



## **DIRECTIVE No. 2018/2 LIBRARY REGULATIONS**

### **1. LEGAL BASIS**

In accordance with Act of the Czech National Council No. 286/1992 Sb., on the Academy of Sciences of the Czech Republic, as amended, the Statutes of the Academy of Sciences of the Czech Republic of 19 February 2001 (Article 49d) and the Charter of Foundation of the Institute of Atmospheric Physics (hereinafter referred to as the "IAP") of which the library is a part, I hereby issue the following Library Regulations.

### **2. MISSION OF THE LIBRARY**

The mission of the library is to collect, process, store and make available scientific information contained in the specialised library collection designed to meet the needs of the scientific research in the workplace.

### **3. RELATIONS TO OTHER LAWS**

According to Art. 17 (4) of the Charter of Fundamental Rights and Freedoms, the library allows equal access to information not only to the members of own staff, but also to the broader public, providing it with library and information services in accordance with Act No. 257/2001 Sb., on libraries and conditions of public library information services (the Library Act), as amended.

### **4. LIBRARY AND INFORMATION COLLECTIONS**

The thematic and specific composition of both the primary and secondary library collections corresponds to the specialisation of the scientific research in the workplace. The library collection thus profiled is being systemically expanded by purchases, exchanges and other sources, in coordination and cooperation with libraries of the same or related specialisation. The library and information collection is not limited only to the classic carriers of information but also includes electronic information resources and collections.

### **5. LIBRARY AND INFORMATION SERVICES**

The library provides its services primarily to the members of the institute staff. It also makes available the library documents for free to the broader public, providing it also with oral bibliographic, reference and factual information, and enables obtaining information from external information sources to which it has free access. It develops interlibrary borrowing services.

### **6. USERS OF LIBRARY AND INFORMATION SERVICES**

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The basic categories of library users are internal users, i.e. the staff of the Institute of Atmospheric Physics, and external users, i.e. the staff of other ASCR workplaces and universities, and the broader public. Any natural or legal person can become an external user after completing the application form and verifying their personal data by a library worker. Users of the library are obliged to comply with the Library Circulation Rules.

### **7. LIBRARY CIRCULATION RULES**

Borrowing documents from the own library and information collection is free of charge.

Periodicals are lent to both categories of users for reference use only.

Monographs and special kinds of documents are lent to internal users for a period individually limited with respect to the time necessary for study. The library may shorten this period if the publications are requested by other users. Upon the termination of employment, internal users are obliged to settle their obligations to the library.

Monographs and special kinds of documents are lent to external users for reference use; outside loans are provided only exceptionally.

The library of the Institute of Atmospheric Physics ASCR is accessible for external users during the following office hours:

Monday 1.00 – 3.30 p.m.

Thursday 9.00 – 11.30 a.m.

### **8. ELECTRONIC SERVICES**

These include:

- a) Services offered via the library website (once it is completed);
- b) Making available online electronic information sources to which the Institute library has free access.

### **9. OTHER SERVICES OF THE LIBRARY**

These include:

- a) Copy services;
- b) Interlibrary loan services

### **10. PENALTIES FOR NON-COMPLIANCE WITH THE LIBRARY REGULATIONS**

Library users are obliged to pay for lost, damaged or destroyed library documents. In case of significant exceeding of the loan period, the user may be charged a late fee by the library staff.

### **11. FINAL PROVISIONS**

Exceptions from the Library Regulations are permitted by the Director of the Institute of Atmospheric Physics ASCR or an employee authorised by him.

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With the effect from 2 July 2018, for the use in the Institute of Atmospheric Physics ASCR, v.v.i., and after being discussed by the Library Commission, approved by doc. RNDr. Zbyněk Sokol, CSc., Director of the IAP ASCR, v.v.i.

Directive No. 2015/02 – Library Regulations of 29 September 2015 – is cancelled.

In Prague, on 2 July 2018

*Signature illegible*

Doc. RNDr. Zbyněk Sokol, CSc.

Director of the IAP

Annex No. 1

Handling of personal data

**ANNEX No. 1****HANDLING OF PERSONAL DATA**

The library processes the personal data of users in accordance with Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. For the library purposes, personal data mean the identification and address details of its users or information about loans and other transactions. The data are processed in the library automation system.

**1. PURPOSE OF PERSONAL DATA PROCESSING**

The library collects, processes and stores personal data in order to:

1. protect the library collection acquired from public funds and intended for lending outside the library;
2. record the transactions relating to the reader, including, without limitation, outside loans;
3. provide users with quality services by, among others, contacting readers for effective communication, where necessary;
4. conclude an agreement on the electronic provision of documents (hereinafter referred to as the "EPD"), which binds the library to provide the user with the EPD services according to the user's requirements for the purposes of his research and private study, and the user to handle the electronic documents obtained via the EPD services in accordance with copyright law and the concluded agreement.

**2. SCOPE OF PROCESSED PERSONAL DATA**

2.1. In order to record transactions, protect the library collection and provide loan services (article 1 (1-4) above), the library processes personal data of its users obtained from the reader's completed application form, specifically in the following scope:

Basic identification data:

- Name and surname;
- Contact address or permanent address;
- Date of birth.

Voluntary data:

- Address of school/workplace;
- Telephone number, e-mail address;
- Academic titles.

Service data:

- Information on the subject, place, and time of the start or end of the loan period, of outside loans or loans for reference use, or reservations; information about the date of the user's registration in the library.

Anonymised service data will be used for statistical outputs describing the services provided by the library.

2.2. In order to conclude an agreement on electronic provision of documents (Article 1 (4) above), the library processes personal data in the following scope:

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- Name and surname;
- Contact address or permanent address;
- Telephone number, e-mail address.

In order to verify the processed data, the library will require the user to submit his valid identity document. Such document is identity card for Czech citizens and passport for foreign citizens.

### **3. STORAGE AND PROTECTION OF PERSONAL DATA**

The library stores personal data:

- In the original documents (the reader's application, Agreement on the electronic provision of documents to the end user).

These documents are stored so as to be accessible only for that member of the library staff who works with the documents within his work duties specified in his job description.

- In the library automation system.

The data stored in the library automation system correspond with the data in the reader's application and, at the same time, they document changes in these data. The data are protected by a system of login names, and access passwords and rights.

### **4. TERMINATION OF PROCESSING OF PERSONAL DATA AND THEIR LIQUIDATION**

The library processes users' personal data in the above described scope from the moment when the reader files a completed and signed application with the library, by which he expresses his consent to the processing of personal data.

The library processes the personal data until the user expresses his disapproval of such processing, orally or in writing.

If the user requests the termination of processing of his personal data, the library will liquidate the personal data, specifically as follows:

- By destruction of original documents – readers' applications will be physically liquidated;
- By anonymisation of the personal data in the readers' database – the personal data will be deleted.

If the data subject expresses his disapproval, the personal data will then be processed only to the extent necessary for the protection of the legitimate interests of the controller or a third party in accordance with the purposes of the processing.

The data subject has a right to require that the controller provide him with access to the personal data concerning the data subject, rectification or erasure thereof if the purpose of processing has ceased to exist, or restriction of processing, and to object to processing.

### **5. DUTIES OF THE EMPLOYEES IN PROTECTING USERS' PERSONAL DATA**

Library employees are obliged to process personal data exclusively within their job duties and in the above-stated scope. They are acquainted with the Personal Data Protection Act and they shall avoid any conduct that could lead to unauthorised disclosure of personal data.