Supplement No. 2: The Competence of the NL Units as of February 1 2012

1. Library Collections and Services
It is a unit on the level of a sector (in Czech sekce), managed by a deputy director.

It systematically acquires, catalogues, 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. It makes comments, suggestions, proposals and recommendations concerning cultural heritage in the legislative and regulatory process. Through the mediation of particular professional units it guarantees conceptual, coordination, and methodical service and control as well as cooperation on national and international levels, within the sphere of its competence. It participates in research and development.

1.1 Acquisition, Bibliography and Cataloguing
It is a unit on the level of a division, managed by a director.

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 the 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 and implements unified cataloguing policy. It cooperates with libraries, institutions, and professional establishments in the Czech Republic as well as abroad, and is responsible for the NL participation 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 the 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. By purchase or through gifts it acquires other copies of domestic documents 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 through 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 Bohemical book production of the 19th century. It is a subadministrator of a database of books within the NL electronic catalogue and the Czech National Bibliography. It works as the National CIP Agency (Cataloguing in Publication). It coordinates projects of shared and cooperative cataloguing of Czech books. 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 the NL electronic catalogue. It is 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 and 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 orgnizes 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 Retrospective Conversion
It is a unit on the level of a department, managed by a head.
It coordinates and technically supports retrospective conversion of catalogues of both the NL and other Czech libraries, including a professional guarantee of the PLIS 5 Subprogramme.- RETROKON (PLIS – Public Library and Information Services). It participates in research and development within the scope of its competence.

1.2 Public Services
It is a unit on the level of a division, managed by a director.
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 the 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 a 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 cooprates 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 refernce 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 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 as well as 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 made to order. It manages the self-service copying system. It secures photographic documentation of the National Library activities.

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

It manages 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. 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. 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 participates in research and development work.

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 sends 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 back 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, purposefull 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 Strategic Planning of Library Collections Digitization
It is a unit on the level of a department, managed by a head.
It participates in forming the conception and strategy of digitization of non-historical library collections on both national and international level. It coordinates activities of libraries and other memory institutions, publishers, scientific and professional institutions concerning strategic decisions regarding the selection and process of digitization of library wholes and partial collections from the point of view of the standards used and with regard to the access to them through networks or mobile readers. It prepares research and development projects focused on the development of tools, procedures and methodologies in this field and it is involved in their implementing. It ensures the promotion and application of results of the research projects in the form of lectures, presentations, publishing activities and it participates in the training of professionals. It provides organizational back-up to the operation of the National Programme VISK 7 (Public and Information Services of Libraries).

1.3.7 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 metodical 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.

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

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 of depositories for library collections storage; 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.

1.4.1 Development and Research Laboratories
It is a unit on the level of a department, managed directly by the Division´s Director.

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 perfomed 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 ambulant intervention through specific restoration treatment to general restoration of historical works. Restoration and conservation of library collections also include a detailed photodocumentation, restoration protocoles 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 exhibions. 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 non-historical 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 mechanical 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 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.

1.5.1   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 editting of the National Retrospective Bibliography *("Knihopis"* in Czech). Within the scope of its competence, it is involved in professional publishing and exhibition activities 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.

1.5.2 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 publishing activities.

1.5.3 . 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. It does study and possibly also protective reformatting of original hostorical 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

1.5.4 Manuscriptorium
It coordinates the content of the Manuscriptorium Digital Library, it prepares the conception and strategy of its further development. It coordinates the creation of a 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 literarry cultural heritage.

2 Digitization and Technologies

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

Its competence includes professional activities that concern the collections of documents in digital form. To other NL units, it provides support in the area of computer equipment, services and creation of related methodologies, policie and normatives. It ensures data and telephone communications including the operation of mobile phones. Within the scope of its competence and through the mediation of particular units, it ensures conceptual, coordination, methodical and control activities on the national and international level. It participates in research and development.

2.1 ICT Infrastructure and Operation

It is a unit on the level of a division, managed by a director. It provides service and support to computer technologies users from among the NL employees. It provides services and capacities to applications and their administration. It provides services in preparing, implementing and operation of IT parts of the grant projects. It is responsible for information security in the whole NL. It provides the planned accessibility of services of ICT infrastructure administered by this division, its maintenance and monitoring. It ensures the management of IT projects and methodical support to other NL units. It is responsible for managing the business relations with IT suppliers and service providers. It is responsible for the registration of and compliance with SW licences. It submits proposals for standards and intructions 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.

