

Supplement No. 2: The Competence of the NL Units as of 1st November 2020

1.0.0 Sector for 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 Collection, 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 the centre of the Union Catalogue of the Czech Republic and the centre of the National Name and Subject Authorities. It makes comments, suggestions, proposals and recommendations concerning cultural heritage in the legislative and normative processes. Through the mediation of particular professional units, it guarantees, within the sphere of its competence, the conceptual, coordination, and methodical service and control as well as cooperation on national and international levels, and participates in research and development.

1.1.0 Acquisitions

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 to 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 primary records of the acquired documents. It is the National ISBN/ ISMN Agency in the Czech Republic and the National Centre for International Exchange of Official Publications. Within the scope of its professional competence, it provides coordination, methodological, 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. It participates in production and revision of international ISO standards for the sphere of ISBN, ISMN.

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 primary records of newly acquired domestic documents. Based on the legal deposit copies, it prepares official retrospective statistics of the publishing production in 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 primary records of newly acquired foreign documents, except for periodicals.

1.2.0 Bibliography and Cataloguing

It is a unit on the level of a division, managed by a director. The basic mission of the division is to effectively process the modern library collections. It serves as the National Bibliographic Agency and the CIP Agency. It is the centre of the Union Catalogue of the Czech Republic and an administrator of the National Authorities. It monitors and makes available the international standards for bibliography and cataloguing, and provides access to them, and consequently, it creates and implements the 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, methodological, advisory and consultancy services, and authorized to do so are also the individual departments within the scope of their competence. It participates in research and development.

1.2.1 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 of the 20th and 21st centuries acquired to the NL collections in accordance with the valid international / national standards. It is charged with descriptive and subject cataloguing of the domestic and foreign production of books and some types of continuing resources of the 19th century. It is a subadministrator of the database of books and serials within the NL electronic catalogue and the Czech National Bibliography. It works as the National CIP Agency (Cataloguing in Publication). It coordinates the projects of shared and cooperative cataloguing of Czech books. It is a coordination, methodological and consultation centre for the sphere of descriptive cataloguing and name authorities, and it participates in research and development activities. Included in this department is the Section for OPAC Administration, which 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.

1.2.2 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 authority 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 Czech National Subject Authority 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).

1.2.3 Special Documents Cataloguing

It is a unit on the level of a department, managed by a head. It is responsible for 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 the administrator of the database of special documents in the NL electronic catalogue and the Czech National Bibliography.

1.2.4 National Name Authorities

It is a unit on the level of a department, managed by a head. It systematically builds up files of National Name Authorities. It is an administrator of the National Name Authority 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 Authority Files. It is responsible for the content accuracy and uniformity of related access files to bibliographic records in the NKC database (NL online catalogue).

1.2.5 Union Catalogues

It is a unit on the level of a department, managed by a head. It builds up and administers the National Union Catalogue of the Czech Republic; on the basis of valid rules it organizes cooperation of participants in CASLIN – Union Catalogue of the Czech Republic (hereinafter Union Catalogue). It organizes the acceptance of records of printed and special documents, catalogued on the level of monographs and serials, into the Union Catalogue, including their quality control and removal of duplicates. It provides the 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.

1.2.6 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.

1.3.0 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, 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, methodological, 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.

1.3.1 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 replacement, 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.

1.3.2 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 from the Universal Collections, Study Collections and the Archival Collections kept in the Klementinum to the General Reading Room, Scholars Reading Room, and Social and Natural Science Reading Room. 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 in individual reading rooms and coordinates their building within the direct services in the competence of the Public Services Division. It builds up information tools related to the collections in its administration. It provides information and consultancy service, especially with regard to social and natural sciences, self-service copying, photoduplication and other reprographic services made to order. In the fields of social and natural sciences, it cooperates with bibliographic and documentation departments. With regard to the content, it participates in acquisition to the Universal Collections and Study Collections.

1.3.3 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 services, interlibrary loans (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 the classic way and electronically – including electronic document delivery (EDD) and virtual reference services – Ask your library. It builds up and administers a reference library and the Reference Centre collections, it builds up the reference information system of relevant information sources. It functions as the National Centre of ILL Service in the Czech Republic. Within the Programme of Universal Availability 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.

