

## **SUPPLEMENT Nr. 2: The Scope of Competence of the Organizational Units**

### **1. Library Collections and Services**

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

It systematically acquires, manages, and preserves National Archival Collections, Universal Library Collections and Study Collections. It manages Reserve Collections. It provides complex public library and information services related to the aforementioned collections and to the external collections and information sources as well. It serves as the National Bibliographic Agency and the CIP Agency, the National ISBN/ ISMN Agency. It serves as the National Centre of Interlibrary Loan (ILL) Services of the Czech Republic and the National Centre for International Exchange of Official Publications. It is a centre of the Union Catalogue of the Czech Republic and a centre of the National Name and Subject Authorities. Through the mediation of particular professional units it guarantees conceptual, coordination, and methodical service and control as well as cooperation on the national and international levels within the sphere of its competence. It participates in research and development.

#### **1.1 Acquisitions, Bibliography and Cataloguing**

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

In accordance with the determined profile of acquisition (CONSPECTUS), it systematically acquires documents for the National Archival Collections, the Universal Collections, and the Study Collections. It guarantees parallel and retrospective acquisition of domestic documents (except for periodicals) and selective acquisition of foreign documents (except for purchase and gifts of periodicals). It keeps initial files of the acquired documents.

It is responsible for bibliography and cataloguing of printed publications, except for periodicals, and selected special documents on the level of monographs and serials. It is the National ISBN/ ISMN Agency in the Czech Republic and the National Centre for International Exchange of Official Publications. 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 the 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, and authorized to do so are also individual departments within their scope of competence. It participates in research and development.

##### **1.1.1 International Numbering Agencies**

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 the systems of international standard book and music numbering. It cooperates with the International ISBN and ISMN Agencies and with other national and group agencies. In association 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**

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

Based on the current 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 initial 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**

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 for the NL the compliance with the agreements on international interlibrary exchange of publications. It manages the exchange collections. It keeps the initial files of newly acquired foreign documents, except for periodicals.

### **1.1.4 Descriptive Cataloguing**

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

It is responsible for descriptive cataloguing of the domestic and foreign 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 Bohemian 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. Included in this department is the Group for OPAC Administration that 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.

### **1.1.5 National Subject Authorities and Subject Cataloguing**

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 Access to the UDC classification system (UDC-MRF).

### **1.1.6 Special Documents Cataloguing**

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, microdocuments, video recordings, audio recordings) acquired to the NL collections according to valid international/

national standards. It is an administrator of the database of special documents in the NL electronic catalogue and the Czech National Bibliography.

#### **1.1.7 National Name Authorities**

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

It systematically builds files of national name authorities. It is an 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 content accuracy and uniformity of related access files to bibliographic descriptions in the NKC database (NL online catalogue).

#### **1.1.8 Union Catalogues**

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 monographs and serials into the Union Catalogue, including their quality control and removal of duplicates. 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.

#### **1.1.9 Preparation of Records for Digitization**

It is a unit on the level of a section, its staff report directly to a division head. For needs of prepared digitization it provides descriptive and basic subject cataloguing of printed monographs and continuing sources in accordance with the valid international/ national standards for documents with missing or insufficient entry in the NKC database (NL online catalogue).

### **1.2 Public Services**

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

In accordance with the NL Rules and Regulations, it provides complex public library and information services to library users. It builds up a system of general and specialized reading rooms with reference libraries and reference collections. According to the determined profile of acquisition (CONSPECTUS), it ensures the system of acquisition and cataloguing of domestic and foreign periodicals. With regard to the content of publications, it participates in the NL collections acquisition, namely the Universal Collections and Study Collections. It is the National Centre of Interlibrary Loan Service in the Czech Republic. Within the scope of its professional competence, it provides coordination, methodical, advisory, and consultancy services. Authorized to do so are also individual subordinate units within the scope of their competence. It participates in research and development work.

#### **1.2.1 Reader Services**

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-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 lost loans and takes care of their replacements, it prepares documents to claim them legally. It offers self-service copying and provides photocopying

and other 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**

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

In accordance with the NL Rules and Regulations, it provides services concerning check-in loans to the General Reading Room, Scholars Reading Room, and Social and Natural Science Reading Room from the Universal Collections, Study Collections and from the National Archival Collections kept in the Klementinum. It participates in administrative management of this 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 Public Services Division. It builds up information tools related to the collections in its administration.. It provides information and consultancy service, especially with regard to social and natural sciences, self-service copying, photoduplication and other reprographic services made to order.

