

## Appendix no. 2 to the Order issued by the Rector, no. 134/2021 – Registration of external users

### Registration of external users

ID number:

Surname, name:

Date of birth:

Address of permanent residence:

E-mail\*

Telephone\* ..... \*non-compulsory information

On the date of signature of this form, a relationship is established between the user and the Ostrava University Library (hereunder “the Library”) governed by generally binding legal regulations, particularly Act no. 257/2001 Sb. on libraries and on the conditions for the provision of public library and information services (the Libraries Act), as amended, and Act no. 89/2012 Sb., the Civil Code, as amended, and the Regulations of the University of Ostrava Library.

Protection of Library users’ personal data: The University of Ostrava publishes all essential information concerning the processing and protection of personal data on its publicly accessible website at <https://www.osu.cz/>. The University of Ostrava publishes specific information concerning the processing and protection of personal data during the activities of the University Library via the Library, primarily in the form of the Library Regulations and the appendices to the Library Regulations. When a user account is removed from the Library’s registration database, the registration is shredded.

Library user’s declaration:

1. I declare that I am acquainted with the Library Regulations, including all the appendices to the Library Regulations, particularly the appendix “List of Fees and Paid Services” and the appendix “Processing and Protection of Personal Data”.
2. I am aware that the types and levels of fees set out in the appendix “List of Fees and Paid Services” is subject to change, and any fees charged will be levied according to the currently valid (effective) version of the above-mentioned appendix.
3. I am aware that if I act in breach of the Library Regulations, particularly by failing to return documents within the loan period, failing to return documents, losing or allowing damage to documents, I may be subject to the obligation to pay penalty fees (fines) as set out in the appendix “List of Fees and Paid Services”.
4. I declare that I will use electronic information resources solely for my own personal use and for non-commercial purposes.
5. I am aware that all electronic information resources to which the Library provides access are intended primarily for purposes of education, study and research.
6. I declare that when working with information technologies at the units of the Library, I will not interfere with the configuration of the workstations and I will comply with the rules stipulated for their use.
7. I declare that I will use the Library’s reprographic services, especially document copying, in accordance with valid legal regulations, i.e. solely for my personal use, and that I will comply with ethical citation standards.
8. I am aware that the Library is entitled to enforce my provision of compensation for any damage I cause, particularly due to culpable breaches of my obligations under the Library Regulations.

Ostrava, date .....

Signature .....