1.3.4 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 Bohemian character. It keeps the primary 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.

1.3.5 Services Development and Technical Support

It is a unit on the level of a department, managed by a head. It provides technical support to project leaders and provides organizational, technical, and administrative support to direct services in the competence of the Public Services Division and other NL departments and divisions. It provides

reprographic and photoduplication services made to order. It secures photographic documentation of the NL.

1.4.0 Collections Management

It is a unit on the level of a division, managed by a director. The basic mission of the division is to effectively administer, build up and preserve the NL modern book collections, i.e. the National Archival Collection, Universal Library Collections, and Reserve Collections. The division is comprehensively engaged also in other professional activities connected with the organisation, revision and storage of the aforementioned collections. It is responsible for the selection and preparation of the NL modern library holdings for digitization; it coordinates digitization activities within the wide range of Czech libraries and other institutions. Within the scope of its professional competence, it provides conceptual, coordination, methodological, advisory and consultancy services to other organizations including the Ministry of Culture of the CR; authorized to do so are also individual departments within the scope of their competence. Staff of this division participate in research activities of the NL in the field of permanent preservation, effective management, digitization and availability of modern documents including a new area of the so-called digital humanities.

1.4.1 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.

1.4.2 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 updates 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 and builds up a collection available in a special protective regime. 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.

1.4.3 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 checking the completeness 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 Bohemian 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.

1.4.4 Universal Collections Management

It is a unit on the level of a department, managed by a head. It manages the Universal Library 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 Library Collections, particularly it delivers the requested items from the stacks, 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.

1.4.5. Central Depository Library

It is a unit on the level of a department, reporting directly to the NL Collections Management Director. It is responsible for building a new Central Depository Library, the transformation of the existing NL Reserve Collections into the Central Depository Library and for its future management and acquisition. It guarantees the operation of the Virtual Depository Library application concerning its content and methodology. It negotiates with other public libraries about the methods of discarding documents from their holdings, it actively takes over these documents and jointly decides about their use in the NL collections.

1.4.6 Coordination of Library Collections Administration and Reformatting Procedures

It is a unit on the level of a department, managed by a head. It participates in forming the concept and strategy of digitization of modern library collections at a national level. It coordinates the selection of titles for digitization with respect to strategic objectives and current needs of the individual NL departments. Regarding the selection of titles for digitization, it communicates with other memory institutions that manage book collections. It manages the tool *Navrhnutí k digitalizaci* [Propose for Digitization]. It addresses copyright holders for possible cooperation on digitization and it physically ensures the requests for loans of missing volumes intended for the completion of titles inside and outside the NL. It prepares, negotiates, concludes, and registers the contracts on loans for the purpose of digitization, the replication agreements, and the microfilm deposit agreements. The department coordinates the National Sub-Programme VISK 7, in which it leads the consultancy activities and controls the projects of individual applicants. It prepares partial statistics of the programme implementation, it organizes regular VISK 7 seminars, and it communicates with individual workplaces. On behalf of the NL it prepares a project for this sub-programme. It also actively participates in implementing other activities included in the grant mechanism of the Ministry of Culture of the CR, like the deacidification of documents endangered by the degradation of acid paper, the survey of physical condition of modern holdings including mapping of the structure of original owners, or the purchase of cardboard necessary for the production of protective storage boxes. It prepares and implements research and development projects focused on the development of working tools, procedures and methodologies in the field of collections management. It keeps the agenda of stored microfilms, it is responsible for their registration and control. It ensures promotion

of the results of research projects and their application in the form of lectures, expert presentations, and publishing activities.

1.4.7 Library Collection Selection for Reformatting

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 methodological and consultation 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.

1.5.0 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, methodological, advisory and consultation service. Authorized to do so are also individual departments within the scope of their competences. It participates in research and development.

1.5.1 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 and material analysis. Research laboratories staff participate in research, development and verification of new conservation and restoration methods and tests of different materials for conservation and restoration within the framework of research projects and grant tasks. Objective tests of conservation and restoration materials, both the non-aged and artificially aged, are performed by measuring their chemical, physical and mechanical, and purely physical properties. Laboratory staff monitor and evaluate climate parameters in depositories and exhibition spaces or, if need be, in other spaces that serve for handling library collections, and propose measures and adjustments. Part of the department is also a microbiological laboratory that performs microbiological tests and tests disinfectants and insecticides to treat library holdings and depositories, performs microbiological control of library collections, and carries out both individual and mass decontamination of microbially affected library collections.

