

Schedule nr 4129 to the status of the the West Pomeranian University of Technology in  
Szczecin

**RULES AND REGULATIONS**  
CONCERNING THE USE OF RESOURCES AND SERVICES PROVIDED BY THE MAIN  
LIBRARY OF THE WEST POMERANIAN UNIVERSITY OF TECHNOLOGY

**I. ACCESS TO LIBRARY RESOURCES**

§ 1.

1. The use of resources of the library and information system of the West Pomeranian University of Technology in Szczecin (herein after referred to as Univeristy) is provided by the Main Library (herein after referred to as ML) for employees of the University and: pensioners, students, PhD students, post-graduate students, participants of courses conducted by the University and pensioners of legal predecessors of the University.
2. In case of not clashing with the use of the library-informative system by readers referred to in par. 1, others, not mentioned in this paragraph, may use the library collections.
3. Readers mentioned in par. 1 and 2 get the right of using the ZUT's library-informative system after having met required conditions and on principles defined in the present annex to the status.
4. Within the scope of functioning of library and information system, the University may process personal data of people using the system, namely: full name, PESEL, residence address, phone number and e-mail address.
5. To have a right to use the ML collection depends on being registered as a ML reader and conditioned by filling in the „Reader’s Declaration (annex No 1).
6. The services offered by the library being a part of the University library and information system is free of charge, however, the fees may be charged for:
  - a) information, bibliographic, reprographic and interlibrary loan services,
  - b) returning overdue library documents,
  - c) damaging, destroying or not returning a library document.
7. The fee mentioned in par. 6 cannot exceed the cost of the service.

§ 2.

1. To be allowed to borrow library collections ZUT students, Phd students are required to have ELS or ELD, which serve as library or interlibrary cards.
2. Students and PhD students of the University acquire the rights to make use of ML organization units upon activation of their library account in ML Lending Room.
3. Library and interlibrary cards are issued free of charge by employee of the ML Lending Room. Library card provides access to all ML organization units (agendas) and interlibrary card – to all other scientific libraries of Szczecin.
4. Students and PhD students of other universities may get access to the University library and information system resources using interlibrary card issued by their home university library and upon activation of their library account in the ML Lending Room.
5. Highschool students, who are at least 18 years of age, may have their library card issued on the grounds of presenting a valid student card and ID card.

6. Highschool students, who are under 18 years of age, may get access to the University library and information system resources on the grounds of presenting a valid student card and a personal guarantee given by a parent or a legal guardian.

### § 3.

1. Library account is valid through an academic year and may be extended to preceding year, subject to par. 14 section 4.
2. Neither a library card nor an ELS/ELD shall be handed over to any other person.
3. In case of losing a library card the user should inform an on-duty ML Lending Room librarian to obtain a duplicate card.
4. User is obliged to report any change of personal data to the ML Lending Room, in particular residence address.
5. User is obliged to present a library card or ELS/ELD on request of an on-duty librarian.

## II. General provisions

### § 4.

1. Readers using the ML Reading Room, Scientific Information Department, Informatory, and branch libraries, where „visitor counter” is not installed, shall enter appropriate personal informations to a visit book.
2. Readers carrying their own library documents are obliged to present them to an on-duty librarian.
3. Reader is entitled to carry and use his own computer devices (laptop), reprographic devices (scanner, digital camera), providing that he does not interrupt work of other users and the devices do not exceed user-provided space.
4. Library documents may be copied within the fair use, according to Act of 4 February 1994 on Copyright and Related Rights (consolidated text: Dz. U. 2006, nr 90, ust. 631 with subsequent changes).
5. External apparel, briefcases, backpacks, handbags etc. shall be deposited in library lockets or in the cloakroom. In case of carrying those to the Reading Room, reader may be asked to present their contents voluntarily before leaving. In case of refusal to the above police will be called in ML is not responsible for any items carried.
6. In the Reading Room:
  - a) silence shall be kept,
  - b) readers are not allowed to use mobile phones.
7. Readers are obliged to treat library documents with proper care.
8. Reader should report to an on-duty librarian any noticed damage in library documents. Reader is held responsible for any unreported damage.

9. Library documents are secured against theft with electromagnetic strips. In case of security gate activation, reader should return to circulation area and voluntarily present contents of his external apparel, briefcases, backpacks or handbags. In case of refusal police will be called in.

10. Opening hours of ML Departments are announced on information board and ML web site.

### **III. Readers' register**

#### **§ 5.**

1. Students' and PhD students' library accounts are activated in the Lending Room on the grounds of a valid ELS or ELD.

2. Registration to the readers' register is made on the grounds of:

- 1) a valid ID card or a document proving employment at the University – for University employees.
- 2) an attestation issued by the head of post-graduate studies and ID card – for post-graduate students of the University and participants of courses.
- 3) a valid ID card and attestation issued by proper dean's office – for trainees attending practice period on the University on the basis of a signed contract.
- 4) a valid pensioner's card and attestation of University Personnel Department – for University pensioners and their legal predecessors.
- 5) an interlibrary card issued by home university library – for students and PhD students from other universities.
- 6) a valid student card – for highschool students, who are at least 18 years of age.
- 7) a valid student card and parent/legal guardian guarantee – for highschool students, who are under 18 years of age.

