

Janáček Academy of Music and Performing Arts in Brno
Beethovenova 2, 662 15 Brno

OPERATING INSTRUCTIONS OF THE PC ROOM IN ASTORKA

1. These Operating Instructions set binding rules and conditions for using the PC room in Astorka in Brno (hereinafter “PCR”).
2. These Operating Instructions are on the notice board at the entrance to the PCR.
3. Anyone who is allowed to enter the PCR is obliged to read and follow the Operating Instructions.
4. Employees and students (hereinafter “users”) may acquire and process all necessary information in the PCR
5. The PCR may only be used by users from JAMU (exemption may be granted by the Rector of JAMU, or any JAMU employee appointed by him/her).
6. Opening hours are set by the head of OVIS
7. PCR services are provided by OVIS and the JAMU library. The head of OVIS is responsible for PCR operation.
8. Registered users only are allowed to enter the PCR and be registered in the users’ database. As for the registration fee, see the pricelist, approved by the Rector of JAMU. The registration is valid for one academic year.
9. The employee on duty is authorized to check any personal study materials as well as other information resources brought into and taken out of the PCR. He/she is also entitled to stop any violation of these Operating Instructions by expelling the violator from the PCR if they fail to obey the employee’s instructions.
10. Employees on duty shall:
 - a) check the condition and equipment of the PCR at the beginning of their duty.
 - b) switch on all PCs and log them on the PCR network at the beginning of the opening hours
 - c) check and monitor observation of the PCR Operating Instructions
 - d) enter any violation of the Operating Instructions as well as technical and operating disorders incurred in the safety register
 - e) switch off all technical appliances, lights, and check whether all windows and the front door to the PCR are closed at the end of opening hours.
11. Users shall:
 - a) leave their coats, jackets, bags, etc. in the PCR cloakroom before entering the PCR with the exception of valuable and large items (e.g. musical instruments etc.). These shall be put in the reserved place in the PCR and the PCR employees on duty duly informed.
 - b) check in when entering and check out when leaving the PCR.
 - c) keep PCR clean and tidy
 - d) keep quiet and respect other users.
 - e) follow instructions from PCR employees.
12. Users are strictly not permitted:
 - a) to smoke and eat in the PCR
 - b) to copy the PCR software
 - c) to damage the PCR technical appliances and equipment
 - d) to install and use their own software
 - e) to modify the installed software, PC nets and their configuration
 - f) to use illegal software and to violate copyrights

- g) to play PC games
 - h) to move furniture, appliances or any equipment of PCR
 - i) to take PCR appliances and equipment out of the PCR
 - j) to use mobile phones
13. If a virus is detected, the user is obliged to inform the employee on duty.
 14. If a user wants to copy more than 1 CD, the employee on duty must be informed (see 15) and 19)
 15. Copying from books, magazines and other information resources, their printing and scanning must follow the Copyright Act, and the copies can be only used for personal purposes of the user (copying of any music is prohibited). For fees, see the valid price list. The user is obliged to pay even for copies printed or copied by mistake.
 16. If the PCR is full, users may only work on PCs for a maximum of 60 minutes (this period may be prolonged if their work relates to their study, e.g. diploma projects, etc, and is booked with the PCR employee on duty). PC users shall obey any instructions on the PC screen. Users must finish their work on PCs a minimum of 10 minutes before the closing time.
 17. The accountability for any damage caused by violation of these instructions shall be judged in accordance with corresponding legal regulations and JAMU regulations – JAMU Working Regulations, Labour Code, JAMU Study and Examination Regulations and JAMU Disciplinary Code, Civil Code, etc., in particular.
 18. Serious and repeated violations of these Operating Instructions will be considered a disciplinary offence or violation of work duties.
 19. When handling any information media, the user is obliged to follow generally binding regulations of the Czech Republic, The Copyright Act No. 121/2000 Coll., in particular.

The Operating Instructions of the PCR of the information centre Astorka of March 26, 2001, which came into effect on April 1, 2001, are therefore abolished

These Operating Instructions come into force on May 1, 2002.

Brno, April 18, 2002

Prof. Alois Hajda
Rector