

ORGANIZATIONAL RULES

National Library of the Czech Republic

Article I

Preliminary Provisions

1. Internal organization of the National Library of the Czech Republic (*here-in-after only the NL*) is laid down in the Organizational Rules, which:
 - a) divide the NL into sectors, divisions, departments (*here-in-after only the units*) and sections;
 - b) define the sphere and content of activities of individual units and sections;
 - c) determine basic relations and forms of cooperation and communication among the units;
2. The system of the NL management is based on the Czech laws in force, on the Statute of the National Library (issued by the Decree of the Minister of Culture of the Czech Republic nr. 35/1994, MK ČR, ref. nr.. 15506/94, of 22nd December 1994, and its later amendments) and on a system of internal organizational regulations.
3. The NL sphere of activity is stipulated especially in the Law of the Dig.nr. 257/2001 on libraries and conditions of pursuance of public library and information services (the so-called Library Law) and following rules and regulations, and in the Statute of the National Library of the Czech Republic.

Article II

Sphere of Competence of the National Library

1. NL is established for indefinite time by the Ministry of Culture of the Czech Republic.
2. NL is a legal entity – a state contributory organization, which, on behalf of its name, may gain rights and undertake obligations.
3. In accordance with the Law of Dig. Nr. 257/2001 on Libraries and conditions of pursuance of public library and information services (the so-called Library Law), the NL is a library with universal library holdings completed with specialized collections, which permanently keeps a National Archival Collection and a historical collection. NL guarantees for all an equal access to public library and information services as well as to other services provided. NL is a centre of the system of libraries. Within the system, it provides coordination, professional, information, educational, analytical, research, standardizing, methodical and consultation services.
4. NL is based at: **Klementinum 190, Praha 1, Postal Code 110 00.**
5. NL has assigned the following identifications: **IČO 00023221 a DIČ CZ00023221.**

Article III

Organization and Management Structure

1. The Statutory Organ of NL is its Director, who is appointed and removed by the Minister of Culture of the Czech Republic. The NL Director is authorized to act on behalf of the NL in all questions and is responsible for its work to the Minister of Culture of the Czech Republic.
2. NL organizational structure is to be found in charts, in the Appendix Nr. 1 of the Organizational Rules.
3. During the absence of the NL Director, this is substituted by the Deputy Director for Research, Development and International Relations in the entirety of his rights and duties, with the exceptions stipulated in the Law.
4. During the concurrent absence of the NL Director and the Deputy Director as per para 3 of this Article, the following deputies respectively substitute for them, provided with a warranty from the former or the latter:
 - a) Director of Library Collections and Services,
 - b) Director of Information Centre for Librarianship,
 - c) Director of Historical and Music Collections,
 - d) Director of the Slavonic Library,
 - e) another Head of the NL Divisions in charge.
5. The NL Director concludes a collective agreement with the NL Trade Union, in which individual and collective relations between the NL and NL staff are treated as well as rights and duties of the contracting parties.

Article IV

Advisory Organs and Working Commissions

1. In order to discuss matters, the importance of which requires a collective opinion, the NL Director establishes temporary or, if need be, permanent advisory organs and working commissions, and stipulates principles of their work. Similarly, also the managers of the 1st degree of management may establish their advisory organs.

A permanent advisory organ of the NL Director is the Managing Board, members of which are the managers of the 1st degree of management. The NL Director is in the chair of the Managing Board. A representative of the NL Trade Union is a permanent guest of the Managing Board Meetings. The Managing Board negotiates, in particular all principal questions concerning the development and operation management of the NL and coordinates the work of all NL units subordinate directly to the NL Director. Results of negotiations of the Managing Board Meetings are recorded in Minutes that comprise the particular date of the meeting, list of members present incl. guests and other persons invited as well as a list of tasks resulting from the meeting, incl. their deadlines and names of responsible staff members.
2. Also other NL staff members or, if need be, external fellow workers, may be invited to participate in the meeting of advisory organs. Their invitation is always in competence of the chairman of the particular advisory organ or working commission.