2.1.1 PC Service

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

The department ensures 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 grid-based), scanners (both local and grid-based), dataprojectors, and communication equipment connectable with PC. It installs and configurates 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´ secure use of IT. It sets up and administers users´ profiles and accounts. It sets up access rights. It plans and ensures the maintenance of terminal equipment and its system SW. It maintains or ensures the maintenance of terminal equipment.

Safety and security of terminal equipment data - it analyses the situation and proposes security measures to protect local data and terminal equipment. It provides technical support to them. It keeps records of security incidents on terminal equipment. It controls and ensures complying with licence agreements on the SW installed on adminstered HW.

It keeps records and files documents 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 provides assistance to external suppliers within the scope of its competence.

2.1.2 Networks, Servers and Communications

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 data storage system, and computer and telephone network with its services. It plans and implements the processes of uninterrupted supply of services of computer network, system platform and data centres; it plans and implements their renewal and development. It manages projects of changes of the NL IT infrastructure technology as mentioned above. It sets internal technical standards obligatory for building IT infrastructure It gathers data necessary for analyzing the economy and efficiency of processes provided by technological part of the NL IT infrastructure. It collects information necessary for assessing the extent of risks connected with the operation of technological part of the NL IT infrastructure. It prepares documents for the NL IT strategy of development.

2.2 Systems and Applications
II tis a unit on the level of a division, managed by a director.
It operates the most important SW applications, namely the library system and the National Digital Library components. It is responsible for concluding and updating licence agreements and those for their subsequent support and updates and checks their performance.

2.2.1 Technical Support to the National Digital Library
It is a unit on the level of a department, managed by a head.
It provides technical support to application administration and to the operation of the National Digital Library Project systems; 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 implementing modified versions of applications into the production operation. It collaborates with external service 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 on 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).

2.2.2 Library System
It is a unit on the level of a department, managed by a head.
It operates the integrated library system, tests and implements new versions of the system or other subsystems, and provides permanent maintenance and system control. It prepares imports and exports from databases operated through 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 the NL units.

2.2..3 Development and Applications
It is a unit on the level of a department, managed by a head. It provides analytical preparation of development projects, their programming, testing, implementation and possibly also distribution. It proposes contracts with external suppliers within the scope of its competence. It prepares metodology of SW applications planning and development for other NL units.

2.3 Digitizing
It is a unit on the level of a division, managed by a director.
Within and outside the IOP Project – Creation of the National Digital Library, it provides digitization of non-hostorical library collections and ensures access to them through user media and networks. It selects and prepares library documents for digitization and creates descriptive, structural and administration metadata. It cooperates with libraries, institutions and specialized establishments in the Czech Republic and abroad. It is responsible for the participation of the NL in joint projects and compliance with particular agreements in the area of library collections administration and preservation. Within the scope of its competence it provides coordination, methodological, advisory and consultancy service. It is involved in research and development .

2.3.1 Metadata Creation
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. It prepares data for imports of digitised documents, or their parts, in a prescribed structure for long-term archiving and access, and it prepares datasets to be registered in the Register of Digitizing. It participates in adminiseation of data content of the systems Kramerius and Register of Digitizing. In its work it adheres to agreed standards and recommendations.Within the scope of its competence it proposes metodology, system changes, and standards, and it provides methodological and consultancy service. It is involved in the IOP Project - Creation of the National Digital Library and in other national and European projects.

2.3.2 Scanning

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

It scans documents, selected for digitizing, namely 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 metodology, testing and verification of functional properties of device. It provides metodological 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.

2.3.3 IOP-Moravian Land Library

It is a unit on the level of a department, managed by a head Within the framework of the IOP Project – The Creation of the National Digital Library, it operates 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.

2.4 Digital Collections

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

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 and 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 consequently it creates and implements unified national standards. It covers the area of long-term preservation of digital data under the IOP Project – Creation of the National Digital Library. Within the scope of its competence it provides coordination, methodological, advbisory and consultancy service; authorised to do so are also the subordinate departments within the scope of their competence. It participates in research and development.

