

THE VÁCLAV HAVEL LIBRARY

Ostrovní 13, 110 00 Prague 1

Documentation Centre Library and Research Rules

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Article I

Definition of basic concepts

The Documentation Centre of the Václav Havel Library consists of an archive and a library. Access to the archive and library is governed by these Library and Research Rules.

Article II

Mission and function of the Library

1. The Václav Havel Library collects, examines, publishes, disseminates and defends the philosophical, literary and political legacy of a great figure of modern Czech history – writer, dramatist, thinker, human rights activist and Czechoslovak and Czech president. It also deals with personalities, events and phenomena connected with Václav Havel and attempts to explore them and place them in their modern day and historical contexts.
2. The Library is a basic library with a specialised library collection in the sense of article 12 of the Law on Libraries and is registered at the Ministry of Culture under number 6343/2007.
3. The archive focuses on and processes documents and articles directly related to the life and work of Václav Havel or connected to him.

4. The Library and the Archive make their collections accessible by means of loan, reprographic, electronic, research, bibliographic and information services.

Article III

Services provided by the Library

The Library provides the following library and information services.

1) Loan services

The library lends books and other documents exclusively for full-time study.

2) Interlibrary borrowing and reprographic services within the Czech Republic

a) The Library provides international loan and information services, in accordance with article 14 of the Law on Libraries, free of charge.

b) Interlibrary loan service is provided by lending the library document or a copy of it, or by providing information about where the required document is located.

3) Reprographic and other copying services

a) The Library provides copying services and facilitates the electronic copying of data. Any copies made are intended solely for the personal needs of the ordering party, who is obliged to treat them in line with these Library and Research Rules and in accordance with the provisions of law no. 121/2000 Coll. on copyright.

b) Paper copies are made in black and white in commonly available formats.

c) The user may use their own storage media to make electronic copies of selected documents.

d) The head of the Documentation Centre is authorised to determine which materials can be excluded from copying.

e) The price of the copies made at the request of the user is set out in the pricelist of services, which is an addendum to these Library and Research Rules. The head of the Documentation Centre is entitled to waive the service fee.

4) Information services

a) The Documentation Centre makes available through the website www.vaclavhavel-library.org basic information about the library's collection, and after registration, also limited information about the archival collection. All books and archival materials are available to the public at the Documentation Centre's reading room.

b) The Documentation Centre allows users to access the internet in the reading room. Researchers may use these services under the conditions set out in article V/point 2 – Guidelines for using computer technology.

c) The Library provides consulting services (information about catalogues, databases, collections and library use), bibliographic information services (bibliographic and

factographic information) and, on request draws up research on the given topic. The conditions of the advisory service must be negotiated individually in advance.

5) Promotional services

a) The Documentation Centre is accessible at www.vaclavhavel-library.org.

b) The Documentation Centre participates and cooperates in events organised by the Václav Havel Library and other institutions at home and abroad, especially at exhibitions, public debates, seminars and conferences, and promotes books and electronic media produced by the Václav Havel Library, registered charity.

Article IV

Access to library and archival documents

1. Archival records can be viewed only after completing the research license form on the website of the Documentation Centre or at the Documentation Centre's reading room itself.
2. Mandatory personal data are as follows: name, surname, year of birth, city, residence or registered office, email address, telephone, search topic and purpose of viewing. False information on a research inquiry form may result in denial of access to the electronic archive.
3. On completing the inquiry form the user receives a password to enter the database of documents processed to date. By doing so, the user undertakes to use the data found only in the sense of its intended purpose, without provision to third parties. The public dissemination of information obtained is governed by the Article V of these Library and Research Rules and is possible only with the prior approval of an authorized employee of the Václav Havel Library or on the basis of a contract with the Václav Havel Library. The Václav Havel Library must always be listed as the source of the information disseminated.
4. Archival documents that are accessible as unreadable thumbnails in the database can be viewed at the Documentation Centre's reading room.
5. At the reading room of the Documentation Centre the user will prove his/her identity with a valid identity card, passport or other similar document so that a Documentation Centre worker may verify the accuracy of the information provided in the research inquiry form.
6. If the user is unable to prove his/her identity with a valid identity card, passport or other similar document, viewing of the archive will be denied.
7. Personal data are processed by fulltime employees of the Documentation Centre who act in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation). The Documentation Centre verifies and processes only true and accurate personal data.
8. Archival materials that are not older than 30 years old and related to a living person can when those materials contain sensitive personal data only be viewed with the prior consent of that person.

