

LIBRARY GUIDE

FOR INTERNATIONAL STUDENTS



WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY LIBRARY	2
PRINTED COLLECTION.....	3
ENROLMENT IN A LIBRARY.....	3
CATALOGUE	4
LOG IN TO A LIBRARY ACCOUNT AND REQUEST	4
CIRCULATION	5
RENEW AND RETURN LIBRARY MATERIALS.....	6
READING ROOM.....	6
SCAN ORDERS.....	6
ELECTRONIC RESOURCES AND TOOLS.....	7
OPEN STUDY ZONE	7
DIGITAL TEXTBOOKS.....	8
OFF CAMPUS ACCESS	8
SUPPORT AND TRAINING.....	8
LOWER SILESIAN DIGITAL LIBRARY	9
DATABASE OF WUST'S SCIENTIFIC PUBLICATIONS	9



WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY LIBRARY



The [WUST's library](#) includes [branch libraries](#) at the faculties and in Wałbrzych, Legnica and Jelenia Góra.



The library can be used by the students, students of ALO of WUST, post graduate students and the faculty staff as well as the other interested people. However those ones may only use the collection on site without the right to take them home.



[We are here](#)

Thanks to a number of rich electronic collection and advanced search tools the users are able to maximize their search techniques to get the best results and retrieve relevant information from the thousands of records in the databases and e-journals at the campus and off it.

A valid library card entitles the users to use the resources and services.



[Opening hours](#)



PRINTED COLLECTION

ENROLMENT IN A LIBRARY

Registration for the library can be done remotely* or in person at:



the Main Circulation Desk
Building A-1, staircase „C”
II floor, room 307a



Information Desk
Building D-21, ground floor

* Applicable to the students, faculty staff and retired faculty staff of the Wrocław University of Science and Technology.

Users are expected to bring the following documents:

students and PhD students of WUST	Electronic Student Card
WUST faculty staff	ID card and WUST Electronic Card
postgraduate students of WUST and other public academic schools in Wrocław	ID card and a card of obligation (Karta zobowiązań)*
students of other universities who study part time at WUST	Valid electronic ID, a student's obligation card and a card of obligation (Karta zobowiązań)*
students and PhD students of other public academic schools in Wrocław	Valid ID, a student's obligation card and a card of obligation (Karta zobowiązań)*
other users	Identity document with a photo



CATALOGUE



The quickest way to find books and journals is by searching the catalog on [the library website](#). Please use [Primo VE](#) search engine. The search box



is situated in the middle.

LOG IN TO A LIBRARY ACCOUNT AND REQUEST



Use the catalogue to request the item: [Primo VE](#)

- find a publication (by: title, author, subject, ect.)
- log in to your account (e-mail address to „@” sign)
- choose: reset password to your library
- enter your:
 - student ID numer or
 - first name.family name or
 - e-mail registered in a library
- You will receive an e-mail with a link to reset your password
- Click the link and enter a new password.

Now you can place your request, select the pick-up location and terms of use click SEND your request.

You will receive an e-mail notification when the request is completed. Information can also be checked in your library account.

Requested materials should be picked up in 3 business days (including the implementation day). On the third day, at least an hour before the library closes.



CIRCULATION

Requested materials will be available in one hour.



In [Branch Libraries](#) (at the faculties) all requested materials are processed on an ongoing basis during the opening hours.



At the beginning of a semester it may be longer (even to 4 hours). The items should be collected in two working days.

The following are loan periods and limits:

WUST students	10 volumes for 6 months
PhD students	10 volumes for 1 year
WUST staff	20 volumes for 1 year
postgraduate students of WUST	10 volumes for 6 months
students of other universities who study part time at WUST	10 volumes for 6 months
students and PhD students of other public academic schools in Wrocław	5 volumes for 3 months



An exception: the Main Circulation Desk and the Fiction Circulation Desk and a Reading Room – the authorized users and borrow 10 books for 1 month.



RENEW AND RETURN LIBRARY MATERIALS

Users are informed twice by email about the upcoming return date of borrowed books. The notification is sent 7 days prior to the return date.

Failure to collect requested books by the due date will result in the blocking of the account. Unblocking of the account is possible upon presentation of an identity document at the Main Circulation Library or one of the Branch Libraries for which the books were requested. Failure to collect requested books four times will result in a 3-month account blocking.


The user has the option of extending the return date of the borrowed books on their own (after logging in to their library account in Primo VE), provided that:

- this is the first renewal for each book
- the return date expires in no more than 15 days
- the return date has not been exceeded and no liabilities have arisen.

READING ROOM

At one time one can order 5 books or 5 volumes of journals.

Items ordered for the Reading Room are reserved on the day of ordering up to 30 minutes before the Reading Room closes.

 The requested materials can be used in the Reading Room only, without the right to take them home.

SCAN ORDERS

All persons with an active library account may place an order for a scan of materials which are available in the Reading Room. You can order articles from journals, as well as parts of books, e.g. particular chapters.

 biblioteka.skany@pwr.edu.pl



ELECTRONIC RESOURCES AND TOOLS

The Library offers electronic access to e-books, e-journals and databases.

The users can browse the resources using [Primo VE](#) engine:



- the search box is situated in the middle of a Library [web page](#)



- straight from [the databases](#) and platforms of [e-journals](#) and [e-books](#).

OPEN STUDY ZONE

The Open Study Zone (OSZ) is an open reading room, intended primarily for use of electronic resources. The OSZ is equipped with terminal stations with



Internet access and the necessary software. [Eduroam](#) wireless network allows you to use it on your own computer. Individual study rooms are also available in the Open Study Zone.



building D-21, entrance A
I i II floor



Monday – Friday 7.30-20*
Saturday 7.30-15
Sunday – closed



71 320 47 88 (ground floor)
71 320 47 33 (I floor)



biblioteka.son@pwr.edu.pl



* The current opening hours of the OSZ are available on [the website](#).



DIGITAL TEXTBOOKS

Digital textbooks from the WUST's library collection are available at selected terminals in the Open Study Zone in a building D-21. They can be used by anyone with an active account in the Aleph library system.

OFF CAMPUS ACCESS



Faculty Staff, students, postgraduate students of WUST are entitled to use [HAN system](#) (registration is required) which gives access to vast majority of library e-resources from off-campus.

To register, the users have to:

- have an active library account
- have an active e-mail account on a WUST server, (WCSS service).

SUPPORT AND TRAINING

The library offers free workshops and trainings online how to navigate electronic resources and effectively search for literature for projects and theses or understanding copyrights. The users are invited individually and in groups. It is possible to make additional appointment online to broad a specified subject according to the user`s requirements.

Please see details:



[Scientific Information Department](#)



infnauk@pwr.edu.pl



LOWER SILESIAN DIGITAL LIBRARY



[Lower Silesian Digital Library](#) is established by the WUST and other universities of Lower Silesia. It provides free of charge on-line access to digitalized materials e.g. academic text books, theses, journals, proceedings and articles from the fields like science, engineering or medicine.

DATABASE OF WUST'S SCIENTIFIC PUBLICATIONS



[The DONA database](#) (DONA) contains information about scientific publications of WUST's students, PhD students and the faculties researchers. Thanks to a modern software, anyone interested is able to find bibliographic and statistical information and selected .pdf of the scientific output of a person, unit or the University.



**Wroclaw University of Science and Technology
Library**



**Plac Grunwaldzki 11
50-377 Wrocław**



**Main Circulation Desk +48 71 320 23 03
Open Study Zone +48 71 320 47 33**



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biblioteka.pwr.edu.pl/en