In the fields of social and natural sciences, it cooperates with bibliographic and documentation departments. With regard to the content, it participates in acquisition to the Universal Collections and Study Collections.

### **1.2.3 Reference and Interlibrary Loan Services**

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 and mediates photocopying and other reproduction services made to order. It provides access to electronic information sources and internet, and organizes training to work with them. For the remote users, it provides services both in classic way and electronically – including electronic document delivery (DODE) 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 printed production. It represents the ILL Service in the Czech Republic in negotiations with national centres of other countries and international organizations. It is a retrieval centre in the National Library. It participates in acquisition to the Universal Collections and Study Collections with regard to the content.

### **1.2.4 Periodicals**

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

Based on the NL rules and 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 the Bohemical character..It keeps the initial 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 NL 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 reproduction 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 Services Development and Technical Support**

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 direct services in the competence of the Public Services Division. It provides microfilm, photoduplication and reprographic services. It manages the self-service copying system. It secures photographic documentation of the National Library activities.

### **1.3 Collections Management and Digitization**

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

It manages and preserves the National Archival Collection, Universal Collections, Study Collection; and Reserve Collections. It is responsible for comprehensive management, organization, revision and storage of the aforementioned collections and their reformatting. Within the IOP Project (Integrated Operational Programme) – Creation of the National Digital Library, it carries out mass digitization of non-historical library documents and provides access to them through user media and network. It cooperates with libraries, institutions and specialized establishments in the Czech Republic and is responsible for the NL participation in joint projects and the fulfilment of the particular agreements in the area of library collections management and preservation. Within the scope of its professional competence, it provides coordination, methodical, advisory and consultancy service; Authorized to do so are also individual departments within the scope of their competence. It significantly participates in research and development work, lectures and publishing both in the Czech Republic and abroad. It closely collaborates with other NL units.

#### **1.3.1 Collections Organization**

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

It is the output place 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, it provides documentary evidence and arranges for binding of volumes according to the agreed criteria in an internal or external binding office; it participates in checks of the completeness of accessions passed through the processing lines and sends the results to particular departments.

#### **1.3.2 Collections Revision**

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

It makes routine periodic and occasional revisions of library collections in accordance with 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. Based on the results of revisions, it prepares materials for up-dates and acquisitions to the Universal Collections, it participates in searches for replacements of library losses. It builds up and provides access to the archival collection of the 19th century, monographs and periodicals; it selects and marks library units that need special preservation. It submits proposals for

reformatting the most damaged publications and keeps records of the progress 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.

### **1.3.3 National Archival Collections Management**

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

It builds up, protects, permanently preserves and in accordance with particular regulations it provides access to 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 an output department 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 participates in checks of completeness of the passage of accessions through the processing lines and gives the results to particular departments. 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 manages the operation of the special National Archival Collections Reading Room. It cooperates on projects focused on digitizing library holdings.

### **1.3.4 Universal Collections Management**

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 safe storage as well as doing checks in this sphere; it submits proposals for measures to particular organizational units. It provides access to the Universal Collections, especially it delivers the requested items from the collections, puts 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 entering the data about damaged and reformatted titles into OPAC and it is involved in surveys of the collections condition and their minor repairs. It carries out basic revisions of arrangement in individual shelfmarks.

### **1.3.5 Reserve Collections**

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 content structure, purposeful acquisition and use. It performs content and formal updates of the Reserve Collections. It cooperates on retrospective acquisition to the NL collections.

### **1.3.6 Preparation of Documents**

It is a unit on the level of a department, managed by head. It selects and prepares library documents for digitizing, it checks their physical condition and the state of cataloguing, it examines duplicates of the selected documents. Based on performed basic findings it decides on further cataloguing. It lends documents in ALEPH System and keeps records on the selected documents in the Register of Digitizing. It creates basic data files (metadata) for further processing. In its work it adheres to agreed standards and recommendations. Within the scope of its competence it proposes methodology, system changes and standards, and it provides methodical and consultancy service. It is involved in implementing the IOP Project (Integrated Operation Project) – Creation of the National Digital Library and in other national and European projects, it participates in research and development work.

