

Regulations for access to collections and provision of information services of the library and information system of the Wrocław University of Science and Technology

CHAPTER I

GENERAL REGULATIONS

§ 1

1. The Wrocław University of Science and Technology (called hereafter “WUST” or the “University” has a library and information system, the tasks of which are performed by the Library of the Wrocław University of Science and Technology (called hereafter: “Library”).
2. The Library is a university-wide organisational unit which offers comprehensive services that facilitate the efficient, effective and sustainable utilisation of specific information for research and teaching, as well as training tasks.

CHAPTER II

LIBRARY ACCOUNT

§ 2

1. To use the Library resources and services it is obligatory to have a valid library card without outstanding obligations to the Library.
2. The users are obliged to follow the Library Rules and Regulations and submit the required documents according to the table in the Appendix 1.
3. The library card can be obtained by registering at the places indicated on the Library website.
4. Please immediately notify in person or by email (biblioteka.wyp@pwr.edu.pl) whenever there is any change in contact information (address, field of study, place of work, etc.), as well as if a library card is lost. If this is not done, all responsibility of misuse of a library card will be that of the cardholder.

CHAPTER III

CIRCULATION SYSTEM IN THE WUST LIBRARIES

§ 3

1. Library collections are made available:
 - a) in the reading rooms – on site;
 - b) at the circulation desk;
 - c) via a University network – electronic resources.

CHAPTER IV

ACCESS TO COLLECTIONS IN THE READING ROOMS

§ 4

1. Items ordered to the reading rooms are requested through the library catalogue or in person if the system does not allow it.
2. In the reading rooms you can use printed items as well as licensed electronic resources.
3. Users will be asked to show a valid library card.
4. Library materials must be checked out and picked up by the owner of the library card.
5. A photocopy of the reference materials to be done outside the reading rooms, is permitted upon the prior agreement with the librarian.
6. It is possible to make a scan of the reference collection according to the information posted on the Library's website.

CHAPTER V

BORROWING RULES IN THE WUST LIBRARIES

§ 5

1. Library items are requested through the library catalogue or in person, if the system does not allow it.
2. Requested materials should be picked up in person with a valid library card. The users from outside the University are asked to show a valid library card and a photo identification.
3. Library account will be blocked if you do not pick up requested items on time.
4. To unblock your account, please report in person to the Library with:
 - a) a library card;
 - b) a library card and an ID document (for a person from outside of the University).
5. The forth block of items not picked up, will result in a 3 month suspension of library account privileges.
6. In the case of a 3-month block, a user can still renew borrowed books.
7. The librarian may request, at the time of borrowing, an earlier date of return books.
8. A loan period can be exceeded 15 days prior the due date specified in the borrowing regulations:
 - a) once by using an electronic library system;
 - b) in the Library, showing a valid library card together with a copy of the book.
9. Users can have access to the collections in the reading rooms if they have been registered in the locations indicated on the Library's website.

10. Special collections, including rare and precious books, standards, doctoral theses, reference books, periodicals, reports, items in bad condition or any materials borrowed via inter library loan are not lent outside the Library.

CHAPTER VI

LICENCED ELECTRONIC RESOURCES

§ 6

1. The faculty staff, the students, PhD students of the WUST teachers and the students of the ALO of the WUST have access to licensed electronic resources:

- a) from all registered computers within a University network;
- b) off campus after registering in a remote campus system.

2. Others may use licensed electronic resources (if the granted licenses permit) only in reading rooms, working on computer stations assigned by a librarian.

3. The use of licensed electronic resources is determined by separate rules published on the Library's website.

CHAPTER VII

FINES, FEES and LOST ITEMS

§ 7

1. The user is obliged to return the borrowed items to the Library on time.

2. Library privileges will be suspended, including the ability to borrow printed collections if the user overdues library materials. The Library may also block access to electronic resources.

