
GLOBAL CHANGE RESEARCH INSTITUTE CAS, P.R.I. INTERNAL REGULATIONS OF THE INSTITUTION

Regulations no.	5/2021	
Title of the regulations		
LIBRARY REGULATIONS		
Regulations were issued on	26. 8. 2021	
Entered into force	1. 9. 2021	
Processed by	Mgr. Nikola Audesová	
Supervised by	doc. Ing. Dalibor Janouš, CSc.	
Responsibility for updates	Mgr. Nikola Audesová	
The regulations are intended for	To all users of the library	
The regulations cancel or replace	Library regulations from 2.5.2011	
<p>prof. RNDr. Ing. Michal V. Marek, DrSc., dr. h. c. Director of the Institution</p>		

I. GENERAL PROVISIONS AND LEGAL EMBEDMENT

In accordance with Act No. 283/1992 Coll., On the Academy of Sciences of the Czech Republic, as amended by Act No. 220/2000 Coll., and Act No. 341/2005 Coll., The Statutes of the Academy of Sciences of the Czech Republic of 24 May 2006 with effect from 1 January 2007 (Article 49d) and the charter of the Global Change Research Institute CAS, p.r.i., of which the library is a part, I issue these library regulations (hereinafter referred to as the LR). The library's activities also follow up on: - Article 17, paragraph 4 of the Charter of Fundamental Human Rights and Freedoms (free and equal access of citizens to information), - Act No. 257/2001 Coll., On Libraries and Conditions for the Operation of Public Library and Information Services (Library Act - hereinafter referred to as LA), as amended, - Decree of the Ministry of Culture No. 88/2002 Coll., on the implementation of Act No. 257/2001 Coll., on libraries and conditions for the operation of public library and information services (LA), - Act No. 121/2000 Coll., on Copyright, as amended.

The library is registered in the register of libraries of the Ministry of Culture (MC) under number 6443/2011 as a basic library with a specialized collection.

II. MISSION OF THE LIBRARY

The mission of the library is to collect, record, process, store and make accessible scientific information contained in a specialized library collection, which is built with regard to the needs of scientific research in the workplace.

III. LIBRARY AND INFORMATION COLLECTIONS

The thematic and type composition of primary and secondary library collections corresponds to the focus of scientific research at the workplace. These are documents from the field of natural sciences and the environment. The library collection is constantly supplemented by purchases, exchanges, donations and other resources in coordination and cooperation with libraries of the same or related thematic focus. In addition to traditional information media, the library and information collection also includes electronic information sources.

IV. LIBRARY, INFORMATION AND ELECTRONIC SERVICES

The library provides all its services primarily to the staff of the Institute of Global Change Research Institute CAS, p.r.i., hereinafter referred to as the "institute". It makes library collections available free of charge to the general professional public, and also provides oral bibliographic and reference information. It enables the mediation of information from information sources to which it has free access.

The library offers electronic services, which include:

Services offered through the library's website

Making available on-line electronic information sources under the conditions set by the director of the institute.

V. OTHER SERVICES AND BASIC ACTIVITIES OF LIBRARY EMPLOYEES

Management of book and magazine collections in the ALEPH system (automated library system) including:

- Acquisition of books according to the requirements and suggestions of internal users
- Cataloguing books according to RDA rules
- Borrowing system

Reprographic services – printing, scanning, copying

Converting records to the EndNote database

Citation analysis

Working with databases Web of Science (including InCites), Scopus, Ebsco (Ultimate Magazine Collection), ProQuest (Magazine Collection), JSTOR, Emerald Premier

Work with resources available through CzechELib

Interlibrary loan services (ILS) and International interlibrary loan services (IILS)

The library provides internal users with documents that are not available in its own collections through ILS and IILS.

External users are provided with copies for personal use on request via ILS (e-mail, ILS request).

Reimbursement of costs incurred, including transport costs, is required for the interlibrary loan service.

Evidence of periodicals

Professional periodicals are registered and stored in accordance with the Library Act.