### **1.3.7 Scanning**

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

It scans documents selected for digitizing on robotic and manual scanners; it checks the quality and completeness of image files and, if need be, it also performs other operations connected with their processing. It is involved in creating methodology, testing and verifying functional properties of devices, and providing methodical and consultancy service. In its work it adheres to agreed standards and recommendations. It participates in implementing the IOP Project – Creation of the National Digital Library and in other national and European projects.

### **1.3.8 Metadata Creation and Management**

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

It processes digital image files and creates descriptive, structural, and administration metadata. In its work it adheres to agreed standards and recommendations. It prepares data for imports of digitised documents, or their parts, in a prescribed structure for long-term archiving, access, and for datasets to be registered in the Register of Digitizing. It administers data content of the systems Kramerius and Register of Digitizing. Within the scope of its competence it proposes methodology, system changes, and standards, and it provides methodical and consultancy service. It is involved in the IOP Project - Creation of the National Digital Library and in other national and European projects, it participates in research and development work.

### **1.3.9 Technical Support**

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

It is responsible for the operation of the National Programme Kramerius (VISK 7), it provides support to extensive digitizing projects in the field of library collections preservation, to research and development activities of the Collections Management and Digitization units, it keeps administration of the whole division. It is involved in the IOP Project - Creation of the National Digital Library. It participates in methodical and consultancy activities, in creation of standards, conceptions and legislation, and it is involved in research and development work.

## **1.4 Collections Preservation**

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

It is responsible for complex preservation and care of the physical condition of library collections. Its activity is focused on monitoring climate parameters and cleanliness in depositories for library collections storage; it is also focused on individual and mass conservation and restoration of library collections, bookbinding and other preservation activities. It is involved in planning and implementing preventive measures against accidents and natural disasters and coping with their consequences. It submits observations, initiatives, proposals, and recommendations within the bounds of legislative and normative process. It collaborates with libraries, institutions and professional establishments both in 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 preservation. Within the scope of its professional competence, it provides coordination, methodical, advisory and consultancy service. Authorized to do so are also individual departments within the scope of their competences. It participates in research and development, lectures and publishing activities in the CR and abroad. It closely collaborates with other units of the Library Collections and Services Sector.

#### **1.4.1 Development and Research Laboratoriem**

It is a unit on the level of a department, managed directly by the Division Head.

The activity of the department is focused on initial analysis of the condition of damaged books, such as determining Ph values, i.e. acidity of paper, shrinkage temperature of cellulose fibres in leather /hides/, and microscope observations supplemented with material analysis. Research laboratoriem participate in research, development and verification of new conservation and restoration methods and tests of different materials for conservation and restoration within the framework of research projects and grant tasks. Objective tests of conservation and restoration materials, both the non-aged and artificially aged, are performed by measuring their chemical, physical and mechanical, and purely physical properties. Laboratory staff monitor and evaluate climate parameters in depositories and exhibition spaces or, if need be, in other spaces that serve for handling library collections, and propose measures and adjustments. Part of the department is also a microbiological laboratory that performs microbiological tests and tests disinfectants and insecticides to treat library holdings and depositories, performs microbiological control of library collections, and carries out both individual and mass decontamination of microbially affected library collections.

#### **1.4.2 Restoration**

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

It is responsible for restoration and conservation of unique written documents, illuminated manuscripts and historical library collections. It takes care of rare book collections from outpatient treatment, through specific restoration treatment to general restoration of historical works. Restoration and conservation of library collections also include a detailed photodocumentation, restoration protocols and reports as well as preparation of special protective boxes. It conducts surveys of the condition of historical library collections and processes data into databases, consequently it assesses priorities of care for these collections. Staff of the department participate in preparation, transport and installation of historical collections in exhibitions, they control climate parameters before the beginning and during the exhibitions. They are involved in solution of research and development projects.

#### **1.4.3 Preventive Conservation**

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

It provides new bindings, re-bindings and repairs of the NL library collections. Based on proposals and requests it implements the programme of preservation of library collections in protective boxes made of suitable materials. It performs cleaning of library collections and methodically ensures its execution by external contractors. It participates in preparing proposals for preventive measures against accidents and natural disasters, and in cooperation with other units and contractors also in coping with their consequences. It is involved in solution of research and development projects.

