

Supplement Nr. 2: The Competence of Units

1. Acquisitions and Public Services

It is a unit on the level of a sector (in Czech *úsek*), managed by a director.

It systematically acquires National Archival Collections and Universal Library Collections. It provides complex public library and information services related to the aforementioned collections as well as external collections and information sources. It serves as the National ISBN/ ISMN Agency, the National Centre of Interlibrary Loan (ILL) Services of the Czech Republic and the National Centre for International Exchange of Official Publications.

Through the mediation of particular professional units and within the scope of its competence it guarantees conceptual, coordination, and methodical service and control as well as cooperation on the national and international levels. It participates in research and development.

1.1 Acquisitions Division

It is a unit on the level of a division, managed by a head.

In accordance with the determined profile of acquisitions (CONSPECTUS), it systematically acquires documents for the National Archival Collections, the Universal Collections, and the Study Collections. It guarantees parallel and retrospective acquisitions of domestic documents (except for periodicals) and selective acquisitions of foreign documents (except for purchase and gifts of periodicals). It keeps primordial files of the acquired documents. It is the National ISBN/ ISMN Agency in the Czech Republic and the National Centre for International Exchange of Official Publications. It builds up name catalogues of acquired foreign documents (except for periodicals and special documents on all types of carriers). Within the scope of its professional competence it provides coordination, methodical assistance, and consultancy; authorized to do so are also the individual departments within the scope of their competence. It participates in research and development.

1.1.1 International Numbering Agencies Department

It is a unit on the level of a department, managed by a head.

It serves as the National ISBN/ ISMN Agency in the Czech Republic for systems of international standard book and music numbering. It cooperates with the International ISBN/ ISMN Agency and with other national and group agencies. In cooperation with the Czech National ISSN Centre, it guarantees the operation of the system of international standard serial numbering (authorized for the sphere of non-technical sciences). It participates in production and revision of international ISO standards for the sphere of ISBN, ISMN and ISSN.

1.1.2 Domestic Acquisitions Department

It is a unit on the level of a department, managed by a head.

Based on the valid regulations, it acquires legal deposit copies of non-periodical publications and checks their complete submitting. It acquires other copies of domestic documents by purchase or through gifts for particular collections and workplaces. Retrospectively, it acquires the missing titles of domestic documents. It keeps primordial files of newly acquired domestic documents. Based on the legal deposit copies, it prepares official retrospective

statistics of the publishing production of the Czech Republic for the field of non-periodical publications.

1.1.3 Foreign Acquisitions Department

It is a unit on the level of a department, managed by a head.

It acquires foreign documents for particular collections and workplaces by means of purchase, interlibrary exchange and gifts. In coordination with the Periodicals Department, it acquires foreign periodicals by means of interlibrary exchange. It functions as the National Centre for international interlibrary exchange of official publications. It guarantees that the NL complies with the agreements on international interlibrary exchange of publications. It manages exchange collections. It keeps the primordial files of newly acquired foreign documents, except for periodicals. In accordance with the valid international/ national standards, it guarantees descriptive cataloguing of foreign documents, except for periodicals and special documents.

1.2.1 Reader Services Department

It is a unit on the level of a department, managed by a head.

In accordance with the National Library Rules and Regulations, it provides check-out loan services from the Universal Collections and Study Collections in the Main Hall, it provides professional and methodical information on NL collections and develops individual and collective forms of work with users. It keeps files of the NL registered users and administers an automated loan system. It keeps records of the loan losses and takes care of their replacements, it prepares documents to claim them legally. It offers making self-service copies and provides reproduction services made to order. It is responsible for a central cash register for the NL users. It participates in acquisitions to the Universal Collections and Study Collections with regard to their content.

1.2.2 Reading Rooms Department

It is a unit on the level of a department, managed by a head.

In accordance with the NL Rules and Regulations, it provides check-in loan services to the General Reading Room, Scholars Reading Room, and Social and Natural Sciences Reading Room from the Universal Collections, Study Collections and from a part of the National Archive Collections kept in the Klementinum. It participates in administration of the aforementioned part of the collections circulation. It provides access to electronic documents on solid carriers, selected network electronic information sources and internet. It builds up reference libraries and reference collections of individual reading rooms and coordinates their building within the direct services in the competence of the Acquisitions and Public Services Sector. It builds up and administers information tools related to the collections in its administration.. It provides information and consultancy service, especially with regard to social and natural science, self-service copying, photoduplication and other reprographic services to order. In these fields, it cooperates with bibliographic and documentation departments. It participates in acquisitions to the Universal Collections and Study Collections with regard to their content.

1.2.3 Reference and Interlibrary Services Department

It is a unit on the level of a department, managed by a head.

In accordance with the NL Rules and Regulations it provides mainly reference, interlibrary loan (ILL) and other specialized services in the NL Reference Centre and the ILL Reading Room. It provides self-service copying, photoduplication and other reprographic and copy

services to order. It makes accessible electronic information sources and internet, and organizes trainings to work with them. Outside the library, it provides both classic and electronic services – including electronic document delivery (eDDO) and virtual reference services - Ask Your Library. It builds up and administers a reference library and the Reference Centre collections, it builds up the reference information system about relevant information sources. It functions as the National Centre of ILL Service in the Czech Republic. Within the Programme of Universal Accessibility of Publications (UAP), it guarantees access to domestic production. It represents the ILL service in the Czech Republic in negotiations with other countries' national centres and international organizations. It is the central department providing searches in the NL. It participates in acquisition to the Universal Collections and Study Collections with regard to their content.

1.2.4 Periodicals Department

It is a unit on the level of a department, managed by a head.

Based on regulations in force, it acquires legal deposits of printed periodicals and controls the completeness of their depositing. By purchase, exchange - in cooperation with the Foreign Acquisition Department - and gifts, it acquires domestic and foreign periodicals for particular collections and departments. Retrospectively, it acquires missing periodical titles above all of Bohemian character. It keeps the primeordial and continuous records of acquired periodicals. Based on legal deposits, it completes official complex statistic files of the printed periodical publishing production in the Czech Republic. It provides descriptive and subject cataloguing of printed periodicals in accordance with valid international/ national standards. According to the National Library Rules and Regulations, it provides access to contemporary Czech and foreign periodical literature in the Periodicals Reading Room. It provides circulation services, self-service copying, and photoduplication and other copy services made to order. It provides access to selected information sources. It administers open access collections and a collection of unbound periodicals.