Other unsubscribed periodicals are not entered in the incremental list and are not stored in the library collection.

Evidence of scientific results of GCRI employees in ASEP (institutional repository of the Academy of Sciences of the Czech Republic)

VI. LIBRARY USERS

Internal – staff of the institute.

External – employees of other workplaces of the CAS and universities, students, general public.

Both natural and legal persons can become a user of the library on the basis of a completed application, verified by a library employee according to personal data. In addition, for legal persons, written verification is necessary.

All library users are obliged to follow the library borrowing rules.

VII. BORROWING RULES OF THE LIBRARY

Borrowing documents from the library collections is free of charge.

In the event of a breach of the library borrowing rules, further loans may be refused.

Making documents available

The library of the institute decides on the method of making its collection accessible and on the possibilities of lending documents in accordance with its mission and with regard to the requirements for the protection of the library collection.

If the requested document has already been lent to another user, the library staff will, at the request of the applicant, accept the reservation record if possible.

Absent loans

For internal users, the loan period is not limited in time, but the library may request a shortening of the loan if publications are requested by other users. When terminating the employment relationship, internal users are obliged to settle their obligations to the library. All documents are lent to external users exclusively in present, absent loans are only made exceptionally. The user is obliged to check the status of borrowed publications and report any defects. The user fills in and signs a loan slip for each borrowed publication. The user is liable for the borrowed publication until it is returned and bears full responsibility for its damage, impairment or loss. Methods of compensation for damaged or lost publication are as follows:

- a) the supply of the same title of the same or another edition
 - b) replacement by a quality bound photocopy of the original title
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- c) replacement by another publication of equivalent financial value
- d) payment of the corresponding financial amount

The librarian decides on the amount of financial compensation and a suitable replacement publication.

Present loans

External users can visit the library only in the presence of the librarian and by prior arrangement.

Readers who do not have the opportunity to visit the GCRI library can borrow literature for study by the interlibrary loan service (ILS) according to the valid legal provisions.

VIII. REVISION OF THE LIBRARY COLLECTION

Revisions of the library collection are carried out at intervals stipulated by the Library Act or during extraordinary events, such as moving, changing a librarian in a library with one employee or in the event of a significant change of work team, natural disaster, forcible entry into the library, etc. The result of the revision is to determine the number of lost documents, documents suitable for discarding and to check the order in which the library collection is stored. Documents that have already been considered lost may also be found during the revision. During the revision, it is also necessary to check the physical condition of the collection.

Objectives of the revision:

- comparison of the actual state of library units with the state of records and loans,
- finding out the differences between the number of library units in the collection and the actual state,
- identification of deficiencies in the records,
- identification of shortcomings in the organization and maintenance of the collection,
- determination of the physical condition of the collection

IX. FINAL PROVISIONS

1. The library regulations are binding for all library users.
2. Exceptions to the library regulations are permitted by the director of GCRI or an employee authorized by him.
3. An integral part of these library regulations is:
 - a) Annex No. 1: Access to databases
 - b) Annex No. 2: Subscribed series
4. The library regulations come into force on 1. 9. 2021.
5. These library regulations replace Library regulations from 2.5.2011

On 26. 8. 2021

prof. RNDr. Ing. Michal V. Marek, DrSc., dr. h. c.
Director of the Institution

Annex No. 1: Access to databases**Via Academy of Sciences Library:**

- **Web of Science (including InCites)**

Product Clarivate Analytics provides access to information resources of [Web of Science](#) and [Journal Citation Reports](#). It contains information on articles, authors, content and references, citations and editorial data. It follows about 7,500 important periodicals of mostly Anglo-American production, with a multidisciplinary focus. Among other things, the citation of authors can be searched in WoS, and the **Impact Factor** indicator can be searched in JCR.

- **Scopus**

SCOPUS is currently the world's largest citation and abstract database, providing (with daily updates) information on articles from 24,000 selected peer-reviewed scientific journals in the fields of natural sciences, engineering, medicine, social sciences, focusing on European production (including selected magazines from the Czech Republic). It also contains records of patents and articles in conference proceedings, the "Articles in Press" service for 3,000 journals, and much more.