#### **1.5 Retrospective Conversion and Technical Support**

It is a unit on the level of a department, managed by a head. It provides organizational, technical and administrative support to the IOP Project – The National Digital Library from a library perspective, to the Director of the Library Collections and Services Sector and the division heads of this sector. It coordinates and technically supports retrospective conversion of catalogues of both the NL and other Czech libraries. It participates in research and development within the scope of its competence

### **1.6 IOP-Moravian Land Library (library activities)**

It is a unit on the level of a department, managed by a head. Within the framework of the IOP Project – The National Digital Library, it coordinates and technically supports the operation of a branch office of the National Library of the CR in Brno. Within this project it ensures operation of the NL Digitizing Centre based in the Moravian Land Library building in Brno. It participates in research and development within the scope of its competence.

## **2. 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 subordinate departments. It participates in research and development work.

### **2.1 Manuscripts and Early Printed Books**

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 the National Retrospective Bibliography, called "Knihopis" in Czech. Within the scope of its competence, it takes 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 of cultural value from the sphere of book culture.

### **2.2 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.

### **2.3. Photoduplication and Digitization**

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.

### **2.4 Manuscriptorium**

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.

### **3. 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 related to 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 subordinate departments. It participates in research and development work.

#### **3.1 Acquisitions**

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

It acquires Slavonic literature 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.

#### **3.2 Bibliography and Cataloguing**

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.

#### **3.3 Public Services**

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 retrievals.

#### **4. 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.

##### **4.1 Internal Audit**

It is a unit on the level of a section, managed directly by the division head. 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 audit results, it proposes measures to improve the deficiencies found. It records its work and presents it in the annual report.

##### **4.2 Legal Advisor**

It is a unit on the level of a section managed directly by the division head. It provides the NL with legal service, mainly concerning commercial, civil, managerial, administration, and labour law, and if need be, also 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.

##### **4.3 The NL Archives**

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

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 official 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.

##### **4.4 Process Outputs**

It is a unit on the level of a section, managed directly by the General Director.

It proposes a plan of internal measures to the General Director to ensure the operation of the NL during the ongoing revitalisation. It submits recommendations to the General Director to change the operation of the NL, especially it develops internal guidelines in the sphere of adult education and career development of employees and submits them for approval. It submits proposals for coordination of activities within the NL with regard to achieving maximum efficiency and minimizing human resources.

#### **5. The NL Director for Science, Research and International Relations**

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

The director 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, international conferences and seminars, and on organizing international conferences and seminars by the NL. He provides necessary coordination in organizing staff business trips abroad.

### **5.1 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 translations, 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.

## **6. 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.

### **6.1 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 both card and electronic collections of the Library and Information Science Reading Room and Library. It builds up and provides access to bibliographic, reference and terminological databases from the field of library and information science; it provides access to foreign electronic sources in this field. It provides library, bibliographic, documentary, retrieval, analyses and reference services. It prepares and publishes specialised studies, bibliographic surveys, translations, and abstracts on topical questions of Czech and world librarianship. It acquires and provides access to information on international library associations, 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.

## **6.2 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.

## **6.3 Analysis and Coordination of PLIS (Public Library 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 carries out surveys focused on problems of reading, libraries and position of libraries in the society. It monitors meeting the standards and creates tools to measure the effectiveness and activity of libraries. 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 provides advisory, consultancy, and expert services to libraries, information centres and their founders. It guarantees the national coordination of regional functions and evaluates their fulfillment. It coordinates and organizes the programme of Public Information Services of Libraries (PLIS, in Czech VISK). It represents libraries in negotiations with collective copyright managers in the case of payment for use of author's works.