1.2.5 Public Services Technical Support and Development Department

It is a unit on the level of a department, managed by a head.

It guarantees preparation, testing, and implementation of routine operation of new types of public library and information services. It provides technical support to grant project leaders and provides organizational, technical, and administrative support to the direct services in the competence of the Acquisitions and Public Services Sector. It realizes microfilm, photographic and reprographic services. It administers the self-service copying system. It secures photographic documentation of the National Library activities.

2. Collections Cataloguing and Preservation

It is a unit on the level of a sector, managed by a director.

It systematically catalogues, manages and preserves National Archival Collections, Universal Library Collections and Study Collections. It manages Reserve Collections. It serves as the National Bibliographic Agency and the CIP Agency. It is the centre of the Union Catalogue of the Czech Republic and the centre of the National Name and Subject Authorities. Through the mediation of particular professional units and within the scope of its competence it guarantees conceptual, coordination, and methodical service and control as well as cooperation on the national and international levels. It participates in research and development.

2.1 National Bibliography and Cataloguing Division

It is a unit on the level of a division, managed by a head.

It is responsible for bibliography and cataloguing of printed publications, except for periodicals, and selected special documents accessed into the National Archival Collections, Universal Collections and Study Collections on the level of monographs and serials, selectively on the analytical level. It serves as the National Bibliographic Agency and the CIP Agency. It is a centre of the Union Catalogue of the Czech Republic and an administrator of National Authorities. It follows valid international standards for bibliography and cataloguing and provides access to them, and consequently, it creates unified cataloguing policy and supports its implementing. It cooperates with libraries, institutions, and professional establishments in the Czech Republic as well as abroad, and is responsible for the participation of the NL in joint projects and for the observance of particular agreements. Within the scope of its professional competence it provides coordination, methodical, advisory and consultancy services; authorized to do so are also individual departments within their scope of competence. It participates in research and development.

2.1.1 Descriptive Cataloguing Department

It is a unit on the level of a department, managed by a head.

It is responsible for descriptive cataloguing of the domestic production of books and some types of continuing resources acquired to the NL collections in accordance with valid international/ national standards. It is charged with descriptive and subject cataloguing of Bohemical book production of the 19th century. It is a subadministrator of a database of books within the NL electronic catalogue and the Czech National Bibliography. It works as the National CIP Agency (Cataloguing in Publication). It coordinates projects of shared and cooperative cataloguing of Czech books. The Group for OPAC Administration is a part of the department in question. The Group provides operative re-cataloguing of requested uncatalogued NL collections (in Czech: REŽIFO) and coordinates particular activities related to the administration of the NL Catalogue database within the National Library.

2.1.2 National Subject Authorities and Subject Cataloguing Department

It is a unit on the level of a department, managed by a head.

It systematically builds up national subject authorities files. It is responsible for subject cataloguing of domestic and foreign production of books and some types of continuing resources accessed into the NL collections in accordance with valid international/ national standards. It is the administrator of the national subject authorities file within the Czech National Bibliography and NL electronic catalogue, and the administrator of subject access files of the NL electronic catalogue. It coordinates projects of shared and cooperative cataloguing of Czech books in the field of providing subject access. It serves as the National Agency for Translation and Providing Access to the UDC classification system (UDC-MRF).

2.1.3 Special Documents Cataloguing Department

It is a unit on the level of a department, managed by a head..

It provides both descriptive and subject cataloguing of special documents - electronic sources on physical carriers, graphic documents, cartographic documents, video recordings, audio recordings - acquired to the NL collections, in accordance with valid international/ national standards. It is the administrator of a database of special documents in the NL electronic catalogue and the Czech National Bibliography.

2.1.4 Analytical Indexing Department

It is a unit on the level of a department, managed by a head.

It provides descriptive and subject cataloguing of documents on the analytical level in accordance with valid international/ national standards. It is the administrator of a database of articles in Czech newspapers, journals, collections and proceedings within the NL electronic catalogue and the Czech National Bibliography. It coordinates a cooperative system of analytical indexing.

2.1.5 National Name Authorities Department

It is a unit on the level of a department, managed by a head.

It systematically builds up files of national name authorities. It is the administrator of the National Name Authorities database within the NL electronic catalogue and the Czech National Bibliography. It coordinates the cooperation of Czech libraries in building and using the national name authorities files. It is responsible for the contents accuracy and uniformity of related access files to bibliographic descriptions in the NKC database (NL online catalogue).

2.1.6 Union Catalogues Department

It is a unit on the level of a department, managed by a head.

It builds up and administers the national Union Catalogue of the Czech Republic; on the basis of valid rules it organizes cooperation of participants in CASLIN – Union Catalogue of the Czech Republic (hereinafter Union Catalogue). It organizes the acceptance of records of printed and special documents catalogued on the level of monographies and serials to the Union Catalogue, including their quality control and duplicates removal. It provides allocation of siglas (i.e. location marks) and administers their system. It administers a directory of libraries and information institutions in the Czech Republic and provides access to it.

2.2 Collections Management and Preservation Division

It is a unit on the level of a division, managed by a head.

It manages and preserves the National Archival Collection, Universal Collections, and Study Collection; it manages Reserve Collections. It is responsible for both comprehensive management, organization and storage of the aforementioned collections and the preservation of library collections in the aspects of preventive care, individual and mass conservation, bookbinding, reformatting of documents and making them accessible via users media and by means of networks. It takes part in planning and realization of preventive measures against natural as well as human-made disasters and coping with their consequences. It submits observations, proposals, and recommendations within the bounds of legislative and normative process. It collaborates with libraries, institutions and professional establishments in both the Czech Republic and abroad, and is responsible for the NL participation in joint projects and compliance with the particular agreements in the sphere of library collections management and preservation. Within the scope of its professional competence, it provides coordination, methodical, advisory and consultation services; authorized to do so are also individual departments within the scope of their competence. It participates in research and development work

2.2.1 Collections Organization Department

It is a unit on the level of a department, managed by a head.

It is the output workplace of the cataloguing line, i.e. by means of providing new accessions with shelfmarks it organizes the arrangement of library collections in stacks and makes their adjustment, it proposes changes in the system of shelfmarks, organization and building up the

collections, it manages local catalogues and lists. It makes corrections and redactions of selected records in OPAC, provides documentary evidence for that and arranges for binding of volumes according to the agreed criteria in an internal or external binding office; it controls the completeness of accessions passed through the processing lines and passes the results to particular departments.