2.4.1 Web Archiving

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

It is responsible for search, registration, preservation, and access to domestic web sources. It outlines the aquisition policy in this field, selects web sources and negotiates with their publishers about providing access licence. 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.

2.4.2 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. 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. In order to ensure continuity of national standards to the international context, staff of the department is involved in national and above all international projects in this area. The departments covers the area of LTP system standards within the IOP Project – Creation of the National Digital Library.

2.4.3 LTP Storage

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

It co-creates and implements conceptual development of the system for long-term preservation of digital data (LTP system), including the NL strategy in this area. It determines and ensures daily operation, administration and management.of the LTP system content in terms of library processes so that the data have passed through all the processes and the system has fulfiled its function of providing long-term preservation of and access to archival digital documents. The department staff negotiate with data producers (both in the NL and outside it), publishers and other institutions that store or want to store their data in the LTP system. To acquire, archive and provide access to the digital documents, 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 solutions 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.

2.5 Economic Management

It is a unit on the level of a department managed by a head, reporting directly to the Deputy Director for Digitizing and Technologies. It performs budgetting and financial management for IT services and oversees compliance with these budgets. It proposes financial plans, partial budgets and prepares documents on their implementing. It records requirements for procurement of material, IT components, SW and services. It participates in acceptance and control of supplies and it deals with any complaints. It is responsible for business relationships with suppliers (contracts, tenders, it proposes policies in these areas), it checks compliance with the contracts, evaluates suppliers of material and services. It provides registration and management of tangible and intangible assets in IT systems throughout their life (properte registration, licence administration and their documentation).

3 Economy and Operation Management

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

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

3.1. Economy and Budget

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

It ensures 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 methodological and consultancy service in this field. It keeps archives of documents for the Economy and Budget Management Division and for the Personnel, Labour and Wages Department.

3.1.1 Information System

It is a unit on the level of a department, 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 field of accountancy and finance. It checks documents for partial and final project reports. It collaborates on economy management revisions

The Accounting Office ensures the circulation of accounting documents, bank contacts, it manages the Czech and foreign currency cash, 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.

The Wages Office is responsible for payroll, i.e. financial records of wages, bonuses, payment of sickness benefits, withholdings, deductions insurance and tax return payments etc. It keeps the records for Pension Insurance Registration Sheets. It collaborates in doing checks.

3.1.2 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, it proposes and makes changes of the budget, and keeps control of expenditures. It liquidates invoices as stipulated in particular provisions. It analyzes economic management and, on request of particular organizational units and in collaboration with them, it prepares price calculations. It participates in doing economic 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 and participates in stocktaking of the NL property

3.1.3 Programme Funding
It is a unit on the level of a section, reporting directly to the Director of the Economy and Budget 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.

3.2. Facilities Management and Operation
It is a unit on the level of a division, managed by a director...

It ensures complex management and operation service of all the NL buildings. It provides repairs and maintenance of all the NL immovable and movable objects owned by the NL. It ensures 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 maintenence 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.

3.2.1 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.

3.2.2 Operation of the Klementinum
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.

3.2.3 Operation of the Hostivař Central Depository

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 and premises; 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.

3.2.4 Energy, Safety and Security Section

It is a unit on the level of a sectionreporting directly to the Director of the Facilities Management and Operation Division. It cooperates with an external company in the area of fire protection and staff safety and security, which proposes measures in the field of emergency planning and civil protection It ensures 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 diagrames and controls complying with them. It is responsible for the area of environment.

3.3 Investments

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

It implements investment projects in accordance with 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 policies 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, focused mainly on the construction of a new depository in Hostivař and revitalisation of the Klementinum. It realizes the investment projects according to specific plans in cooperation with other NL units.

3.3.1 Preparation Department

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

It ensures preparation of investment plans and subsequently preparation of all project stages. It performs engineering, it negotiates with the concerned authorities and organisations. It is responsible for properte settlement. It currently monitors drawdown of approved and allocated funds. It ensures administration of procurements through tenders of all types.

3.3.2 Implementation Department

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

It implements construction investment projects according approved plans, namely the construction of a new depository in Hostivař and revitalization of the Klementinum. It performs continuous construction supervision. It supervizes economic and technical procedures during construction, the compliance with general requirements for construction and with other measures issued to realize the construction. It communicates with kompetent authorities and bodies. It keeps necessary technical and economic administration.

