

University of Chemistry and Technology, Prague

Title	DIRECTIVE No. A/S/962/6/2026
Subject	Registration of purchased books at UCT Prague
Applicability	All university
Effective from	1 June 2026
Effective to	Unlimited
Revision	
Cancelled	Decree No. 30.04/03
Prepared by	Bursar's Secretariat
Issued by	Ing. Ivana Chválná, Bursar

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

I. INTRODUCTORY PROVISIONS

1. In accordance with Act No. 257/2001 Coll., on Libraries and Terms of Operating Public Library and Information Services (hereinafter referred to as the 'Library Act'), UTC Prague is obliged to register its library collection. For the purposes of this Directive, a library collection refers to books in printed and electronic form (hereinafter referred to as 'books').
2. The Directive does not apply to books for short-term consumption.¹
3. The Centre of Information Services (hereinafter referred to as 'CIS') is responsible for proper maintenance of the library collection at UCT Prague.

¹ eg university textbooks, handbooks, time-limited commentaries (eg consolidate versions)

- 3.1. Whether a book is subject to registration according to this Directive is the responsibility of the head of workplace, or an employee at the workplace designated by them (eg a department's librarian), in cooperation with an authorised employee at CIS (for contacts, see Annex No. 1).

II. REGISTRATION

1. Books purchased with financial resources of CIS are registered immediately upon their purchase by a CIS employee.
2. Books purchased with financial resources of departments or workplaces, ie outside the CIS budget, are also subject to compulsory registration.
 - 2.1. Books purchased for departments or workplaces with their own financial resources through a CIS employee are registered automatically and subsequently handed over to the relevant workplace. The CIS employee is responsible for submitting the accounting documents for entry into accounts.
 - 2.2. Books in printed form purchased by a department or workplace with their own financial resources must be physically delivered to the CIS secretariat for registration following a prior agreement. An employee at the given department or workplace is responsible for handing over the accounting documents for entry into accounts.
 - 2.3. E-books: Metadata about e-books purchased with financial resources of departments or workplaces must be sent to CIS to the e-mail address listed in Annex No. 1 immediately after purchase. The minimum set of data about an e-book must include: ISBN, title of the e-book and the amount spent on its purchase.
3. If books are purchased for departments or workplaces outside the CIS budget (see II. Para 2), the authorising officer will make sure that the documents submitted for entry into accounts (invoices, receipts) will be clearly marked with information whether they are books registered within the meaning of this Directive. Example: 'EVIDOVÁNO V CIS' (registered in CIS) or 'NEEVIDUJE SE V CIS' (not registered in CIS). In case of receipts, this information may be added manually; in case of electronic invoices, this information may be added to the note field in the invoice transmission system.

III. REVIEW

1. Under Section 16 of the Library Act, the library is obliged to perform a review of the library collection purchased at UCT Prague.
2. The review at departments and workplaces is performed by an authorised employee at CIS following a prior agreement with the librarian and head of department or workplace.

Departments and workplaces are obliged to allow the authorised employee at CIS access to their books.

IV. DISELECTION

1. All registered books purchased with UCT Prague funds are subject to deselection rules pursuant to Section 17 of the Library Act.
2. The librarian of the relevant department or workplace decides about the need to deselect and subsequently write off books. In order to deselect and subsequently properly write off books, the department or workplace will contact the authorised employee at CIS who will perform the actual deselection and administrative write off of books.
 - 2.1 The reason for deselection may be, in particular, physical damage, obsolescence of the content or an excess number of copies.
 - 2.2 Books cannot be thrown away, donated or otherwise disposed of without a proper written write-off made by the authorised employee at CIS.
 - 2.3 The authorised employee at CIS may change the decision on deselection to transfer of the books to the Central Library of UCT ('NTK').
 - 2.4 After proper write-off, the books are offered for free collection to interested libraries, organisations and private individuals via an offer list published on the chemTK website at <https://www.chemtk.cz/cs/83052-nabidka-vyrazenych-knih>.
 - 2.5 Books that no organisation or private individual is interested in may be offered for free individual collection by the relevant department or workplace. This act may only occur after the librarian of the department or workplace has informed the authorised employee at CIS.

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