- **Ebsco (magazine collections in the Ultimate version)**

Multidisciplinary academic database containing the world's widest collection of prestigious titles in full text, over 10,600 full-text periodicals, of which more than 5,800 indexed in WoS and Scopus. In addition to the full text, this database offers indexing and abstracts for more than 11,200 journals, as well as hundreds of publications, including monographs, reports, conference outputs, and other resources. This academic collection offers a wide scale of full texts for numerous scientific disciplines, such as: anthropology, astronomy, biology, chemistry, civil engineering, electrical engineering, ethnography and multicultural studies, philology, history, nutrology and health, geography, geology, law and political science, construction, mathematics, mechanical engineering, medicine, music, pharmaceutical sciences, physics, psychology, religion & theology, gender studies, veterinary medicine, zoology and many other disciplines.

The full-text content of Academic Search Ultimate dates back to 1887 for a number of titles. It is updated daily.

<https://www.youtube.com/channel/UCmwbFi8P4SQvSKolali5bw>

- **ProQuest (magazine collection)**

ProQuest Central is a multidisciplinary database that provides access to most of ProQuest's own production and is currently one of the largest full-text databases in the world.

ProQuest Central is a "megadatabase" following the tradition of the ProQuest 5000 International title. It combines over 25 of the most popular databases from ProQuest's own production, available on the platform of the same name, and specialized databases. Provides information for more than 160 disciplines including business and economics, science and technology, medicine and health, literature and linguistics, society and culture, art and history.

ProQuest Central contains more than 18,000 magazines, of which over 14,000 with full texts, 9,000 market reports from 43 industries and 40 countries, 44,000 Hoover's profiles, updated 3,600 industry profiles (Snapshots), over 1,200 newspaper titles incl. The Wall Street Journal and Los Angeles Times.

- **JSTOR**

JSTOR is a digital library containing professional journals, books and primary sources from a wide range of disciplines, but mainly from the humanities and social sciences. The Academy of Sciences Library license allows access to 17 sub-databases - Arts & Sciences I – XV, Biological Sciences and Business IV. You will find a list of titles in the individual collections

- **Emerald Premier**

Emerald Premier is a multidisciplinary database, thanks to which you get access to the complete production of the Emerald publishing house. The database covers a wide range of fields, which are divided into 16 subject categories: accounting and finance, economics, education, technology,

health and social care, human resources and organizations, informatics and knowledge management, librarianship and information science, management, marketing, asset management and construction, public policy and environmental management, sociology, strategy, tourism and hospitality, transport.

Via Czechelib:

- **ScienceDirect Freedom Collection**

Elsevier's ScienceDirect database contains nearly a quarter of the world's peer-reviewed full-text titles in science, technology and medicine. The Academy of Sciences Library provides access to Freedom Collection titles and other freely available titles from the ScienceDirect Free Access Journals.

- **SpringerLink journals** (Lecture Notes in Mathematics, Computer Science Library e-books)

SpringerLink is the most comprehensive online collection of journals, books, and reference materials in science, technology, and medicine produced by Springer and its subsidiaries. The Academy license provides access to the Complete Collection, containing the full texts of journals from 1997 to the present. In addition, the database also contains books, magazines, articles and other documents with free access.

- **Wiley Online Library journals – ST**

Wiley Online Library is a multidisciplinary database of electronic journals, books and other documents produced by John Wiley & Sons. Under the Academy of Sciences Library license, you will get access to selected electronic books and complete magazine production.

Annex No. 2: Subscribed series

The library collection of the GCRI currently has the series obtained as a gift, present loan is available:

A / Science and research (Věda a výzkum)

Quarterly on projects of workplaces of the Academy of Sciences of the Czech Republic and on scientific news - published in printed and electronic form.