## **7. 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. It ensures communication with media, it organizes press conferences. It secures sponsorship activities. It prepares plans of exhibitions in the NL and in other venues (touring exhibitions from 2006) and produces their complete realization. Its competence also includes the management of the Klementinum Gallery. It is responsible for graphics and content of the first two levels of the NL web pages and the NL presentation on social networks. It functions as a technical editor for Internet and Intranet in cooperation with other NL units, especially with IT Sector. It creates the NL enterprise graphics and supervises its application. It approves and ensures all cultural events held in the NL premises and it is involved in its organization (Guest in the Klementinum, events of the project March – the Month of Readers). In accordance with the NL Rules and Regulations, it organizes guided sightseeing tours in the NL and provides other services to library users (excursions for students, basic training for work with PC, sightseeing tours for the NL guests, Open Days for students of secondary schools and for the public as well). It approves and ensures 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, except for the historical documents. It guarantees editorial work of the NL, including official prints with letterhead, logo and corporate design, it is responsible for sale and distribution of the published documents. It ensures the production of information, advertising and promotional materials of the NL, both regular and on the occasion of important exhibitions and events. It provides coordination and methodical service and control within the scope of its competence. It provides information service to the public and the sale of titles published by the NL.

### **7.1 PR and Marketing**

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 organises the communication with media including media campaigns. It is responsible for graphics and content of the NL web pages, including their English version. It creates the NL enterprise graphics and supervises its application (the NL information system with reference points). It approves and provides the background to all cultural events in the NL premises. It organizes sightseeing tours for library guests to historical rooms, excursions for students, and basic training for work with the NL online catalogues. It is responsible for the negotiations and agreements with sponsors. It ensures the production of the NL information, advertizing and promotional materials for all the NL, it provides promotional products on the occasion of exhibitions; it administers the archives of photographic documents, including the service for media. It approves and manages the 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, published after 1800, to exhibitions. Staff of this department participate in the work of the Information and Sales Centre at the entrance to the NL building. It provides information service to the public.

## **7.2 Exhibitions**

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

It submits conceptional plans and time schedules of the NL exhibition activities to be held both in and out of the NL building and ensures their organisation and realisation in all phases. It is responsible for their content and formal quality. It prepares and produces the NL internal communication system. It is involved in organizing the NL cultural events and their presentation.

## **7.3 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 official prints with letterhead, logo and corporate design. It ensures sale and distribution of the published titles. It is responsible for preparing, completing and issuing the NL annual report. Within the scope of its competence it provides coordination, methodical, advisory and consultancy services. It participates in operation of the Information and Sales Centre at the entrance to the library building..

### **7.3.1 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 material. Within the scope of its competence, it controls the quality of editorial design and layout of the NL publications.

### **7.3.2 Printing Department**

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

It is responsible for internal production of publications, editorial plan and official prints with letterhead, logo and corporate design

### **7.3.3 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 all the NL publishing production including promotional products. It participates in operation of the Information and Sales Centre at the entrance to the library building..

## **8. Digital Collections and Technologies**

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

The competence of the sector includes professional activities that concern collections of documents in digital form. It provides support to the other NL units in the sphere of computer equipment, services and creation of related methodology, concepts and normatives. It provides data and telephone communications including the operation of mobile phones. 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 subordinate departments. It participates in research and development work, lectures and publishing activities both in the Czech Republic and abroad

### **8.1 Digital Collections**

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

It is responsible for management, long-term preservation and access to the collections of digital documents, namely to digitised analog publications, electronic publications (e-books), electronic pre-prints web presentations. The division solves both technical and procedural issues of the activities mentioned above. It monitors and provides access to international standards in this area and in relation to them it creates and implements unified national standards. The division covers the area of long-term preservation of digital data under the IOP Project – Creation of the National Digital Library. It closely cooperates with departments of the Library Collections and Services, especially on including the digital collections in the NL standard processes.

#### **8.1.1 Web Archiving**

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

It is responsible for search, registration, preservation, and accessibility of the domestic web sources. It outlines the acquisition 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 establishments, it ensures information technologies to acquire and archive the "Czech web". In accessing, archiving and providing access to the online sources, it supervises the observance of the legislative conditions and prepares necessary legislative changes, if need be. It checks technical quality and makes necessary steps to secure the long-term access to the archived web contents. It develops methodology and takes part in research and development in national and international web archiving projects. The department covers the area of web archiving within the framework of the IOP Project – Creation of the National Digital Library.