1.5.2 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 protocols and reports as well as preparation of special protective boxes. It conducts surveys of the condition of historical library collections and processes data into databases, consequently it assesses priorities of care for these collections. Staff of the department participate in preparation, transport and installation of historical collections in exhibitions, they control climate parameters before the beginning and during the exhibitions. They are involved in solution of research and development projects.

1.5.3 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 methodologically 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.

2.0.0 Sector for 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, policies 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, methodological and control activities on the national and international level. It participates in research and development.

2.1.0 Central Systems Operation Division

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. It is responsible for complex application and infrastructure support within the NL. It provides the planned accessibility of services of ICT infrastructure administered by this division, its maintenance and monitoring. 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 instructions to ensure information security and effective use of centralized IT sources. 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 End User Support

It is a unit on the level of a department, managed by a head. The department provides support for all devices on the end user side and related subsequent processes of support to users from among the NL employees, consultancy and training. It cooperates on processing requests for HW and SW technology purchase. It is responsible for management and administration of user accounts' end devices – it administers end devices and mobile IT. It controls users' compliance with the safe use of IT. It sets up and administers users' profiles and accounts. It sets up access rights. It provides or arranges for the maintenance of end devices. It supervises the compliance with the licence agreements on the SW installed on the administered HW.

2.1.2 NL & NDL Infrastructure Support

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, the central server platform, the central data storage system, and the computer and telephone network with its services. It plans and implements the processes of uninterrupted computer network services supply, system platform and data centres; it plans and implements their renewal and development. It manages projects of changes of the NL IT infrastructure technology. It sets technical standards that are obligatory for building IT infrastructure.

2.2.0 Information and Processes Security Division

It is a unit on the level of a division, managed by a director. It plans and provides support to the key infrastructure elements and it arranges for the process of uninterrupted supply of the security system platform services and data flows, according to the Act No. 181/2014 Coll., on cybersecurity and according to the decrees No. 316/2014 Coll., and No. 317/2014 Coll. It plans and implements the reconstruction and development of ICT key infrastructure elements and it controls projects of changes of the NL ICT infrastructure technological parts. It establishes technical and technological standards within the organization. It proposes registration and security standards for computer technology used by the NL employees. It collects pieces of information necessary for assessing the level of risks associated with providing operation of technological parts of the NL ICT infrastructure. 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 prepares documents for the strategy of the NL ICT development.

2.2.1 Information Security Department

It is a unit on the level of a department, managed by a head. It plans and provides for the processes of the key infrastructure elements and the supply of the security system platform services and data flows, according to the Act No. 181/2014 Coll., on cybersecurity and according to the decrees No. 316/2014 Coll., and No. 317/2014 Coll. It plans and implements the reconstruction and development of ICT key infrastructure elements and it controls projects of changes of the NL ICT infrastructure technological parts. It promotes and respects the available ISO norms, especially those of active security and reliability of ICT infrastructure. Using the ITIL processes, solutions, products, and services, it sets up complex solutions as a whole to be completely in accordance with the NL needs. It solves incidents in the process area, especially it keeps the agenda – knowledge base – in the area of the process arrangement for the section operation.

2.2.2 Processes and Support Department

It is a unit on the level of a department, managed by a head. It provides for the process and analytical support of ICT operation. It submits proposals of contracts with external suppliers within the framework of its competences. It prepares methodologies, plans, and administration of the section and its operation including the superior agendas. It ensures the project coordination and creation of the process model of the section. It arranges for securing contacts between an external supplier and the organization. It is responsible for providing all necessary inputs, the coordination of meetings, and the management of the schedule for the implementation of process modeling from the point of view of the contracting authority.