3.4 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 policies of personnel development. It manages the personnel agenda and remuneration of employees. It provides organizational backup for recruitment and selection of new staff. It ensures all requirements 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 remuneration 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 payroll..

3.5 Public Procurements
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 the field of public procurements, it ensures correctness of procedures of the NL in accordance with valid legislation. It keeps records and documentation in this area.

4. Independent Divisions

4.1 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 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

4.1.1 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 nad 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 accesss to information on international librariy 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.

4.1.2 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.

4.1.3 Analysis and Coordination of PLIS (Public Library Information Science)
The section 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.

4.2 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 rčelated 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

4.2.1 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.

4.2.2 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 technologicall library and information work.

4.2.3 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.

5. *Office of the NL General Director*
5.1 Office of the NL General Director
It is a unit on the level of a division, managed by a director.
It provides administrative and organizational backup and information service for the pursuance of the function of the NL General Director. It provides administrative, coordination and organizational support to subordinate units.
5.1.1 Internal Audit
It is a unit on the level of a section. It proposes a plan of internal audit to the NL General Director and, when approved, it realizes it. It submits recommendations to the General Director to improve the quality of internal control system to prevent or minimize the risks. Based on the audit results, it proposes measures to improve the deficiencies found. It records its work and presents it in the annual report.

5.1.2 Legal Advisor
It is a unit on the level of a section. 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 competent bodies and in negotiations with the other party in order to settle the dispute out of court. It provides advisory and consultancy services and prepares documents of the legal character.

5.1.3 The NL Archives
It is a unit on the level of a section. 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

5.1.4 Process Outputs
It is a unit on the level of a section.. It proposes a plan of internal measures to the NL 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.

5.1.5 Secretary for Science, Research and International Relations
The Secretary is responsible for research and development in the NL and for 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 other NL projects of the application character. He develops international relations of the NL. He ensures preparation of international agreements and controls their fulfillment.

5.1.6 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 coordinates the operation of guest rooms including the accomodating of guests. It cooperates in organizing important events of the NL including the Open days. It is involved in concluding and complying with agreements for foreign patries.

5.2 Centre for Communication
It is a unit on the level of a division, managed by a director.
It is responsible for complex marketing and PR activities of the NL. It prepares plans of exhibitions in the NL and in other venues and produces their complete realization. It operates 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 ICT Infrasturcture and Operation Division. It creates the NL enterprise graphics and supervises its application. It approves and ensures all cultural events held in the NL. It coordinates and approves the use of public premises of the NL and participates in organization of events held there. It organizes guided sightseeing tours in the NL. It approves and ensures the rent of the NL rooms for single cultural productions, including filming and photographing. It is responsible for the contracts 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 occassion 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. In cooperation with competent bodies it ensures internal communication within the NL.

5.2.1 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, including internal communication. It approves and provides the background to all cultural events, professional discussions, seminars etc. in the NL premises. It is responsible for graphics and content of the NL web pages, including their English version. It organizes sightseeing tours to historical rooms for library guests and excursions for students. It is responsible for sponsorship activities. It ensures the production of the NL information, advertizing and promotional materials for all the NL. It administers the archives of photographic documents. It approves and manages the rents of the NL rooms for single cultural productions including photographing and filming. It is responsible for the contracts 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. It participates in operation of the Information and Sales Centre at the entrance to the NL building.

5.2.2 Exhibitions
It is a unit on the level of a department, managed by a head.
It submits policies and plans of the NL exhibition activities in and outside the NL 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. It creates the NL enterprise graphics and supervises its application.(the NL guidance information system). It participates in preparation of content of printed and elevtronic outputs and ensures their graphics, mainly official prints with letterhead, logo and corporate design.

5.2.3 Publishing Department
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 competece 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.
It submits proposals of the NL editorial plan. It plans and coordinates editorial work on publications, i.e. titles published by the NL and printed promotional material. Within the scope of its competence, it controls the quality of editorial design and layout of the NL publications. It participates in proofreading of texts of publications, for media etc.
It is responsible for internal production of publications, editorial plan and official prints with letterhead, logo and corporate design
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