2.2.2 Collections Revision Department

It is a unit on the level of a department, managed by a head.

It makes routine both periodic and occasional revisions of library collections according to valid legal regulations, it reviews the cases of temporarily missing library units, it submits the units to be written off and, when approved, it writes them off the NL collections. It continuously updates the Universal Collections and Study Collections, it participates in searching for replacements of the lost units and takes part in retrospective acquisitions to library collections. It builds up the archival collection of the 19th century - monographs and periodicals - and makes it accessible; it selects and marks such library units that needs special preservation. It submits proposals for reformatting the most damaged publications - mainly periodicals - and provides progress report of their further processing. It monitors and registers moves of library collections for the needs of reference libraries, it registers deposited collections, revision losses, write-offs and other card indexes for the need of the revision including their gradual transfer into automated databases.

2.2.3 National Archival Collections Management Department

It is a unit on the level of a department, managed by a head.

It builds up, protects, permanently preserves and makes accessible - as stipulated in particular regulations - the National Archival Collections, i.e. the archival collection of domestic and foreign Bohemical documents, both printed and non-printed ones, including the periodical literature. It is the output workplace of the processing line for the National Archival Collections; it provides signs and adjustments, it selects publications to be bound and builds up local catalogues and card indexes. It proposes the individual documents and their sets to be included in the National Archival Collections. It provides bibliographic information, consultancy and advisory services in the field of Bohemical literature of the 20th and 21st centuries. It gradually transfers the data about library units kept in the National Archival Collections into the online database. It administers the National Archival Collections catalogue.

2.2.4 Universal Collections Management Department

It is a unit on the level of a department, managed by a head.

It manages the Universal Collections and the Study Collections and participates in their organization. It is responsible for their purposeful and secure arrangement and control in stacks; it submits proposals for measures to particular organizational units. It makes accessible the Universal Collections, especially it delivers the requested items from the collections, put the returned volumes to their proper places and shelves new accessions, it collaborates on their adjustment and organizes moves of the collections. It participates in storing the data about damaged and reformatted titles into OPAC and in surveys of the collections condition and their minor repairs. It carries out basic revisions of arrangement in individual shelfmarks.

2.2.5 Preservation Microfilming Department

It is a unit on the level of a department, managed by a head.

It provides microfilming of historical, archival and universal collections for the purpose of their permanent preservation. It participates in selecting documents and prepares the selected originals for processing. It produces archival microfilms, and matrix and user copies. It controls the quality of all types of micromedia and provides staff to take care of their stacks. In its work it applies the requirements of the particular ISO standards.

2.2.6 Digitization Department

It is a unit on the level of a department, managed by a head.

It provides digitization of archival and universal collections in order to preserve them permanently and make them accessible. It participates in selecting the documents and prepares the selected originals for further processing. It provides scans of microfilms, edition of image data, production of descriptive data - metadata, import of complex digital documents into the system for archiving and the system for making them accessible, and if need be, recording documents on physical distribution media. It provides the organizational backup for KRAMERIUS National Programme of Preservation Reformatting. It participates in work on research projects. In its work, it applies the requirements of the particular ISO standards and international recommendations.

2.2.7 Collections Care Department

It is a unit on the level of a department, managed by a head.

It is responsible for providing new bindings and re-bindings to library collections and repairs of library holdings; according to proposals and requirements, it realizes the programme of preservation of library collections in protective boxes; it produces special cardboard products. It arranges for mechanical cleaning of the library collections made to order by an external supplier. It monitors and evaluates the quality of climate conditions in all premises used for storage of library collections, exhibition premises, and if need be, in other premises used for handling the library collections, and proposes measures to improve it. It carries out microbiological controls of library holdings, it applies individual and mass decontamination treatment to microbially affected library collections. It participates in preparing proposals of preventive measures against accidents and natural disasters, and in collaboration with other organizational units and contractors also in coping with their consequences. It participates in research projects.

2.2.8 Reserve Collections Department

It is a unit on the level of a department, managed by a head.

It builds up, manages and preserves Reserve Collections. It is responsible for their structure with regard to the content, for purposeful acquisition and use. It updates the Reserve Collections in the aspects of their form and content. It cooperates on retrospective collections acquisition.

2.3 Retrospective Conversion and Technical Support Department

It is a unit on the level of a department, managed by a head.

It coordinates and technically supports retrospective conversion of catalogues of both the NL and other Czech libraries. It coordinates and technically supports preparation works for the Czech National Bibliography. It provides organizational, technical and administrative support to the Collections Cataloguing and Preservation Director the heads of divisions of this sector. It participates in research and development within the scope of its competence.

3. Historical and Music Collections)

It is a unit on the level of a division, managed by a director.

It systematically acquires, manages, preserves and provides access to the NL historical and music collections. In accordance with the NL Rules and Regulations, it provides public library and information services to library users. It is a professional, methodical, consultancy and coordination centre for work with historical and music collections on the territory of the Czech Republic; in the fields in question it guarantees international cooperation. Within the framework of legislative and normative process, it submits observations, initiatives, proposals and recommendations concerning cultural heritage. It cooperates with libraries, institutions and professional establishments both in the Czech Republic and abroad. It is responsible for the participation of the NL in joint projects and for complying with particular agreements concerning historical and music collections. Within the scope of its professional competence, it provides coordination, methodical, advisory and consultancy services; authorized to do so within the scope of their competence are also the individual subordinated departments. It participates in research and development work.

3.1 Manuscripts and Early Printed Books Department

It is a unit on the level of a department, managed by a head.

It acquires, manages, and provides access to the NL historical collections. It builds up and manages a reference library and reference collections of the department in question. It is responsible for processing and editing national retrospective bibliography called "Knihopis" in Czech. Within the scope of its competence, it takes an active part in professional work connected with publishing and preparing exhibitions of the NL. It participates in creating virtual research environment for work with historical collections. It is engaged in research and development in the field of history of book culture and cultural heritage. It issues certificates required for export of objects from the sphere of book culture, which are of certain cultural value.

3.2 Music Department

It is a unit on the level of a department, managed by a head.