9. An electronic copy of archival documents shall be made available to the user by the Documentation Centre only for study or other non-commercial purposes.

Article V

Rights and obligations of users of library and information services

1. Rights and obligations of users

a) Users are required to follow this Library and Research Code and adhere to the instructions of the Documentation Centre.

b) Purpose and terms of registration – see article IV

c) The information and data obtained (in any form, on any medium) serves solely for the purpose stated by the user and not further distribution, reproduction, copying, lending, sharing, distribution (e.g., on a computer network), sale or other purposes.

d) The user is obliged to respect the copyright protection of data (see law no. 121/2000 Coll. on copyright, on rights related to copyright and on amendments to certain laws [the law on copyright]) and other regulations. The abuse of data and information may be punishable by law (see law no. 101/2000 Coll. on the protection of personal data and amendments to certain laws).

e) Further circulation, duplication, copying, lending, sharing, distribution (e.g., on computer networks), sale or other usage of the archival materials, in particular for commercial purposes, is dealt with on a case by case basis through the signing of a contract between the user and the Václav Havel Library. In issuing licences, the Václav Havel Library is bound by law no. law no. 121/2000 Coll. on copyright, on rights related to copyright and on amendments to certain laws.

f) A user who fails to comply with these measures may temporarily or permanently be deprived of the right to use the Documentation Centre's services.

g) The user has the right to use only one work station in the reading room.

h) Comments, suggestions and proposals for the work of the Documentation Centre can be submitted in writing or verbally to a designated employee of the Documentation Centre or the director of the Václav Havel Library.

2) Guidelines for using computer technology

a) The Documentation Centre enables its users to make use of archive and library databases and internet access.

b) The user may not use computer technology in the reading room for purposes other than the use of the services provided by the Documentation Centre. How the user must work is precisely defined at the relevant computer work station.

c) The user bears full responsibility for any possible computer configuration interference that might affect the operation of the computer or network in any way. The user may use his own

storage media but is fully responsible for any damage caused by his improper handling of computer equipment, including damage caused by computer viruses.

d) The operation of the library network may be restricted or interrupted due to necessary technical and software maintenance of the network, or for other serious reasons.

Article VI

Penalties for non-compliance with the Library and Research Rules

1. The user is obliged to report the loss or damage of a document without delay and to compensate for damage within the time limit set by the Václav Havel Library Director.
2. The director of the Václav Havel Library decides on the means of compensation.

Article VII

Final provisions

1. The Václav Havel Library reserves the right to modify, supplement and modify the Library and Research Rules.
2. Exceptions to the Library and Research Rules are permitted by the director of the Václav Havel Library, or by an employee entrusted to do so by him.
3. The Pricelist of paid services and fees is an integral part of these Library and Research Rules.
4. These Library and Research Rules enter force on 15 March 2018. The day these Rules take force the Václav Havel Library's Library and Research Rules issued on 15 September 2012 are abrogated.

Pricelist of paid services and fees

Creating a copy of CD/DVD materials	30 CZK
Creating el. copies on one's own external storage medium	free
Copying A4 in black and white	2 CZK per page
Scan to A3	2 CZK per scan
Finding documents/photographs commercial purposes	50 CZK per piece for non-
According to requirements, up to a possible 5 pieces purposes	25 CZK for every other piece 250 CZK for commercial

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