#### **8.1.2 Digital Repository Content Management**

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

It is involved in creation and implementing the conceptual development of the system for long-term preservation of digital data (LTP system) including the NL strategy in this field. It determines and ensures daily operation and administration of the LTP system from a library perspective to make sure that the data pass through all processes and the system fulfils its function of providing a long-term preservation of and access to digital documents. The

department staff negotiate with data producers (both in and out of the NL), publishers and other institutions that store or want to store their data in the LTP system. To acquire, archive and provide access to the online sources, the department secures complying with the legislative conditions and, if need be, it prepares necessary legislative changes. In order to develop and keep the LTP system at the particular professional level, the department is involved in the solution of national and mainly international projects in this sphere. The department covers the area of daily operation, administration, content management and development of the LTP system within the framework of the IOP Project – Creation of the National Digital Library. It monitors trends and, if need be, it tests and analyzes new solutions.

### **8.1.3 Preservation Standards**

It is a unit on the level of a department, managed by a head. The department finds, analyzes, implements, supports and develops standards necessary for long-term preservation (LTP) of digital data, such as metadata formats, unambiguous identifiers, image data formats etc. It monitors and evaluates expenditures connected with LTP of individual types of data. Within the NL, it monitors the adherence to and use of LTP standards in key systems (audit). It watches trends in this sphere and implements them into conception, functionality and adjustment of LTP system, into the way of coordination within the NL (digitising, web archiving etc.) and also into planning the preservation within the LTP system. For this reason it cooperates on the conceptional level (not that of HW and storage) with all data producers in the NL and out of it as well, and serves for them as a consultancy office with regard to standards. An important role of the department is in its function of a coordinator within the whole Czech Republic, i.e. it provides consultancy in this field to other institutions. Standardising of processes requires the cooperation with external companies that ensure operation of both the LTP system and its individual applications. To ensure the continuity of national standards with the international context, the department members are involved in solutions of national and above all international projects in this sphere. The department covers the area of LTP system standards within the IOP Project – Creation of the National Digital Library.

### **8.1.4 Technical Support to the National Digital Library**

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

The department is responsible for the technical support to application management and operation of the system of the National Digital Library Project, it ensures their operability and removal of operational incidents, monitoring of applications and their operation (SLA applications), implementing of system configuration changes, and capacity planning necessary for systems operation.

The department seeks bottlenecks and submits proposals for optimization measures to ensure the operation. It co-decides on use of modified versions of applications into the production operation. It collaborates with external services suppliers, concludes contracts on services supply with them and checks their activity. The department submits proposals and implements measures to ensure information security of the managed systems, it collaborates in proposals of the policy of backup and recovery of the existing and new data (in cooperation with the data producers in the NL – Kramerius, WebArchiv, Manuscriptorium and other projects).

#### **8.1.4.1 Technical Support to Digitizing Lines**

It is a unit on the level of a section, managed directly by the head of the Department of Technical Support to the National Digital Library. It provides technical support to digitizing

lines (DL). It keeps them in running order and perfect technical condition. It is responsible for incident management of digitizing lines. It performs changes of configuration and adjustment of digitizing lines, it cooperates with producers and suppliers of HW and SW for digitizing lines. Within the NL it collaborates mainly with the departments of the IT Sector and the Library Collections Management and Preservation.

#### **8.1.5 IOP-Moravian Land Library (IT)**

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

Within the framework of the IOP Project – The National Digital Library, it coordinates and technically supports the operation of a branch office of the National Library of the CR in Brno. Within this project it ensures operation of the NL Digitizing Centre based in the Moravian Land Library building in Brno.

### **8.2 Information Technologies**

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

It provides services and support to computer technologies users from among the NL employees. It provides services and capacity to applications and their administration. It provides services 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 division, its maintenance and monitoring. It plans and implements changes of the administered IT infrastructure. In coordination with other NL 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 the NL employees. It submits documents for and collaborates on creation of the NL IT development strategy and enterprise architecture. It provides technical support to central information systems operated in the NL.

#### **8.2.1 User Support**

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

The department is responsible for the following processes :

Incident management. It is a contact place for users, it provides support, consultancy and training to users from among the NL employees, 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 user 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.

## **8.2.2 IT Infrastructure Management**

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 implements the processes necessary for continuity of computer network, system platform and data centres; it plans and implements their renewal and development. 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.

### **8.2.2.1 Communication Management**

It is a unit on the level of a section, managed directly by the head of the IT Infrastructure Management Department.