It builds up, manages and provides access to the music collections, it is responsible for acquisitions to enhance a collection of historical printed and manuscript music in the NL. It provides descriptive and subject cataloguing of music in accordance with the valid international/ national standards. It builds up and manages a reference library and reference collections of the department in question. It administers the Union Music Catalogue, i.e. the central register of historical music sources on the territory of the Czech Republic, and in coordination with the RISM international register, it also manages the International Register of Music Sources. Within the scope of its competence it provides methodical services and adequate professional editing activities.

3.3 Restoration Department

It is a unit on the level of a department, managed by a head.

It takes care of physical condition of historical and music collections by different forms of preventive protection. It does conservation and restoration works in this field. It conducts systematical conservation research survey of the condition of historical and music collections, it is engaged in research in the field of protection and preservation, conservation and restoration of unique literary documents. Within the scope of its competence, it provides professional methodical and advisory services, and participates in publishing activity of the NL.

3.4 Photoduplication and Digitization Department

It is a unit on the level of a department, managed by a head.

It provides preservation and study reformatting of original historical and music documents. In cooperation with the operator, it provides access to historical and music documents through digital network. It archives reformatted analog and digital records of original historical and music documents. In cooperation with the National Digital Library repository, it archives digital records of original historical and music documents; it separately archives the analog records of original historical and music documents. It makes user copies of digital or analog records of original historical and music documents.

3.5 Bibliophile Books Section

It defines, delimits and registers the most precious core of bibliophile books in the NL collections. It catalogues these books, proposes a system of their preservation and access including their presentation to the public.

3.6 Manuscriptorium Section

It coordinates the content of the Manuscriptorium Digital Library, it prepares the conception and strategy of its further development. It coordinates building the virtual research environment for work with historical collections. It takes part in both national and international programmes and projects of digitizing historical collections. It cooperates in providing access to and research in literary cultural heritage.

4. Slavonic Library

It is a unit on the level of a division, managed by a director.

The Slavonic Library (SL) is a specialized public research library for the field of Slavonic studies. It systematically acquires, catalogues, manages, preserves and provides access to a collection of world literature of Slavonic studies. In accordance with the NL Rules and Regulations, it provides public library and information services to its users. It prepares and edits professional bibliographies, special registers of literature and publications in the field in question. In order to promote its collections and services, the SL takes part in organizing exhibitions of the NL and it organizes training courses. Based on the decision of the International Committee of Slavists, it functions as a centre for evidence and cataloguing materials related to the International Congresses of Slavists. It collaborates with libraries, institutions, and professional establishments in the Czech Republic and abroad as well, and is responsible for the NL participation in joint projects and for complying with particular agreements in the sphere of Slavonic studies. Within the scope of its professional competence it provides coordination, methodical, advisory and consultancy services; authorized to do so within the scope of their competence are also the individual subordinated departments. It participates in research and development work.

4.1 Acquisitions Department

It is a unit on the level of a department, managed by a head.

It acquires literature of the field in question by means of purchase, gifts or exchange. It compiles a list of accessions and their catalogue. It is responsible for acquisition and cataloguing of periodicals related to Slavonic studies. It arranges for binding the publications. It catalogues and manages the exchange collections and reserve collections.

4.2 Bibliography and Cataloguing Department

It is a unit on the level of a department, managed by a head.

It is charged with descriptive and subject cataloguing of accessions as well as special and historical SL collections. It administers the SL card and electronic catalogues. It is responsible for technological library and information work.

4.3 Public Services Department

It is a unit on the level of a department, managed by a head.

It provides users with loan, bibliographic and information services. It manages the SL collections and special collections. It is responsible for the operation of the reading and lending rooms, it manages reference libraries, and does revisions of the collections. It provides photoduplication service and sells the SL publications. It makes thematical searches.

5. Office of the NL General Director

It is a unit on the level of a division, managed by a head.

It provides administrative and organizational backup and information service for the pursuance of the function of the NL General Director. It guarantees legal advisor's service and internal audit. It manages and provides access to the NL Archives. It is responsible for the communication with media and through the mediation of the NL spokesperson, it issues the NL statements and press releases.

5.1 Internal Audit Section

It proposes a plan of internal audit to the NL General Director and, when approved, it realizes it. It submits recommendations to the General Director to improve the quality of internal control system to prevent or minimize the risks. Based on the audits results, it proposes measures to improve the deficiencies found. It records its work and presents it in the annual report.

5.2 Legal Advisor Section

It provides the NL with legal service, mainly concerning commercial, civil, management and administration, and labour laws, and if need be, that of copyright. It is authorized to represent the NL at courts of all levels, in proceedings with other particular bodies and in negotiations with the other party in order to settle the dispute out of court. It provides advisory and consultancy services and prepares documents of the legal character.

5.3 The NL Archives

Based on the laws of the Act No. 499/2004 Coll. on archives and records offices, it works as specialized archives. It manages written documents originated in the work of the NL and its legal predecessors, and also other holdings and collections that were passed over to the NL or were selected from its own holdings. In accordance with the Archives Reading Room Rules and Regulations, it provides access to the archival documents and in cooperation with the Central Archives, it provides information on them in word and writing. It methodically manages the NL records office and in collaboration with other NL organizational units it arranges for shredding of written documents.

5.4 The NL Spokesperson

It is responsible for complex information, publicistic and press service to the public and mass media. It prepares and realizes information campaigns about the NL activities in mass media, it publishes press releases of the NL. It organizes and publicizes the communication of the

NL General Director with press and co-organizes press conferences. It is responsible for informing the public about opinions and activities of the NL. It communicates with mass media and the Press Department of the Ministry of Culture of the CR.

6. Director for Research, Development and International

The Director substitutes for the NL General Director in his absence in the whole scope of his competence. He is responsible for the research and development in the NL and for the preparation, progress and evaluation of all projects in these fields; for this purpose he coordinates and controls the work of individual project researchers. He coordinates the NL grant projects and the VISK (Public Information Services of Libraries) projects. He develops international relations of the NL. He prepares international agreements and controls their fulfillment. He decides on participation of the NL in international bodies, in international conferences and seminars, and on organizing these events by the NL. He provides necessary coordination in organising staff business trips abroad.

6.1 Foreign Relations Department

It is a unit on the level of a department, managed by a head.