2.3.0 Digitization Division

It is a unit on the level of a division, managed by a director. Within and outside the project Creation of the National Digital Library, it coordinates and carries out digitization of modern library collections in the NL and is involved in providing access to them through local and remote access. In coordination with other NL departments and partner institutions it selects and prepares library

documents for digitization, creates image files from printed originals, and creates descriptive, structural and administration metadata. It cooperates with libraries, institutions and specialized establishments in the Czech Republic and abroad. Together with other NL departments it is responsible for the participation of the NL in joint projects and thus it contributes to the 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 Department

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. 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 methodological and consultancy service. It is involved in the project Creation of the National Digital Library and in other national and European projects.

2.3.2 Scanning Department

It is a unit on the level of a department, managed by a head. It performs final preparation of documents selected for digitizing and the scanning itself on robotic and manual scanners; it checks the quality and completeness of image files and, if need be, it also performs other operations connected with their processing. It is involved in creating methodology, testing and verification of functional properties of device. It provides methodological and consultancy service. In its work it adheres to agreed standards and recommendations. It participates in implementing the project Creation of the National Digital Library and in other national and European projects.

2.4.0 Digital Collections Division

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, particularly 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 project Creation of the National Digital Library. Within the scope of its competence it provides coordination, methodological, advisory 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 resources. It outlines the acquisition policy in this field, selects web resources and negotiates with their publishers about providing access licences. It describes the resources 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 resources, 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.

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 between national standards and the international context, staff of the department is involved in national and above all international projects in this area. The department covers the area of LTP system standards within the project The 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 fulfilled 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 project Creation of the National Digital Library. It monitors trends and, if need be, it tests and analyzes new solutions.

2.5.0 Economic Management

It is a unit on the level of a department managed by a head, reporting directly to the Deputy Director for Digitization and Technologies. It performs budgeting 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, mobile phones, IT components, SW and services. It participates in acceptance and control of supplies and it deals with any complaints. It provides registration and management of tangible and intangible assets in IT systems throughout their life (property registration, licence administration and their documentation, proposals for disposal of assets).

2.6.0 Automation of Library Processes

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

It provides technical design and automated quality control for the NL data production. It designs processes for ensuring and effective use of application system services, supervision, documentation and maintenance. It provides for the planned availability of library system services, their supervision, documentation and maintenance.

2.6.1 Support for Library Applications

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

It is a unit on the level of a department, managed by a head. The department provides technical support to the application administration and the operation of application systems of the NL. It is responsible for their operability and the elimination of operational incidents; it monitors applications and their operation; it implements changes of application systems configuration; it plans capacities necessary for application systems operation. It participates in adopting decisions on implementing modified versions in the production operation. It cooperates with external services suppliers. The department proposes and implements measures to ensure policies to backup and restore the existing and new data (in collaboration with the NL data producers – the projects Kramerius, WebArchiv, Manuscriptorium, etc.).

2.6.2 Support for Integrated Library Systems and Registries

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

The department identifies, analyzes, implements, supports and develops library systems, registries and technologies necessary for the routine operation of the NL and the registration of individual documents both within the NL and those with national and transnational overlap.

2.6.3 Research and Development Section

It is a unit on the level of a section (referát in Czech).

It provides the project coverage for the development, customization and automation of systems and explores the possibilities of their implementation in the existing structure. It examines the possibilities of digital transformation of the NL in connection with its complex library systems and provides consultations and cooperation concerning SW to other NL departments and divisions.

3.0.0 Sector for Economy and Operation

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 organizational 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 provides coordination and methodological service and control within the scope of its competence, including grant projects. It monitors new trends in the branch in question and submits proposals for their application.

3.1.0 Economy and Budget

It is a unit on the level of a division, managed by a director. It ensures complex economic and financial agenda of the NL. It is responsible for preparation of the NL budget, its discussing and the compliance with budgetary discipline in the NL. It monitors, coordinates and methodologically 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.

3.1.1 Information System

It is a unit on the level of a department, managed by a head. It manages and methodologically 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. The work of the department consists particularly in accounting of banking operations, CZK and foreign currency cash registers, the NL staff business trips, invoices both issued and received etc. It processes

materials for all financial and statistical statements and is involved in preparing materials for tax returns. It carries out stocktakings of accounting records and accounts for their results.