It is responsible for the accessibility, quality and security of the communications infrastructure (CI) services (computer and telecommunication network including terminals and business mobile phones). It provides operation, management and administration of CI, including the management of mobile operators' services and internet connection. It cooperates on solving IT infrastructure operation and security problems, it proposes and implements measures to remove their causes. It plans the development and renewal of CI SW and manages the corresponding projects. It provides documentation for and coordination in preparing and implementing all IS projects. It completes documentation for the NL IT development strategy. It maintains CI documentation, monitors its operation and use. It proposes conditions for work of external suppliers of services for CI operation and management and controls their observance. It supervises the activities of users and applications administrators, sets conditions and issues instructions for them to use CI systems. It sets and supervises the conditions, under which other NL employees and external subjects can work on the systems managed by this section. It proposes internal standards for use of CI. and recommends processes to work with it.

### **8.2.2.2 Central System Platform Management and Data Centres**

It is a unit on the level of a section, managed directly by the head of the IT Infrastructure Management Department.

It ensures the operation (accessibility and security) of services and administration of the 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 manages the particular projects. It provides documentation and coordination in preparing and implementing all IS projects. It plans and is responsible for security of data stored 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 and controls their observance. It coordinates and sets conditions for installation and operation of SW and HW components that use CSP. It supervises activities of users and applications administrators, sets conditions and issues instructions for them to use CSP. It sets and supervises the conditions, under which other NL employees and external subjects can work on the systems managed by this section. It proposes internal standards for use of CSP and recommends processes to work with it.

### **8.2.3 Library System**

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, permanent 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 the NL employees working with the system. It participates in research and development within the scope of its competence. It collaborates with all cataloguing, preservation a library service units in the NL.

### **8.3 IT Financial Management and Administration Support**

It is a unit on the level of a department, managed directly by the director of the Digital Collections and Technologies Sector.

It controls the compliance with the NL IT budget. It submits the proposals of financial plans, partial budgets, and prepares documents concerning their fulfillment. It keeps records of requests for the supply of material, IT components, SW and services. It takes part in supply delivery and control, and it handles possible complaints. It is responsible for the business relations with suppliers (contracts, tenders and competitions, proposals of policies in these areas); it supervises complying with the contracts; it evaluates the suppliers of materials and services. It implements market research, it performs cost analysis of material, spare parts and new components to be purchased, and price control. It processes financial reports and arranges for supplying and maintaining minimum supply in store. It makes planing of consumer material. It provides registration and management of tangible and intangible assets in IT systems throughout its life (property registration, licensing and their documentation).

## **9. Economy and Operation Management**

It is a unit managed by the Deputy-Director for Economy and Operation Management reporting directly to the NL General Director. The Deputy-Director substitutes for the NL General Director in his absence in the whole scope of his competence.

He guarantees complex management of economy, finance, budget and personnel policy. He is responsible for administration and operation of all the NL premises. He controls implementing the investments in accordance with approved plans. He controls coordination and deployment of the NL organisational units. He manages repairs and maintenance of all immovable and movable objects in possession of the NL. He manages providing basic material and technical conditions necessary for work of the other NL organizational units. He controls protection, safety and security of the NL property. He submits proposals and implements measures in crisis planning and civil protection. He provides coordination, methodical service and control within the scope of his competence, including grant projects. He monitors new trends in the brach in question and submits proposals for their application.

## **9.1 Economy and Budget Management**

It is a unit on the level of a sector, managed by a director reporting directly to the Deputy-Director for Economy and Operation Management.

It manages complex economic, financial and wages agenda of the NL. It is responsible for preparation of the NL budget, its discussing and compliance with budgetary discipline in the NL. It monitors, coordinates and methodically controls the sphere of economy, accountancy and taxes in connection with activities of all the NL units and provides methodical and consultancy service in this field. It keeps archives of documents for the Economy and Budget Management Sector and for the Personnel, Labour and Wages Department.

### **9.1 1 Information 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. It establishes interim and annual financial statements in the range of and according to instructions of the founder, it prepares statistical reports. It communicates with institutions related to the area of accountancy and finance. It checks documents for partial and final project reports. It collaborates on economy management revisions.