On request, it organizes business stays of foreign experts in the NL, it provides sightseeing tours to historical rooms and public premises of the NL in foreign languages, it provides translating, and if need be, interpreting service. It keeps records of all library staff business trips abroad, including the calculation of travel costs (subsistence allowance, accommodation, incidental expenses, and documents for payments abroad); it controls the budget of foreign business trips expenses, it is responsible for the settlement of realized business trips and their accounting. It arranges for the purchase of air/ bus/ train tickets for business trips on request. It provides necessary coordination in preparing the business trips. It organizes study stays of foreign experts both in the NL and in other institutions according to the expert's profession. It cooperates in organizing international events held by the NL. It retrieves foreign business contacts and keeps in contact with them for current needs of the NL, it organizes exchange business trips of librarians based on the agreements concluded by the NL with other libraries abroad. It cooperates in organizing important events of the NL including the Open days.

7. Librarianship Institute

It is a unit on the level of a division, managed by a director.

It prepares documents of conceptual, methodical, normative and legislative character needed for organizational build-up and functional development of the system of libraries in the Czech Republic. Based on the authorization by the Ministry of Culture of the Czech Republic, it coordinates programmes and initiatives to support public library and information services (PLIS). It provides advisory, consultancy and expert services to libraries and information establishments and their founders. It organizes out-of-school courses and seminars for staff of other libraries, and internal courses and seminars for the NL staff. In accordance with the NL Rules and Regulations, it provides public library and information services to library users. Pursuant to valid legal regulations, it represents the libraries in negotiations with collective copyright managers in the case of payments for the author's works. Within the scope of its competence, it is responsible for the cooperation on the international level and takes part in activities concerning research and development.

7.1 Study and Information Department

It is a unit on the level of a department, managed by a head.

It builds up and provides access to collections of the Library and Information Science Reading Room and Library. It builds up and provides access to documentographic, reference and terminological databases from the field of library and information science, and to foreign databases from this field as well. It provides library, bibliographic, documentary services, retrieval, analyses and reference services. It prepares and publishes professional studies, bibliographic surveys, translations, and abstracts on topical questions of Czech and world library and information science. It acquires and provides access to information on international associations of libraries and information centres, their programmes and initiatives. It processes and continuously updates data for the information portal for libraries and library information science. It collaborates on topical tasks of research and investigative character limited in time.

7.2 Department for Education

It is a unit on the level of a department, managed by a head.

It organizes out-of-school education and training in library and information science for both staff of the libraries in the Czech Republic and the NL staff; it outlines its conception, programmes, and curriculum. It provides consultancy and methodical service in the field of branch education. It arranges for experts' business stays in the NL and specialised excursions in this field. It cooperates with branch educational institutions both in the Czech Republic and abroad. It participates in organising professional as well as social events held in the NL.

7.3 Section for Analysis and Coordination of PLIS (Public Library and Information Science)

It prepares materials of conceptual, methodical, normative and legislative character for organisational build-up and functional development of the system of libraries in the Czech Republic. It provides advisory, consultancy, and expert services to libraries, information centres and their founders. It collects data on public and other libraries in the Czech Republic, it takes part in completing the directory of libraries and information institutions in the Czech Republic. It guarantees the national coordination of regional functions and evaluates their fulfillment. It coordinates and organizes the programme of Public Information Services of Libraries (VISK). It represents libraries in negotiations with collective copyright managers in the case of payments for author's works.

8. Centre for Communication

It is a unit on the level of a sector, managed by a director.

It is responsible for complex marketing and PR activities of the NL, communication with media, and negotiations and agreements with sponsors. It prepares plans of the NL exhibitions held both in and out of the NL building and realizes them. Its competence also includes the operation of the Klementinum Gallery (from May 2005). It is responsible for graphics and content of the NL web pages. It creates the NL firm graphics and controls its application. It approves and organizes all cultural events held in the NL premises. In accordance with the NL Rules and Regulations, it organizes guided sightseeing tours round the NL and provides other services to library users (basic training for work with PC, sightseeing tours for the NL guests, Open Days). It approves the rent of the NL rooms for single cultural productions, including filming and photographing. It is responsible for the agreements on providing copies from the NL collections and the licence to their use, and for the contracts on loan of the NL documents to exhibitions. It guarantees the NL editorial work. It is responsible for completing and publishing the NL annual report. It arranges for the

production of information, advertising and promotional materials of the NL and those on the occasion of important exhibitions. It provides coordination, methodical service and control within the scope of its competence, including the grant projects

8.1 PR and Marketing Department

It is a unit on the level of a department, managed by a head.

It provides complex marketing and PR service for the NL. It is responsible for graphics and content of the NL web pages, including the English version. It creates the NL firm graphics and controls its application (the NL information system with reference points). It approves and realises all cultural events in the NL premises. It organizes sightseeing tours for library guests, excursions for students, and basic training for work with the NL online catalogues. It is responsible for the negotiations and agreements with sponsors. It prepares and is responsible for production of information, advertising and promotional materials of the NL and promotional products on the occasion of exhibitions, it administers the archives of photographic documents, including the service for media. It approves rents of the NL rooms for single cultural productions including photographing and filming. It is responsible for the agreements on providing copies from the NL collections and the licence to their use, and for the contracts on loan of the NL documents to exhibitions. It participates in the operation of the Information Centre at the entrance to the NL building (information service and sale of publications).

8.2 Exhibitions Department

It is a unit on the level of a department, managed by a head.

It prepares plans of the NL exhibitions to be held both in and out of the NL building and it is responsible for their realization. It participates in organizing cultural events of the NL and their presentation in the NL and other venues as well (for instance touring exhibitions).

8.3 Publishing Division

It is a unit on the level of a department, managed by a head.

It is responsible for all publishing activities of the NL, including occasional promotional and information materials. It is responsible for preparing and realisation of the NL Annual Report. Within the scope of its competence it provides coordination, methodical, advisory and consultancy services. It cooperates in operation of the information and sales centre at the entrance of the building.

8.3.1 Editorial Department

It is a unit on the level of a department, managed by a head.

It submits proposals of the NL editorial plan. It plans and coordinates editorial work on publications and printed promotional materials. Within the scope of its competence, it controls the quality of editorial design and layout of the NL publications.

8.3.2 Printing Department

It is a unit on the level of a department, managed by a head.

It is responsible for internal production of publications including the NL occasional promotional and information materials including the so-called daily routine requests

8.3.3 Sales Department

It is a unit on the level of a department, managed by a head.

It is responsible for complex distribution, sale and expedition of the NL publishing production and other occasional information materials, including their promotion.

