

Appendix No. 1 of the Code of Operation and of the Loan Rules and other Codes of Rules of the Institute of Scientific Information of the First Faculty of Medicine of Charles University and General University Hospital in Prague

Loan conditions in the ISI library according to user categories

Category A (faculty student)				
User ID (card) – CU Student ID card				
Loan status	Maximum number of loans	Loan period	Extended loan period up to	Overdue fine / day
Regular loan	30	30 days	90 days	3 CZK
Study loan	30	150 days	300 days	3 CZK
Grant loan	30	365 days	3 years	3 CZK
Total number of loans (regardless of their status)			30	

Category B (faculty staff)				
User ID (card) – CU Staff ID card				
Loan status	Maximum number of loans	Loan period	Extended loan period up to	Overdue fine / day
Regular loan	30	30 days	90 days	3 CZK
Study loan	30	150 days	300 days	3 CZK
Grant loan	999	365 days	3 years	3 CZK
Total number of loans (regardless of their status)			30	

Category C (GUH staff)				
User ID (card) – CU External User ID card				
Loan status	Maximum number of loans	Loan period	Extended loan period up to	Overdue fine / day
Regular loan	30	30 days	90 days	3 CZK
Study loan	30	150 days	300 days	3 CZK
Grant loan	999	365 days	3 years	3 CZK
Total number of loans (regardless of their status)			No limit	

Category D (CU user)				
User ID (card) – CU Student or CU Staff ID card				
Loan status	Maximum number of loans	Loan period	Extended loan period up to	Overdue fine / day
Regular loan	15	30 days	90 days	3 CZK
Study loan	15	30 days	60 days	3 CZK
Grant loan	--	--	--	--
Total number of loans (regardless of their status)			15	

Category E (exchange student)				
User ID (card) – CU ID card				
Loan status	Maximum number of loans	Loan period	Extended loan period up to	Overdue fine / day
Regular loan	10	30 days	60 days	3 CZK
Study loan	10	30 days	60 days	3 CZK
Grant loan	--	--	--	--
Total number of loans (regardless of their status)			10	

Category F (professional public)				
User ID (card) – CU External User ID card				
Loan status	Maximum number of loans	Loan period	Extended loan period up to	Overdue fine / day
Regular loan	10	30 days	60 days	3 CZK
Study loan	10	30 days	60 days	3 CZK
Grant loan	--	--	--	--
Total number of loans (regardless of their status)			10	

Category G (ILS)				
No user ID (card) is issued				
Loan status	Maximum number of loans	Loan period	Extended loan period up to	Overdue fine / day
Regular loan	30	30 days	60 days	3 CZK
Study loan	10	30 days	30 days	3 CZK
Grant loan	10	30 days	30 days	3 CZK
Total number of loans (regardless of their status)			No limit	

Appendix No. 2 of the Code of Operation and of the Loan Rules and other Codes of Rules of the Institute of Scientific Information of the First Faculty of Medicine of Charles University and General University Hospital in Prague

List of Fees, Fines, and Services of the ISI

(all prices include VAT)

Lost CU ID card	
CU student/staff ID card • Arranged by the user at one of the CU card service centres	www.cuni.cz/prukazy

(International) Interlibrary loan services – (I)ILS	
Category A–F	According to the price list of the supplying library; postage rates – if applicable – are according to the valid price list of postal operator
Category G	Free of charge

Contractual penalties¹ – overdue fines	
1 library unit (outside loan)	3 CZK / day
Fee for an uncollected loan request (reservation)	30 CZK / book

Other contractual penalties²	
Lost or damaged barcode on a document	10 CZK
Fee for document processing, when a lost document is being replaced	30 CZK
Fee for ascertaining unannounced changes for a registration	30 CZK
Sending a written overdue notice – registered	60 CZK
Sending a written overdue notice – registered, to the addressee in person only	80 CZK
Sending a written overdue notice – international registered (Europe)	150 CZK
Sending a written overdue notice – international registered, to the addressee in person only (Europe)	200 CZK

Reference-enquiries services	
Category B and C	Free of charge
Category A and E	Only the initial methodical help is free of charge
Category D and F	Librarian’s service 200 CZK / 1 hour

¹ Under Czech law, penalty charges (“smluvní pokuty”) are enforceable (see section 2048 of the Act No. 89/2012 Sb., the Civil code).

² Under Czech law, penalty charges (“smluvní pokuty”) are enforceable (see section 2048 of the Act No. 89/2012 Sb., the Civil code).