Article V

Managers

1. Principal duties of managers are stipulated in the Labour Code and are further elaborated in the NL Labour Rules and Regulations.
2. The managers are obliged in particular:
 - to organize and manage the activity of their subordinate departments and staff members,
 - to make the subordinate staff members acquainted with internal organizational rules and check up their good knowledge of generally binding rules and regulations related to their work,
 - to plan their activity in accordance with pursuing their profession and, in cases stipulated by the internal rules and regulations to prepare budget of expenses necessary for completing their work, to observe the budget and, in doing that, to be very particular about maximum economizing,
 - to cooperate with other units and staff members in fulfilling the tasks of work, to observe the principles of cooperation with other units,
 - to manage carefully the property entrusted.
3. The manager manages the work of the particular unit in his/her charge and is responsible for pursuance of activities that belong to the sphere of competence of his/her management. The manager decides independently on all matters and issues that concern the sphere of competence of his/her unit, unless he/she delegates the competence to a subordinate or his/her superior reserves the right to make a decision. Delegation of the decision-making competence to the subordinate does not mean that the manager is relieved of his responsibility for results of the decision made within the framework of the delegated competence.
4. During the absence of the manager, the appointed deputy manager substitutes for him/her in the entirety of his/her rights and duties. The NL Director has the right to designate, which delegation is subordinate to his approval or approval of a manager appointed by him.
5. In delegating the function, both the deputy and the deputized are obliged to inform each other in writing about the course and state of main unfinished works and other important circumstances.
6. In cases stipulated in internal organizational rules and regulations or specified by the deputized manager, the decision may be postponed - if its character allows that - until the return of the deputized. In case it is impossible, the deputy is obliged to contact the deputized or, if need be, to discuss the question with the superior and present it to him/her to make the decision.

Article VI

Handing Over and Taking Over the Functions

1. Handing over and taking over the functions must be made in writing. In doing that, it is necessary, above all, to establish and evaluate the state and results of activity of the particular unit and to record that. The record must be signed by the subordinate and his/her superior as well.
2. The member of staff who takes the function over is obliged to become acquainted with all conditions and rules and regulations valid for the activity of the unit to be taken over, namely with generally binding regulations, organizational rules, operation management rules and regulations, and other important internal regulations.
3. Provisions as per para 1 of this Article are also obligatory for handing over the functions of other staff members, whose position or sphere of material responsibility require that.
4. In handing over and taking over the function of staff members directly responsible for economic means, an extraordinary inventory list of entrusted economic means must be taken.

Article VII

System of Internal Organizational Regulations

1. System of internal organizational regulations comprises:
 - a) rulings of the NL Director, in which principal measures of a normative character are stipulated,
 - b) instructions of the NL Director, by which tasks are given to managers of the 1st and 2nd degree,
 - c) directions of the NL Director, in which principles, regulations and progress are given in detail concerning activities and spheres of work of the NL,
 - d) methodical instructions of managers of the 1st degree, in which the progress of activities of all units methodically managed by them are given.
2. Rulings and directions of the NL Director and methodical instructions of managers are made public and accessible to NL staff via NL intranet. Rulings, directions and methodical instructions are numbered chronologically with the particular year of publishing written behind the line of a fraction (x/ZZZZ). Each ruling, direction and methodical instruction always bears the date of effectiveness of the particular document. Head of the NL Director's Office is responsible for numbering the rulings and directions issued by the NL Director; the managers of the 1st degree are responsible for numbering methodical instructions issued by them.

Article VIII

Definition of the Job Description of Activities of Individual Units

1. Sphere of competence of individual units is stipulated by the ruling of the NL Director and is defined in the Annexe nr. 2 of the NL Organizational Rules.