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 control of expenses of individual projects according to the budgets. It prepares and compiles documents for partial and final reports of individual projects. It discusses the documents with project researchers. It keeps 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

3.2.0 Facilities Management and Operation

It is a unit on the level of a division, managed by a director. It ensures management and operation service of all the NL buildings. It provides repairs and maintenance of all the NL properties and technologies including revisions, technical inspections and emergency service. It ensures basic material and technical conditions necessary for work of other NL units. It is responsible for purchase, delivery, acceptance, distribution, installation and maintenance service. It provides facility management including cleaning and moving services. It ensures insurance contracts and solves insurance events. It operates car services. It provides for energy management. It ensures activities connected with rentals of non-residential premises. It manages and provides coordination and methodical service, control and monitoring.

3.2.1 Library Facilities Management

It is a unit on the level of a department, managed by a head. It ensures a partial part of the NL's business agenda (purchase of movables and material according to individual request and needs except for IT and other selected departments) and its coordination with other fields of activity. It completely manages stock of material and technical supplies (office and hygiene supplies) for internal needs of the NL and it keeps records of them. It ensures activities connected with long-term rentals of the NL non-residential premises and participates in realization of part of short-time rentals and cultural events. It keeps partial records of lease contracts in the competence of this department. It is responsible for the agenda of car service, i.e. transportation of persons and material including the transport of library holdings between the NL buildings as well as maintenance and repairs of library vehicles. It completely ensures all activities connected with insurance of the NL property (it is responsible for all insurance contracts and solves the insurance events). It performs a partial inventory control of the NL property.

3.2.2 Operation of the Klementinum and Hostivař Central Depository

It is a unit on the level of a department, managed by a head. It is responsible for technical operation and maintenance of buildings and technologies (except for IT and security technologies). It provides for statutory revisions and technical inspections. It ensures repairs and alterations of the NL buildings. It provides facility management service including cleaning of the NL buildings and maintenance of the NL grounds. It provides non-stop supervision of the NL buildings and solves emergency events. It participates in project activities in cooperation with specialized departments. It performs passportization and creates operating rules for technological units. It ensures the process

of liquidation of assets. It plans control activities. It applies parameters of current legislation to processes. It ensures dislocations and plans in accordance with the NL needs. It provides energy management and waste management including reporting to state institutions. It is responsible for distribution and application of disinfection and deratization. It provides technical support to organization of cultural and marketing events. It provides complete services connected with moving the NL property. It ensures drinking régime for NL staff. It performs partial inventory control of the NL property.

3.3.0 Investments Division

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 the 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 project preparation of all stages. It performs engineering, it negotiates with the concerned authorities and organisations. It is responsible for property rights settlements. It currently monitors drawdown of approved and allocated funds. It ensures and coordinates preparation of procurements in the NL, it proposes the plan of internal arrangements for running the NL with maximum effectiveness in the period of the ongoing revitalisation.

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 competent authorities and bodies. It keeps necessary technical and economic documentation.

3.4.0 Personnel and Wages Division

It is a unit on the level of a division managed by a director reporting directly to the Deputy Director for Economy and Operation Management. In cooperation with the NL management it defines the concept of the development of the NL personnel administration and the goals of the personnel policy, it participates in the planning and creation of financial policy in the field of employee remuneration, including the creation of the NL internal budget. It supervises and is responsible for compliance with the adjusted wage indexes and other limit items, such as the recalculated number of jobs. It provides analytical and statistical service in the field of personnel indicators, labor costs and other personnel costs, it sets prognoses and strategies for further development. It closely collaborates with the NL trade union organization. It maintains and methodically manages the payroll accounting of the NL. It communicates with state and administrative authorities, the NL founder, etc.

3.4.1 Personnel Department

It is a unit on the level of a division managed by a head. It is responsible for the creation of the concept of the development of the NL personnel management. It comprehensively solves the

problems of the NL systematization. It provides analytical and statistical service in the field of personnel indicators. For the personnel area, it processes regular and extraordinary information outputs in relation to state administration institutions and in relation to the founder. It covers the area of recruitment and selection of employees and cooperates in the adaptation of new employees. It provides a comprehensive personnel agenda for the entry and exit of employees. It keeps personal files of employees. It performs the preparation and complete processing of all requisites and written documents associated with changes during the employment relationship of employees. It assesses whether the NL personnel policy is conducted in accordance with labor law regulations. It is responsible for proposals for the creation and changes of internal personnel regulations and forms. It manages the agenda of occupational health examinations. is responsible for the issue of AMG (Association of Museums and Galleries) cards and participates in the issuance of entry cards. It is engaged in problems related to providing benefits to employees. It provides support to employees in the sphere of employment law and to managers in the field of human resources management.

