

## **LIST OF SUB-LIBRARIES AND STUDY ROOMS AND THEIR SCOPE**

According to Article 2 of the Operating Rules, the central library of the Faculty of Arts, Masaryk University ("FF MU central library") performs the function of a central library in the system of sub-libraries and full-time study rooms of the FF MU in order to coordinate their activities. This annex contains a list of sub-libraries and full-time study rooms, including their scopes of activity.

### **I. List of sub-libraries and full-time study rooms of the FF MU central library:**

#### **Sub-libraries**

1. Department of History
2. Department of Art History
3. Department of Archaeology and Museology (Classical Archaeology)
4. Department of European Ethnology
5. Department of Musicology
6. Department of Linguistics and Baltic Languages
7. Department of Classical Studies and Ancient History Library, New Greek Library
8. Department of Auxiliary Historical Sciences and Archive Studies
9. Mendel Museum Library

#### **Study rooms**

1. Department of Theatre Studies
2. Reference library (video library) of the Department of Film Studies and Audiovisual Culture
3. Taiwan Resource Center for Chinese Studies

#### **Study rooms with special status for the needs of a non-academic department**

1. Department of English and American Studies - Language School
2. Centre for Information Technologies

### **II. Scope of sub-libraries and full-time study rooms**

- Sub-libraries and study rooms are part of the FF MU central library. The library collection is registered with the FF MU central library and is in its possession.
- From a personnel point of view, operations are carried out by the workplace, specifically by the person in charge of the workplace. Appointments, terminations, or changes in the position of sub-librarian or study room attendant are to be sent by e-mail by the head or deputy head of the department to the head of the FF MU central library.
- The sub-libraries and full-time study rooms guarantee the observance of the operating hours to the extent reported to the FF MU central library.
- The operation of sub-libraries and full-time study rooms is subject to the rules of the FF MU central library operating rules.

### **III. Duties of the sub-libraries and full-time study rooms of the FF MU**

#### **A. Sub-library**

##### **Mandatory agendas:**

1. determine the person of the subject librarian (meeting the requirement of education in the Information Studies and Librarianship field or have completed a retraining course or trained at the FF MU central library), who provides:
  - a) operation of the library system at an advanced level,
  - b) reference and research services,
  - c) overview of thematic electronic information resources, performing advanced searches in the Discovery service,
  - d) creation and maintenance of industry gateways,
  - e) cooperation in the creation of cataloguing records,
  - f) participation in methodological meetings of the FF MU central library,
  - g) preparation of documents for the statement of the Association of University Libraries;
2. provides services within the scope of public library and information services according to the provisions of Section 4 of the Library Act:
  - a) reference and research services,
  - b) loan services and their registration,
  - c) interlibrary loan services,
  - d) printing and reprographic services,
  - e) providing access to information on the Internet, to which the library has free access;
3. administers the fund as follows:
  - a) the fund is recorded in the form of a collection,
  - b) responsibility and care of the fund:
    - i. in case of damage or necessary maintenance, the books must be handed over for repair or the bindings must be restored, at the expense of the department,
    - ii. anti-theft protection,
  - c) review of free choice once a year,
  - d) updating the fund:
    - i. according to published documents in the field,
    - ii. based on data obtained from scanning and the loan module;
4. library space
  - a) is accessible for a minimum of 20 hours per week,
  - b) is open to the public;
5. is responsible for up-to-date information about the operation of the sub-library on the FF MU central library website.

##### **Voluntary agendas under the responsibility of a given sub-library:**

1. building fund,
2. actual signatures,
3. selecting the borrowing mode,
4. operating hours beyond 20 hours and their scheduling,
5. interior design,
6. selection of the fund for the application of the e-loan system.

## **B. Study room**

### **Mandatory agendas:**

1. designate a person to operate the reading room who has the following qualifications and provides services in the manner specified:
  - a) industry education or training at a basic level:
    - i. searching in the library information system and Discovery service,
    - ii. registration of attendance loans - scanning of barcodes,
  - b) orientation in the fund,
  - c) participation in methodological meetings of the FF MU central library,
  - d) preparation of documents for the statement of the Association of University Libraries;
2. provides services:
  - a) interlibrary loan services,
  - b) printing and reprographic services,
  - c) providing access to information on the Internet, to which the library has free access;
3. manages the fund in this way:
  - a) recorded in the form of a collection,
  - b) responsibility and care of the fund:
    - i. in case of damage or necessary maintenance, the books must be handed over for repair or the bindings must be restored, at the expense of the department,
    - ii. anti-theft protection,
  - c) the fund is attendance only,
  - d) maximum size of the fund - 2,500 library units,
  - e) records of loans: review of the collection once a year,
  - f) updating the fund:
    - i. according to published documents in the field,
    - ii. based on data obtained from scanning and the loan module;
4. the study area:
  - a) is accessible for a minimum of 12 hours per week,
  - b) is open to the public;
5. is responsible for up-to-date information about the operation of the study room on the FF MU central library website.

### **Voluntary agendas under the responsibility of a given sub-library:**

1. building fund,
2. actual signatures,
3. operating hours beyond 12 hours and their scheduling,
4. interior design,
5. selection of the fund for the application of the e-loan system.

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