

INTERNAL REGULATION 23/2022

15th February 2022

Regarding the procedure in the case of damage, loss or failure to return library collection on time

Pursuant to Article 23 sec.2 point 2 regulation dated 20 July 2018 the *Act of higher education and science* (Dz.U.2021 poz.478 with later amendments) is decided as follows:

§ 1

1. In the case the book is lost, misplaced or damaged a user is obliged to:

- a) purchase a replacement copy of the same or more recent publication (complete, without ownership marks),
- or
- b) pay the amount calculated by the librarian, based on the accession year and the price of the book according to the table:

Accession year	Multiple values of the book
2010 and later	x 2
2009 and earlier	x 3

or

- c) purchase another book after consulting the title with a librarian.
2. The amount resulting from sec. 1 points 2 and 3 may not be less than 50 PLN.
3. In the case of damage to a borrowed collection that makes repair possible (e.g. tear on the cover, loose pages), the reader pays a fee of PLN 30 (per copy) for the binding. The fee should be paid by making a payment to the account given on the Library's website according to the instructions given there. Payment can be done only after the return of the books.
4. For the foreign collections, exceptionally valuable or collections that are difficult to acquire (e.g. dictionaries, encyclopedias, albums, handbooks, basic textbooks) this amount will be determined by the Head of User Services individually in each case.

§ 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

Using the library's services can be continued as soon as all obligations have been settled.

§ 4

The fee mentioned in a § 2 of the Internal Regulation 63/2017 dated 24 May 2017 regarding the procedure in the case of damage, loss or failure to return library collection on time shall be charged from the date of entry into force of this Regulation.

§ 5

The Internal Regulation 63/2017 dated 24 May 2017 regarding the procedure in case of damage, loss or failure to return library collection on time is repealed, subject to § 4.

§ 6

This Regulation shall enter into force on the day of its publication.