2. The structure of units defines the individual units and relations of subordination and superiority among them. The structure is arranged so that each member of staff has one superior. The relations of superiority and subordination are those of direct managerial authority and direct responsibility for complying with orders.
3. The sphere of competence of each particular unit is given by all the activities that must be done in order to comply with obligations resulting from its job description as per para 1 of this Article.
4. Besides the direct managerial relations stipulated in para 1 and 2 of this Article, there are also relations of methodical management applied among the units - see Article VII, para 1 d).
5. Methodical management guarantees a unified and reasonable pursuance of the same activity on all degrees of management and in all units having the activity in their job description.
6. Methodical management is guaranteed as follows:
 - a) in the field of research, development and international relations – by the Deputy Director for Research, Development and International Relations,
 - b) in the field of bibliography, cataloguing, management and protection of collections – by the Director of the Library Collections and Services,
 - c) in the field of historical and music collections, their protection and related services – by the Director of Historical and Music Collections,
 - d) in the field of the Slavonic Library's collections, their protection and related services – by the Director of the Slavonic Library,
 - e) in the field of economic management, property, personnel, and remuneration – by the Director of the Financial Management and Personnel Division,
 - f) in the field of marketing, trade, communication, publicity, and publishing – by the Director of the Centre for Communication,
 - g) in the field of computer technology and telecommunication – by the Head of the Department of Information Technologies,
 - h) in the field of operation and management, health and safety at work, and disasters - by the Director of the Library Operation and Management Division,
 - i) in the field of the collections of the Information Centre for Librarianship, their protection and related services, and the NL staff training – by the Director of the Information Centre for Librarianship,
 - j) in the field of investments, internal audit, NL legislation, archiving and shredding documents – by the Head of the NL Director's Office.
7. The particular manager as per para 6 of this Article is responsible for methodology and the proper pursuance of professional activities as well. Within the framework of methodical management, the manager is responsible for:
 - a) treating, issuing and applying methodical instructions,
 - b) the harmony between methodical instructions and generally binding legal rules and other internal organizational regulations,
 - c) the check up of observing the methodical instructions issued.

Article IX

Change of the Organizational Structure

1. Organizational structure may be changed by a ruling of the NL Director.
2. In such change, when the pursuance of certain activity is handed over from one organizational unit to the other, this is done as stipulated in the provisions of the Article VI, para 1.

Article X

Detailed Provisions concerning the Organizational Structure

1. The top NL form of unit – 1st degree of management – is a sector (in Czech *úsek*). Professional orientation of the sector is complex, i.e. through the mediation of subordinate units it guarantees the pursuance of all the scopes of duties that belong to its professional competence. The sector is headed by a professional director, who is responsible for the particular sphere of the management system as a whole, both from the point of view of its methodology and pursuance of work. The same function of a professional director is comprised in the position of the Deputy of the statutory organ, who is entrusted to negotiate on behalf of the NL in questions that are in his professional competence.
2. A division is usually a unit of the 2nd degree of management, which through its professional sphere of activity covers completely one or more scopes of duties, has methodical competence to other units in pursuance of its professional scopes of duties. A division is further divided into departments, sections and professional functions. The division is headed by a head of the division. In case the division is managed directly by a manager of the 1st degree, the professional orientation of such division is defined similarly as that of a sector as per para 1 of this Article. Such division is headed by a professional director.
3. A department is a unit of the 3rd degree of management. This kind of unit pursues a complete professional, managerial or administrative scope of duties. The department – except for those specified in the Annexe 2 – has no methodical competence, should the need arise, it prepares drafts of particular methodology and arranges for its issuing. The department is further divided into sections and professional functions. The department is managed by a head of the department.. In case a manager of the 2nd degree of management is at the head of the department, its professional orientation is defined similarly as that of a division as per para 2 of this Article. In case the department is managed by a manager of the 1st degree, its professional orientation is similar as that of a sector as per para 1 of this Article.
4. A section is neither a unit nor a degree of management. It is only a gathering of two or more professional functions of the same sphere of work. In order to reach a more operative management of professional activities, a head of the section may be charged with organizational or managerial competence. Such staff member is not a manager in the sense of organizational or labour rules.

5. The organizational structure of a unit is proposed and submitted by the head of the particular unit and is approved by the NL Director.

Article XI

Final Provisions

1. These Organizational Rules invalidate those effective from January 1st 2000, including all changes and Annexes.
2. These Organizational Rules come into effect from December 1st 2004.

Mgr. Vlastimil Ježek
Director of the National Library