9. Economy and Personnel Management

It is a unit on the level of a sector, managed by a director.

It provides the complete NL economic agenda. It develops the NL budget, arranges for its discussing and is responsible for its observing. It monitors, coordinates and methodically manages the questions of economy, accountancy, taxes and personnel, related to the work of all the NL organizational units. It provides methodical and consultancy service in this field. It is responsible for personnel management and wages in the NL.

9.1 Data System Division

It is a unit on the level of a division, managed by a head.

It manages and methodically controls financial and wages accountancy of the NL and makes statistical surveys. It collaborates on economy management audit. It archives documents of the Economy and Personnel Management sector.

9.1.1 Accounting Office

It is a unit on the level of a department, managed by a head.

It is responsible for the circulation of accounting documents, contact with banks and bank transactions; it keeps the Czech and foreign currency cash registers and is responsible for invoicing. It completes the statement of accounts. It keeps the account books and other financial statements, it collaborates on completing documents for statistical surveys and tax agenda - tax returns. It keeps VAT records. It participates in economy management audit. It conducts the inventory of accounting documents and account balance

9.1.2 Wages Office

It is a unit on the level of a department, managed by a head.

It is responsible for wages processing, payment of sickness benefits, and insurance and tax return payments from employment and functional benefits. It keeps the records for Pension Insurance Registration Sheets. It collaborates on doing checks.

9.1.3 Projects Funding Section

It is a unit on the level of a section, managed directly by the Head of the Data System Division.

It provides complex coordination of economic, accountancy, property and organizational administration of the projects (except for construction works) financed from all sources. It prepares and develops accounting and other documents to partial and final statements. It cooperates with the project leaders in accountancy and economic questions. It collaborates in revisions of economic management.

9.2 Budget and Property Registration Department

It is a unit on the level of a department, managed by a head.

In coordination with other units it prepares a proposal for the NL budget. After confirming the approved budget by the NL General Director, it itemizes it for the individual organizational units, controls observing the binding limits, proposes and makes changes of the budget, and keeps control of expenditures. It liquidates invoices as stipulated in particular provisions. It does analyses of management and, on request of particular organizational units and in collaboration with them, it prepares price calculations. It participates in doing management revisions. It provides operative documentary evidence for the NL property; it keeps files of

property allocation, transfer and disposal. It publishes and updates local lists of movables. It prepares documents for stocktaking of the NL property.

9.3 Department of Personnel, Labour and Wages

It is a unit on the level of a department, managed by a head.

It states the policy of the NL personnel development. It manages personnel and wages agenda. It provides organizational backup for recruitment and selection of new labour. It provides all necessities and prepares all documents related to labour law from the part of the employer. It discusses with the NL managers their requirements concerning the personnel and wages. It opinions proposals and assigns staff members the points on the salary scale and is responsible for salaries. It communicates with institutions authorized to deal with the sphere of personnel and wages. It keeps files for the NL as stipulated in particular provisions including necessary analyses and statistics. It is responsible for agreements concerning material responsibility of the NL staff. It prepares documents for the personal expenses item of the NL budget. It controls and is responsible for complying with the limit of allocated means for wages and the limit of number of employees recalculated at full-time units. It analyses expenditures of labour costs and the prognosis of their development. Monthly, it passes the documents for wages processing to the Wages Office.

10 Information Technologies

It is a unit on the level of a sector, managed by a director.

It provides service and support to the IT users among NL staff. It provides service and capacity to applications and their administration. It provides service in preparing, implementing and operation of IT parts of the grant projects. It manages the continuity and accessibility of ITSM services (IT Service Management). It is responsible for information security in the whole NL. It provides the planned service accessibility of IT infrastructure administered by this sector, its maintenance and monitoring. It plans and implements changes of the administered IT infrastructure. In coordination with other units, it plans the development of the installed capacities. It is responsible for the IT projects management and methodical support to other NL units. It is responsible for managing the business relations with IT suppliers and service providers. It makes budgets and settles financial affairs for IT services. It is responsible for the registration of and compliance with SW licences. It submits proposals for standards and instructions to ensure information security and effective use of centralised IT sources. It proposes registration and security standards for computer technology used by NL staff. It submits documents for and collaborates on creating of the NL IT development strategy and enterprise architecture. It is responsible for operation and application management of the ALEPH integrated library system. It manages the Central Digital Repository (CDR) and is responsible for the long-term preservation of digital items stored in CDR. It submits proposals for standards and policies of digital collections and controls their observation. It outlines conceptions and plans for CDR development. It cooperates with both the national and international libraries and other institutions, in the field of long-term preservation and accessibility of digital collections. It is a leading establishment among the libraries of the Czech Republic in the field of building the digital collections and their long-term preservation.

10.1 User Support Department

It is a unit on the level of a department, manager by a head.

The department is responsible for the following processes:

Incident management. It is a contact place for users, it provides support to the NL staff users as well as consultancy and training, it cooperates on processing requests for HW and SW technology purchase.

Terminal equipment management - PCs, laptops, computer terminals, multifunctional printers (both local and network), scanners (both local and network), data projectors, and communication equipment connectable with PC. It installs and configures HW and SW of terminal equipments and is responsible for data renewal.

Management and administration of terminal equipment users accounts - it is responsible for administration of terminal equipment and mobile computer technology. It controls the users' compliance with security regulations in using IT. It sets up and administers user profiles and user accounts and sets up access rights. It is responsible for **renewal and maintenance of terminal equipment** and its system SW.

Safety and security of terminal equipment data - it analyses the situation and submits proposals of security measures for local data and terminal equipment, it provides its technological protection. It keeps records of security incidents on terminal equipment.

Control of and complying with licence agreements on the installed SW on administered HW.

It keeps records and files documents in terms of current location of computer technology and SW. It cooperates with the management of central IT sources and communication infrastructure. It prepares drafts of internal standards for users work with terminal equipment. It cooperates with external suppliers within the scope of its competence.

10.2 IT Infrastructure Management Department

It is a unit on the level of a department, managed by a head.

It manages technological part of the NL IT infrastructure including data centres, central server platform, central storage system, and computer and telephone network with its services. It plans and ensures the service continuity for computer network, system platform and DC; it submits plans for the renewal and development, and implements them. It manages projects concerning changes of the NL IT infrastructure technology as mentioned above. It prepares internal technical standards obligatory for building IT infrastructure. It gathers data necessary for analyzing the effectiveness of processes provided by the NL IT infrastructure and for assessing the extent of risks connected with the technological part of the NL IT infrastructure operation. It prepares the documents for the NL IT strategy of development.