#### **9.1.1.1 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, it keeps the Czech and foreign currency cash registers, it makes financial statements of domestic and foreign business trips. Based on submitted documentation it issues invoices to customers, it keeps records of all invoices from suppliers and ensures their circulation and payment. It completes documentation for all financial statements, it participates in preparing documentation for statistical surveys and tax agenda – tax returns. It keeps VAT records. It conducts the inventory of accounting documents and account balance

#### **9.1.1.2 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.

#### **9.1.1.3 Programme Funding**

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

It provides administration of projects (excerpt for construction works) funded from all sources. It prepares and completes financial and accounting documentation to partial and final project statements. It cooperates with the project leaders and provides consultancy in accountancy and economic activities. It collaborates in revisions of economic management.

## **9.1.2 Budget and Property Registration**

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, it controls observance of 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 of the NL property; it keeps files of

property allocation, transfer and disposal. It completes a plan of depreciations. It prepares documentation for stocktaking of the NL property

### **9.2 Personnel, Labour and Wages**

It is a unit on the level of a department, managed by a head reporting directly to the Deputy-Director for Economy and Operation Management.

In cooperation with the NL Management it defines the conception of personnel development. It manages the personnel agenda and rewarding of employees. It provides organizational backup for recruitment and selection of new staff. It ensures all requisities and prepares documentation for employment acts 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 rewarding of employees. It communicates with institutions related to the sphere of personnel and wages. It provides analysis nad statistics for the NL. It keeps records of agreements concerning material responsibility of the NL staff. It prepares documentation for the personal expenses item of the NL budget. It checks and is responsible for observing 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 to the Wages Office the documentation for wages processing.

### **9.3. Facilities and Operation Management**

It is a unit on the level of a division, managed by a head. managed directly by the Deputy-Director for Economy and Operation Management..

It ensures complex management and operation service of 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 ensures security and protection of the NL property. 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). It monitors new trends in the sphere of its competence and submits proposals to their application.

#### **9.3.1. Library Facilities Management**

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

It provides all services 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 Hostivař Central Depository and keeping particular records and surveys

#### **9.3.2. The Klementinum Operation**

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 controls the level of services by external suppliers, especially heating and air conditioning services, operation of elevators and other machinery, cleaning work including the NL cloakroom and locker room operation, repairs of machinery and instruments. It ensures proposals and projects, preparation works, building permits, performing building works (including construction supervision), occupancy permits, and putting constructions into operation. If need be, it also evaluates the building repairs and

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

### **9.3.3. Hostivař Depository Operation**

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 controls the level of services by external suppliers, especially the heating and air conditioning services, operation of elevators and other machinery, cleaning work, and repairs of machinery and instruments. It ensures proposals and projects, preparation works, building permits, performing building works (including construction supervision), occupancy permits, and putting the construction into operation. If need be, it also evaluates the building repairs and maintenance works. It cooperates with an external company in the area of fire protection and staff safety and security.

### **9.3.4 Energy, Safety and Security Section**

It is a unit on the level of a section, managed directly by the head of the Library Facilities Division. It cooperates with an external company in the area of fire protection and staff safety and security, that proposes measures in the field of emergency planning and civil protection. 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 area of environment.

## **9.4 Investments**

It is a unit on the level of a division, managed by a head reporting directly to the Deputy-Director for Economy and Operation Management.

It realizes investment events according to approved plans. It coordinates and organizes deployment of the NL organizational units. It provides coordination and methodical service and control within the scope of its competence, (incl. grant projects). It monitors new trends in the sphere of its competence and proposes their application. It submits proposals of conceptions and plans in the area of the NL investment development. It represents the NL in negotiations with bodies and organizations in cases concerning extensive investment activity of the NL. It realizes the investment events according to specific plans in cooperation with other NL units. In the area of public procurement, it ensures the correctness of procedure of the NL according to current legislation.. It keeps corresponding records and reports.

### **9.4.1 Revitalization of the Klementinum and Construction of the Hostivař Central Depository.**

It realizes investment events according to approved plans. It represents the NL in negotiations with bodies and organizations in cases concerning extensive investment activity of the NL, it is focused namely on the construction of the Hostivař Central Depository and the revitalization of the Klementinum. It realizes the investment events according to specific plans in cooperation with other NL units. It keeps corresponding records and reports.