3. The users who overdue library items, do not pick up requested books or have not paid fines cannot use the Library services until all fines have been settled.

4. In the case of loss or destruction of the book, the user is obliged:

- a) to purchase a replacement copy of the same or more recent publication
or
- b) to pay the replacement cost of the lost material calculated by the librarian based on when the material was acquired and the price of the book
or
- c) to purchase another book suggested by the librarian.

5. The fee, mentioned above, must be paid by making a payment to the account indicated on the Library's website. Once you have paid the fee - in order to have it cancelled in the Library system - you must show a proof of payment in person or by email (biblioteka.wyp@pwr.edu.pl) in the library where the overdue happened.

6. The user, at the time of borrowing the book is obliged to check its condition. All damage to loaned materials will be charged to the borrower's library account.

7. In the case of damage to loaned items that can be repaired (e.g. torn cover, loose pages) a user pays in accordance with the *Internal Rules on failure to return library collections on time*. The fee should be paid by making a payment to the account (only after the books have been returned) indicated on the Library's website in accordance with the instructions given there.

8. Regardless of the method of payment, the user is not an owner of lost or damaged collections. Even if a user pays a fine (as mentioned in point 4) he does not acquire the property rights and is still obliged to return the book to the Library.

9. The user is entitled to reimbursement of expenses incurred up to equal value of the returned materials. If the copy belonging to the Library is subsequently found, refund of the cost will be made and a copy will be retained by the Library.

10. All policies for the setting of fines are defined in the current Internal Regulations "*Regarding payments for damaged, lost library collections or not returned on time*".

§ 8

1. Enrolment in the Library, signifies that you agree to receive reminders electronically via e-mail address provided at registration.

2. In case of exceeding the deadline for returning materials for a period longer than 6 months the WUST's Libraries, after prior notice to the debtor, have the right to refer the matter to the relevant Disciplinary Commission at the University and to pursue the claims through court proceedings.

§ 9

Students of the Wrocław University of Science and Technology and other universities mentioned in the *Framework regulations for access to the collections in the libraries of the higher education institutions in Wrocław* graduating or departing from the university, have to settle their obligations towards the libraries. They are also obliged to get a confirmation on their student obligatory card. The university staff and the staff from other universities in Wrocław receive a confirmation of the settlement of a library account on their circulation card.

CHAPTER VIII

INFORMATION SERVICES

§ 10

1. The libraries of the Wrocław University of Science and Technology provide information about library services, collections available in the libraries and information system of the

University and as far as opportunities allow in the field of collections of domestic and foreign libraries.

2. The scope of information services provided by qualified employees of the libraries covers:

- a) providing bibliographic and factographic information based on the available resources;
- b) assistance in searching and collecting scientific and technical literature and creating literature sets;
- c) providing information about the collection and help in navigating the databases and a catalogue;
- d) preparing citation analysis and calculation of bibliometric indicators;
- e) counseling in the field of patent and standardization information;
- f) training activities how to use electronic information resources.

3. Libraries of the Wrocław University of Science and Technology do not prepare bibliographical lists for secondary schools, BSc, MSc or PhD final elaboration or thesis.

4. Selected information services can be carried out at the request of external institutions and private individuals. There is a set charge for these services. The price list is posted on the Library website.

CHAPTER IX

RULES OF CONDUCT

§ 11

- 1. Users are expected to be respectful and behave in a manner that does not disrupt others.
- 2. Overcoats, briefcases and bags should be left in the cloakroom.
- 3. Any problems related to the use of a reading-room should be reported to the librarian.

CHAPTER X

THE FINAL PROVISIONS

§12

- 1. Users can help us to improve and develop our services by giving us feedback: by email: (biblioteka.wyp@pwr.edu.pl) or in person to the Director of the Library.
- 2. Decisions on matters regarding access to collections and not included in the Regulations, are made by the Director of Library.
- 3. Regulations concerning access to the collections and information services are posted on the website of the Library.