10.2.1 Communication Management Section

It is a unit on the level of a section, subordinated directly to the Head of the IT Infrastructure Management Department.

It is responsible for the accessibility, quality and security of the communications infrastructure (CI) services (computer network, telecommunication network including terminals and business mobile phones). It ensures operation, management and administration of CI, including the management of services of mobile operators and internet connection. It cooperates on solving IT infrastructure operation and security problems, it proposes measures to remove their causes and collaborates on the implementing. It plans the development and renewal of CI SW and manages the corresponding projects. It provides documentation for and cooperation in preparing and implementing all IS projects. It completes documentation for the

NL IT development strategy. It maintains CI documentation and monitoring of its operation and use. It proposes conditions for work of external suppliers of services for CI operation and management. It supervises the activities of users and applications administrators and sets conditions for their work with the systems that use CI. It issues instructions for users and applications administrators concerning the use of CI. It sets and controls the conditions, under which other NL staff members and external subjects can work on the systems managed by this section. It submits proposals for internal standards for users to use CI. It completes proposals and recommendations for workflow in CI management.

10.2.2 Central System Platform and DC Management Section

It is a unit on the level of a section, subordinated directly to the Head of the IT Infrastructure Management Department.

It is responsible for operation (accessibility and security) of services and administration of central system platform (CSP), i.e. physical and virtual server platform, data centres and data storage. It plans the development and renewal of central system sources and controls the particular projects. It provides documentation and cooperation in preparing and implementing IS projects. It is responsible for security of data placed on CSP, it manages and operates the central system of data backup and renewal. It maintains CSP documentation. It sets conditions for work of external suppliers of services for CSP operation and management. It coordinates and sets conditions for installation and operation of SW and HW components using CSP. It supervises activities of users and applications administrators and sets conditions for their work with systems using CSP. It sets and controls the conditions, under which other NL staff members and external subjects can work on the systems managed by this section. It submits proposals for internal standards of using CSP by users. It completes proposals and recommendations for workflow in CSP management.

10.3 Financial Management and IT Administration Support Section

It is a unit on the level of a section, subordinated directly to the IT Sector Director.

It controls the compliance with the NL IT budget. It submits the proposals of financial plans, and partial budgets, and prepares documents concerning their fulfillment. It keeps records of requests for supply of material, IT components, SW and services. It takes part in supply delivery and control and handles possible complaints. It is responsible for the business relations with suppliers (contracts, tenders and competitions, proposals of policies in these spheres), supervision of complying with the contracts, it evaluates the goods and services suppliers. It is responsible for the market research, the expenditure analysis of material, spare parts and new components to be purchased, and price control. It processes financial reports, arranges for supplying and maintaining minimum supply in store. It makes plans of consumer material. It is responsible for recording and administration of movable and immovable property during the whole life cycle of its presence in IT systems (property classification, assets, disposals, administration of licences and their documentation).

10.4 Section for Technical Support to Central Information Systems

Kontakt: RNDr. Pavel Kotrba

It is a unit on the level of a section ((gradual transformation in a department expected in future), subordinated directly to the IT Sector Director

It provides system administration of all-organization applications. It removes defects and collaborates on solving IS problems and incidents. It implements the policy of the data protection and proposes the policy of information applications protection. It detects

bottlenecks and optimizes the applications performance. In association with applications administrators, it outlines plans of IS (information system) development (implementing of new IS versions, integration). It keeps records of up-to-date IS system documents. It provides configuration management, plans necessary system sources for IS, necessary licences and service packages, controls the compliance with licence agreements. It is responsible for installing program patches, project management in implementing new IS versions. It collaborates on extensive information migration. In implementing new IS versions, it submits plans of tests of IS in its charge. It completes testing IS versions to verify full operability of modified IS versions before their implementing in production process. It co-decides on implementing modified IS versions in production process. It cooperates with external service providers, controls their work and collaborates on preparing contracts with external IS services suppliers. It monitors both the process of evaluating SLA applications and the IS users. It submits proposals and controls measures to ensure information security of administered IS. It collaborates with the application administrators and data administrators. It also collaborates on drawing and maintenance of IS operational rules. It creates the tools for automation of application administration works (e.g. scripts).

10.5 Library System Department

It is a unit on the level of a department, managed by a head.

It guarantees the operation of the integrated library system, testing and implementing new versions of the system or other subsystems, continuous maintenance and system control. It prepares imports and exports from databases operated under the library system. It is authorized to negotiate with the library system supplier. It coordinates cataloguing of documents in the processing line and outputs from the library system. It organizes training of NL staff working with the system. It participates in research and development within the scope of its competence.

10.6 Digital Preservation Division

It is a unit on the level of a division, managed by a head

It is responsible for professional activities (except for IT operation and development) connected with permanent preservation and accessibility of digital documents, regardless whether they were published in digital form, or digitized from analog documents. It outlines and develops the conception of the Central Digital Repository (CDR), it secures its filling with digital items and accompanying metadata with respect to SW applications administration, it administers and provides access to digital documents in CDR. It tracks changes in the international standards valid for the sphere of permanent preservation and accessibility of digital documents and makes them accessible. Based on the international standards, it consequently creates and implements unified national standards. The emphasis and core of coordination activities of this division is in cooperation with professional establishments (libraries) and repositories both in the Czech Republic and abroad that are engaged in long-term preservation and accessibility of digital documents. The division in question is responsible for the NL's participation in joint national and international projects and the compliance with the particular agreements. Within the scope of its professional competence, it provides coordination, methodical and consultancy work, which is also in competence of individual subordinated units. It considerably participates in research, development, lecture and publication work in our country and in the world.

10.6.1 Web Archiving Department

It is a unit on the level of a department, managed by a head.

It is responsible for registration, preservation, selection and accesibility of the domestic web sources. It outlines the aquisition policy in this field, selects web sources and negotiates with their publishers about providing licence to make them accessible. It describes the sources selected to be included in the NL catalogue and the Czech National Bibliography. In cooperation with internal and external colleagues, it provides for information technology to acquire and archive the "Czech web". It secures observing the legislative conditions and prepares necessary legislative changes, if need be, to acquire, archive and make accessible the online sources. It checks technical quality a makes necessary steps to secure the long-time access to the archived web contents. It develops methodology and takes part in research and development in national and international web archiving projects.