3.4.2 Payroll Processing Department

It is a unit on the level of a department managed by a head. It provides calculation, payment and settlement of salary and other benefits provided to employees, the issues of income taxes from dependent activities, health insurance, social security and health insurance premiums, all in accordance with labor laws in force. It provides analytical and statistical service. It represents the employer in negotiations and inspections. It is responsible for the proposal for the creation and changes of internal wage regulations and forms. It provides consultations to employees.

3.5.0 Public Procurements and Projects

It is a unit on the level of a division managed by a director reporting directly to the Deputy Director for Economy and Operation Management. It provides coordination, methodological service and control within the scope of its competence. In the sphere of public procurements, it methodologically sets up and coordinates sound process procedures of the NL in accordance with valid legislation.

3.5.1 Public Procurements

It is a unit on the level of a department, managed by a head reporting directly to the director of the Public Procurements and Projects Division. It ensures all procurement-related activities from the time of tender preparation to its completion and it supervises over the compliance with the Act No. 134/2016 Coll. It registers public procurements, smaller public procurements and orders, including archiving all documents related to awarded public contracts and all administered public procurements.

3.5.2 Project Support and Structural Funds

It is a unit on the level of a section reporting directly to the director of the Public Procurements and Projects Division. It processes materials concerning public procurements and projects. It collaborates with project leaders.

4.1.0 Librarianship Institute

It is a unit on the level of a division, managed by a director. It prepares documents of conceptual, methodological, 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 and terminological databases from the field of library and information science; it provides access to foreign electronic sources in this field. It provides library, bibliographic, documentary, retrieval, analyses and reference services. It is responsible for building up and continuous update of the information portal IPK – Information for Libraries. In the portal it among other acquires and provides access to information on international library associations, their programmes and initiatives. IPK portal is also an information portal for the KIV subject gateway in the form of the so-called subject section in the Central Portal of Libraries. 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 retraining courses in librarianship in accordance with new rules of the National System of Occupations, and other 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 methodological 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, methodological, 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 compiles biographical database The Dictionary of Czech Librarians. 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 Library Information Services (PLIS, in Czech VISK). It represents libraries in negotiations with collective copyright managers regarding the use of works protected by Copyright Act No. 121/2000 Coll., it prepares documents for payment of remuneration for the use of copyright works. It is responsible for completing and publishing the journal Library and Library Plus.

4.2.0 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 in Slavonic studies. In accordance with the NL Rules and Regulations, it provides public library and information services to its users. It prepares and edits professional bibliographies, special registers of literature and

publications related to the field in question. In order to promote its collections and services, the SL takes part in organizing exhibitions of the NL and it organizes training courses. Based on the decision of the International Committee of Slavists, it functions as a centre for evidence and cataloguing materials related to the International Congresses of Slavists. It collaborates with libraries, institutions, and professional establishments in the Czech Republic and abroad as well, and is responsible for the NL participation in joint projects and for complying with particular agreements in the sphere of Slavonic studies. Within the scope of its professional competence it provides coordination, methodological, 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 technological 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.

5.0.0 The NL General Director

5.0.1 Security and Crisis Management

It is a separate unit managed by the security director, accountable and reporting directly to the NL General Director in compliance with Act No. 412/2005 Coll., on the protection of classified information and security eligibility. The section coordinates the area of comprehensive security of the NL, i. e. security systems, classified information, surveillance and security guards, staff safety, fire protection and crisis management. It also manages the electronic control system for entry of persons and driving-in and parking of vehicles on the NL premises; it analyses security risks and proposes measures to minimize them to the NL General Director. The section is responsible to the General Director for handling the complaints against the procedure of the NL.