Nature protection (Ochrana přírody)

The Nature Protection journal has been published since 1946. As a professional magazine, it deals with the issue of nature and landscape protection in the broadest context. It is intended primarily for professionals in nature conservation and scientific research institutions, as well as for those interested in non-governmental non-profit organizations, teachers and all those who are interested in nature.

In the magazine you will find articles and current information concerning the issues of landscape care, protection of specially protected areas, species protection of animals and plants and legal aspects of nature protection. The journal brings the results of research and monitoring. It provides information on the implementation of international conventions and also on the Natura 2000 system. It provides other professional information from abroad. Since 2015, it has included a special category, which also enables the inclusion of current shorter reports, reviews or medallions.

At the beginning of 2007, the periodicity of the magazine, which is published six times a year, changed in the middle of each even month.

Water management technical and economic information (VTEI)

The journal Water management technical and economic information (Vodohospodářské technicko-ekonomické informace) publishes mainly the original communication on research results in the field of hydraulics, hydrology, hydrogeology, hydrochemistry, radioecology, hydroinformatics, cartography in water management, water technology, water supply, purification, waste management, applied ecology, hydrobiology, revitalization, quality water, pollution control, water management economics, social issues related to water and sustainable use of water resources. Furthermore, clear papers (state of art) are published summarizing the significant results achieved in the field and their theoretical or practical implications and contexts, especially in the Central European region, as well as review articles and short

communications on current events in water management and science and technology issues. environmental protection, etc.

Meteorological reports (Meteorologické zprávy)

The journal Meteorological Report (**Meteorologické zprávy**) is published as a bimonthly with a focus on professional articles and informative articles from the fields of meteorology, climatology, air quality protection and hydrology.

Statistics & Us (Statistika&My)

In the information and popular science magazine of the Czech Statistical Office Statistics & Us you will find news from the world of statistics, information on official statistics of the CZSO and its partners in the state statistical service, links to useful applications, publications and information sources or electronic form of articles from the printed issue of Statistics & Us and selected publications from the Czech Statistical Office. You will learn information from business, public administration, social and cultural phenomena, health care, nature and other areas of human interest and activities. The authors of the articles rely on CZSO data, place them in a broader context and present them in interesting contexts.

Forestry research reports (Zprávy lesnického výzkumu)

A peer-reviewed scientific journal in which the results of research related to forestry, forest ecosystems and the fulfillment of forest functions are published. It brings information for forestry science and practice. It has been published since 1955, its publisher is the Research Institute of Forestry and Hunting, v. V. I., Strnady.

Furthermore, series that are acquired through purchase and we are its subscribers:

Forestry work (Lesnická práce)

It brings information about current events in the forestry and wood technology sector, expert knowledge in the form of professional and popular articles, interviews, surveys.

Universe (Vesmír)

Vesmír magazine has been published since 1871, now as a printed monthly expanded with continuously updated online content. It addresses readers interested in the natural sciences with an overlap to other disciplines.

It is far from just about the universe - despite its name, which must be understood in the context of the time. In 1871, the word "universe" did not refer to the cosmos, but to the entire (terrestrial) world. The title was to indicate the breadth of topics covered by the magazine.

The universe presents science not as a "black box" mysteriously generating discoveries and inventions, but as a complex process of learning about the world. It corrects media abbreviations and conveys arguments for the discussion of social issues to which science has something to say.

The authors of most articles are scientists working at Czech and foreign research institutions and universities. The editorial staff makes sure that the articles are understandable and beneficial even for readers without in-depth knowledge of the field.

Chip

Chip is a Czech thematic magazine focused on information technology. The first issue was published in January 1991 and has been published on a monthly basis since then. The chip is published under license from the German publishing house CHIP Holding G.m.b.H, thanks to which it can use international resources.

Computer

Computer brings the most important information from the world of computers, technology and the Internet. Two thorough comparative tests will reveal and appreciate the best products on the market. Practical tips and tricks will solve the most common problems with computers and phones. Detailed instructions and tips will help you use technology in everyday life.
