for the use of library services.

Article 9

Final provisions

The operating rules of the library become valid on the day of their publication in the public section of the Faculty's website, and come into force on 1 January 2017.

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Approved by: prof. RNDr. Jan Kratochvil, CSc.

Dean of the Faculty of Mathematics and Physics of Charles University