

**Rules of Procedure in Case of Loss of a Document from the Library Collections  
of the University Library of MBU**

1. The user shall report the loss of a document at the same workplace of the UL MBU where it was borrowed.
2. At the time of reporting the loss, involved parties shall write down a record on the loss on a pre-printed form, where the user signs a commitment and obligation to replace (compensate) the lost document within the date stated in the record.
3. The employee in charge shall list all necessary information about the lost document in the record, according to the pre-printed points.
4. Simultaneously with reporting the loss, the UL MBU employee is obliged to inform the user about the forms of compensation, accepted by the UL MBU:
  - a) Another copy of the same title and edition
  - b) A newer edition of the same title
  - c) Another title specified by the UL MBU staff, not older than 3 years
  - d) Paying the cost which the UL MBU will have to spend on producing a copy and book binding of the document
  - e) Financial compensation.

In accordance with the Copyright Act No. 185/2018 coll. as amended it is not possible to accept a photocopy of the lost document from the user.

5. In case of loss or damage of the document of CD or DVD the user is obliged to pay full price of the document on this medium.
6. The user shall with each form of compensation for the lost document also pay the handling fee for the loss and any penalty fees connected with reminders and enforcement of the compensation of document.
7. Handling and penalty fees are listed in the Price List of Fees and Services of the UL MBU (*Annexe No. 2*)