#### **§ 6.**

1. University employees are obliged to settle all the liabilities with ML on the day of employment termination. This fact should be proved in a clearance slip issued by University Personnel Department.

2. University students, PhD students, post-graduate students, and trainees attending practice period on the University on the basis of a signed contract are obliged to settle all the liabilities with ML after ending their study or practice, which should be proved in a clearance slip issued by the University Personnel Department.

### **IV Circulation**

#### **§ 7.**

1. ML Library documents are circulated by the following Departments:

- a) Lending Room, Foreign Language Lending Department,
- b) Reading Room,
- c) faculty and special reading rooms, which function as faculty libraries,
- d) Scientific Information Department with Informatory and Professorial Reading Room,
- e) Patents and Standards Information Centre

2. Departments enumerated in section 1 complement each other and cooperate as a library and information system in field of reader service and acquisition of library documents.

3. The access to library documents is provided:

- a) in the Reading Room (on site),
- b) by the loans:
  - individually: short- and long-term loans.
  - interlibrary loans.

4. Renewal of the loan period is possible in every ML organization unit except for overdue or reserved documents.

## **V. Borrowing regulations**

### § 8.

#### **Lending Room**

1. In the Lending Room long-term loans are realised:

- a) directly – in case of documents in open bookshelves,
- b) by placing an electronic order for documents located in store.

2. Loans described in section 1 are realised only by presenting a valid library card, interlibrary card or ELS/ELD.

3. Maximum amount of borrowed library documents available for a reader are:

- a) 20 books for up to 4 months – University students,
- b) 20 books for up to 6 months – University PhD students,
- c) 25 books for up to 12 months – University employees,
- d) 7 books for up to 1 month – other readers.

4. Reader may borrow only a single copy of a same title.

### § 9.

#### **Foreign Language Lending Department**

1. Foreign Language Lending Department realizes short-term loans (for didactic classes), which should be returned directly after the end of a class. Selected copies may be a subject of long-term loan, which is determined by an individual arrangements concerning loan period.

2. Foreign Language Lending Department loans are realised only by presenting a valid library card, interlibrary card or ELS/ELD.

3. Maximum amount of borrowed library documents available for a reader are:

- a) 20 books for up to 1 month – University students,
- b) 20 books for up to 1 month – University PhD students,
- c) 25 books for up to 1 month – University employees,

### § 10.

#### **Interlibrary loans**

1. The Interlibrary Loans aims to:

- a) provide readers with library materials inaccessible in ML by borrowing them from other domestic or foreign libraries.
- b) provide other domestic or foreign libraries with access to our own library collection.

2. Users eligible to use Interlibrary Loans Agenda are:
  - a) employees, PhD students, last year students (by courtesy of promoter),
  - b) domestic and foreign libraries.
3. Any order should be placed online using ALEPH library system.
4. Library documents available in other libraries of Szczecin shall not be ordered.
5. Reader is obliged to search for a correct bibliographical description of a copy and its location.
6. Library documents delivered by other libraries may be accessed on site in Reading Room only. Reproduced documents are given to the reader, who is obliged to cover all the costs of receiving of an ordered document.
7. Library documents from ML collection are lent for up to 2 weeks.
8. PhD dissertations are lent to other libraries only by the author's consent.
9. Reader is informed of the ordered document's arrival and loan period. The borrowing library and the reader is held responsible for a security and returning the document in the prescribed time.
10. Any organization unit shall participate – through ML – in domestic and foreign interlibrary loans.

#### § 11.

#### **Reading Room**

1. In the Reading Room the reader may use the available books, journals and newspapers collection, and library documents delivered through interlibrary loans.
2. Collections of the ML Reading Room, faculty and special libraries are also available for other nonregistered readers on site.
3. Collections of the ML Reading Room, faculty and special libraries may be a subject of short-term loans. Loans and returns of library documents are recorded electronically. Reader is informed of the loan period length according to unit's own arrangements. Borrowing of any library document is possible only for readers possessing an active library account.
4. Following library documents are not intended for loan:
  - a) valuable books (e.g. encyclopaediae, dictionaries) gathered in one copy,
  - b) journals,
  - c) standards,
  - d) books printed before 1945.
5. Reader should report to an on-duty librarian any noticed damage in library documents.

#### § 12.

#### Use of Patents and Standards Information Center

1. Collections of Polish Standards PN and publications of standards PKN are available only on the spot, in the Centre/PiN. All needed by the reader items are provided by the Centre/PiN employee.
2. Collections of Polish Standards include all groups of ICS/ The International Classification Standards).
3. Students, PhD students and University employee are entitled to make a copy of a document under

on-duty librarian supervision or to obtain an paid copy of standard fragment for didactic and research purposes according to the agreement concluded with Polish Committee of Standardization (PKN).