5.0.2 Internal Audit

It is a unit with methodological authority over other NL units in performing duties of their professional agendas. It reports directly to the NL General Director, which completely guarantees its functional independence and organizational separation from other managing executive structures. It namely fulfils the following tasks:

- it fulfils the obligations arising from the Sections 28 to 31 of the Act No. 320/2001 Coll., on Financial Control in Public Administration and on the Amendment to some Acts (hereinafter Act on Financial Control), especially it submits recommendations to the General Director to improve the quality of

internal control system, to prevent or minimize the risks, and to adopt measures to rectify the identified shortcomings;

- it carries out financial audits, system audits and performance audits in the NL units and presents written reports of its findings to the NL General Director, including proposals of measures to their remedy;
- it prepares annual and medium-term audit plans and works out comprehensive annual reports on its work;
- it provides consultancy in the field of its competence;
- it coordinates the process of managing risks, and evaluates risk analysis;
- it cooperates on implementing procedures for timely reporting to relevant management levels on the occurrence of serious shortcomings and on adopted and fulfilled remedial measures (their removal), especially in accordance with the Act No. 320/2001 Coll., on Financial Control in Public Administration and on the Amendment to some Acts;
- in the area of internal audit it performs mainly methodological, consulting and identification work in the form of an independent and objective examination and evaluation of operations and internal control system;
- it fulfils tasks derived from the supervisory powers of the NL General Director and performs continuous and subsequent control according to the needs and instructions of the General Director;

5.3.0 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.

5.3.1 Manuscripts and Early Printed Books

It is a unit on the level of a department, managed by a head. It acquires, manages, and provides access to the NL historical collections. It builds up and manages a reference library and reference collections of the department in question. It is responsible for processing and editing 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.

5.3.2 Music Department

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

5.3.3 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 literary cultural heritage.

6.0.0 Deputy Director for Science, Research and International Relations

It is a unit on the level of a sector. It is responsible for research and development in the NL, especially for the development of the NL as a scientific institution. It coordinates institutional research, it works out strategy of the NL development as a scientific institution, and it performs necessary acts to negotiate with the founder, or with the Research, Development and Innovation Council, an advisory body of the Government of the Czech Republic. It processes data and submits reports on research results achieved in all the NL research activities to the individual providers; it prepares relevant statistical reports for the Czech Statistical Office (CSO). The office keeps records of other research activities as well as non-research application projects and it provides necessary coordination to their project researchers. The office develops and coordinates international cooperation of the NL, including the international contracts. It coordinates the collaboration with international governmental and non-governmental organizations. It keeps records of the NL membership in international organizations and is responsible for the membership fee payment from the NL budget.

7.0.0 Office 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.

7.1.1 Legal Department

It is a unit on the level of a department managed by a head. It provides the NL with legal services, 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.

7.1.2 Foreign Relations and Organization

It is a unit on the level of a department managed by a head. It prepares a plan of the NL staff business trips abroad and coordinates their realization including the check of expenditures. It cooperates with other NL units in the area of international relations regarding the business trips abroad and the visits of foreign groups in the NL. It retrieves and establishes foreign contacts necessary for the needs of the NL, it coordinates exchange study trips and visits based on concluded

agreements with libraries abroad. It ensures the operation of the NL post office and records service throughout the whole NL including Hostivař Central Depository. It manages the records service electronical system including the data box. In accordance with the Act No. 499/2004 Coll., on the Archives and Records Service, it is responsible for the operation of post registry, professional administration of documents incl. discarding, operation of the NL post office and the NL central document registry. It operates the electronic system of post registry incl. the data box. It keeps records and statements. It participates in forming internal regulations connected with post registry operation.

7.1.3 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 the Archives and Records Service, it works as specialized archives. It manages documents arising from the activities of the NL and its legal predecessors and manages also other holdings and collections that have been transferred to the NL or have been sorted out of 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 Centre of Communication 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.

7.2.0 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. 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 occasion of important exhibitions and events. It provides coordination and methodical service and control within the scope of its competence. It provides information service to the public and the sale of titles published by the NL. In cooperation with competent bodies it ensures internal communication within the NL.

7.2.1 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, advertising 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.

7.2.2 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 organization and realization 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 electronic outputs and ensures their graphics, mainly official prints with letterhead, logo and corporate design.

7.2.3 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 competence it provides coordination, methodical, advisory and consultancy services. It participates in operation of the Information and Sales Centre at the entrance to the library building. 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.