10.6.2 Central Digital Repository Section

It is a unit on the level of a section (gradual transformation in a department expected in future), subordinated directly to the Head.of the Digital Preservation Division

It cooperates in creating and implementing the conceptual development of CDR and the NL long-term digital preservation strategy. It determines and controls the CDR orientation; conceptually it controls the course of processes in CDR to fulfill its function of permanent preservation of and access to digital documents concerning the proper standards for their storage. It conceptually collaborates with all the NL data producers (Kramerius, WebArchiv, Manuscriptorium) and with respect to standards it serves as a consultancy establishment to them It negotiates with publishers and other institutions interested in using CDR. It secures observing the legislative conditions and prepares necessary legislative changes, if need be, to acquire, archive and make accessible the online sources. In order to continue the repository development and to maintain its professional level, staff members of the section cooperate in national and, above all, international projects in this field, they monitor the latest trends, and test and analyse new solutions. The Section is a key establishment that supports national projects of long-term digital data preservation.

10.6.3 Section for Standardizing and Coordination of Digital Preservation Processes

Kontakt : Bc. Ladislav Cubr

It is a unit on the level of a section (gradual transformation in a department expected in future), subordinated directly to the Head of the Digital Preservation Division.

It is responsible for analysing, implementing, support and development of standards in CDR (formats of metadata, unambiguous identifiers, suitable image data formats, costs for long-term preservation of individual types of data etc.). It monitors new trends in this field and implements them in repository operation and cooperation in the whole NL (e.g. cooperation in the field of digitization and long-term preservation). It coordinates activities in question in the Czech Republic and provides consultancy to other institutions.. It cooperates with external companies that secure the operation of CDR and applications in it. In order to secure the continual relation of national and international standars, staff of the Section participate in national and international research and development projects.

11. Library Operation and Investments

It is a unit on the level of a sector, managed by a director

It guarantees the complex management and operation of all the NL buildings. It realizes investment events in accordance with the approved plans. It coordinates and organizes deployment of the NL organizational units. It arranges for repairs and maintenance of all

immovable and movable objects in possession of the NL. It provides basic material and technical conditions necessary for work of the other NL organizational units. It serves as a centre for purchase, delivery, receipt, distribution, installation, and repairs and maintenance of long-term tangible assets and tangible office material except for computer technology. It manages and arranges for the protection and security of the NL property. It submits proposals and takes measures concerning emergency planning and civil protection. It organizes the waste sorting and removal in the NL. It provides coordination and methodical service and control within the scope of its competence, (incl. grant projects in this field). It monitors new trends in its scope of competence and submits proposals to their application.

11.1 Energy, Safety and Security Section

It is a unit on the level of a section, subordinated directly to the Director of the Library Operation and Investments Sector.

It submits proposals and takes measures in the field of emergency planning and civil protection. It manages emergency staff. It is responsible for contract relations with energies suppliers, i.e. supply of electricity (PRE company) and gas (Pražská plynárenská, a.s. company). It negotiates with suppliers the values of consumption diagrams and controls complying with them. It is responsible for the environment.

11.2 Management and Operation Division

It is a unit on the level of a division, managed by a head.

It arranges for complex management and operation service at all the NL buildings. It provides repairs and maintenance of all the NL real estates and movables. It provides basic material and technical conditions necessary for work of other NL units. It serves as a centre for purchase, delivery, receipt, distribution, installation, and repairs and maintenance of long-term tangible assets and tangible office material. It manages and provides security and property protection for the NL. It organizes the waste sorting and removal in the NL. It provides coordination and methodical service and control within the scope of its competence (including the grant projects in this field). It follows new trends in its scope of competence and submits proposals to their application.

11.2.1 Library Management Department

It is a unit on the level of a department, managed by a head.

It provides all service connected with the purchase and administration of tangible office material and warehousing. It provides rental service for the NL commercial premises, it keeps records of the lease contracts. It arranges for the transport of persons and material, maintenance and repairs of library cars, it keeps records of fuel consumption. It is responsible for the operation of post registry and post service in the NL including the Central Depository and keeping particular records and surveys

11.2.2 The Klementinum Operation Department

It is a unit on the level of a department, managed by a head.

It is responsible for operation and maintenance of all the NL buildings except for the Hostivař Central Depository; it manages the level of services by external suppliers, especially the heating and air conditioning service, operation of elevators and other machinery, cleaning work including the NL cloakroom and locker room operation, repairs of machinery and instruments. It is responsible for submitting projects for construction's alterations and extensions, preparing documents, obtaining building permit, performing the building works themselves (including construction supervision), obtaining occupancy permit, and putting the construction into operation. If need be, it also evaluates the building repairs and maintenance

works. It cooperates with the external company in the sphere of fire protection and staff safety and security.

11.2.3 The Hostivař Central Depository Operation Department

It is a unit on the level of a department, managed by a head.

It is responsible for operation and maintenance of the Hostivař Central Depository building; it manages the level of services by external suppliers, especially the heating and air conditioning service, operation of elevators and other machinery, cleaning work, and repairs of machinery and instruments. It is responsible for submitting projects for construction's alterations and extensions, preparing documents, obtaining building permit, performing the building works themselves (including construction supervision), obtaining occupancy permit, and putting the construction into operation. If need be, it also evaluates the building repairs and maintenance works. It cooperates with the external company in the sphere of fire protection and staff safety and security.

11.3 Investments Division

It is a unit on the level of a division, managed by a head.

It realizes investment events in accordance with the approved plans. It coordinates and organizes deployment of the NL units. It provides coordination, methodical service and control within the scope of its competence, (incl. grant projects). It follows new trends in the scope of its competence and submits proposals to their application. It submits proposals of conceptions and plans in connection with the NL investment development. It represents the NL in negotiations with bodies and organizations in the cases that concern the NL investment activities, it concentrates mainly on the construction of a new Hostivař Depository building and revitalisation of the Klementinum. It realizes the investment events according to particular plans in cooperation with other NL units. In the sphere of public procurements, it is responsible for the correct process approach of the NL in accordance with the Czech laws in force. It keeps the records and provides surveys.

11.3.1 The Klementinum Revitalization and the Hostivař CD Construction Department

It is a unit on the level of a department, managed by a head.

For more details see 9.4