4. Copying Polish Standards is restricted by copyright.
5. The Centre/PiN provides access to the current Polish Standards in electronic version at the appointed computer stands. Polish Standards can be copied (printed from the PKN database) in fragments, in one copy , only by the on-duty librarian and only for the employees or people working for the ZUT, teaching or doing research, for students and PhD students. Copying these Standards entirely, no matter how, is prohibited. Computers on which Polish Standards are presented, are turned off from the University Web site.
6. Copying Polish Standards is subject to registration for the PKN needs.
7. To get access to electronic standardization documents the reader has to be authorized in the Centre/ PiN computer system by opening an account in this system.
8. Readers using the Centre/PiN collection are obligated to:
  - leave coats, bags, backpacks etc. in the cloakroom,
  - inform the on-duty librarian about the brought in publications which do not belong to the PiN/Centre,
  - turn off mobile phones
  - comply with the ban of not copying standadized collection differently than defined in section 5
  - not take out publications
  - keep silence and order
  - return library items in undamaged condition
9. For printing or back&white xero copie in the Centre/Pin, the reader has to pay 0,30 zl for A-4.

## **VI. Information service**

### **§ 13.**

1. Information service is conducted by all library Departments.
2. Scientific Information Department is a library unit specialized in information service. The same Department coordinates the functioning of Professorial Reading Room and Informatory.
3. In Scientific Information Department users may get information:
  - a) in the field of specific discipline or specialization, refering the user to a proper branch of University library and information system,
  - b) in the field of using library collection.

## **VII. Infringement of Regulations and Fees**

### **§ 14.**

1. Using the library collection is equivalent to approval of hereby stated Regulations.
2. In case of infringement of rules specified in the Regulations, reader may be suspended or deprived of the right to make use of University library. The decision is made by ML director on head's of an unit recommendation, in which the infringement occured.
3. Reader's overdue arrears cause a deactivation of his library account and hence deprive him of the right to borrow additional library documents until he settles up with the library, with the exception of readers, with whom the compromise was reached considering the payment in instalments and after the first instalment paid. A lack of payment of next instalment will cause an instant reader's account lockout.
4. Readers having arrears toward ML can not have their library account extended to proceeding year, subject to par. 3 section 1, with the exception of readers, with whom the compromise was reached considering the payment in instalments and after the first instalment paid.

5. The reader is obliged to pay a benefit for overdue books. Overdue arrears are calculated separately per each overdue book for each day of delay, excluding Saturdays, Sundays and days, during which ML and other Departments are closed.

In case of an overdue:

- a) short-term loan realized by branch and special libraries (faculty libraries) the fee of 1,00 zł is charged per each overdue item for each day of delay.
- b) long-term loan realized by the ML Reading Room and Foreign Language Lending Department the fee of 0,20 zł is charged per each overdue item for each day of delay.

Maximum overdue fine per single overdue book amounts up to 100 zł.

- 6. Reader's arrears caused by overdue books, refusal of return or losing an library document may result in initiating debt recovery proceedings according to Instraction of Claim Recovery at the West Pomeranian University of Technology. Readers avoiding to return overdue books shall pay additionally for their full reconstruction according in section 8 point 2.
- 7. The reader should check his arrears toward the ML by logging into his own library account.
- 8. In case of permanent damage, destruction or not returning a borrowed library document, the reader is obliged to:
  - 1) deliver a new copy (in good condition) or similar book or
  - 2) make a full payment for reconstruction of the lost or destroyed library document by photocopying it in A4 size (0,20 zł per page).
- 9. In case of payment delay statutory interest will be count. Benefits are considered paid off with actual income of financial assets on University's account.
- 10. All payments toward the ML should be made via standard or online bank transfer to the University's account.
- 11. Reader's arrears are regarded as being paid when the payment is actually transferred to the University's bank account.

Declaration

Name:.....

PESEL:.....

ELS/ELD number:.....

Faculty:.....

The reader's status (underline proper): ZUT student, PhD student, ZUT employee, ZUT pensioner, post-graduate student, other

Address:.....

Temporary address:.....

E-mail:.....

Phone number:.....

I hereby declare that I made myself acquainted with the West Pomeranian University of Technology Main Library Rules and Regulations with their subsequent changes and I oblige myself to keep them. I agree for processing my personal data by West Pomeranian University of Technology Main Library according to Personal Data Protection Act of 29.08.1997. Dz. U. Nr 133. poz. 883.

I oblige to report any change of personal data (name, address, e-mail etc.) to the Main Library Lending Room.

We inform that your personal data are processed to allow the use of West Pomeranian University of Technology Main Library IT system and you are entitled to request for more detailed information on this field.

Szczecin .....

Signature: .....

Settled up:.....