

Detailed Rules for Borrowing Books from the Lending Library of the Main Library of the Poznań University of Economics and Business

1. Pursuant to 10 item 7-10 of the *Terms and Conditions of use of the collections of the Main Library of Poznań University of Economics and Business* (PUEB Rector's Order No. 60/2018) I hereby introduce the detailed rules for borrowing books from the Lending Library, hereinafter referred to as the *Rules*.
2. The Lending Library provides access to books (educational collection) on the basis of open shelf access.
3. The type of reader determines the limit on the number of borrowed books and the duration of the loan:

User	Maximum number of borrowed books	Loan period**	Return deadline extension***	Number of deadline extensions
PUEB student	40 books*	150 days	yes	3 x 90 days
PUEB PhD student	40 books	150 days	yes	3 x 90 days
PUEB employee (including retired employees)	40 books	150 days	yes	3 x 90 days
PUEB alumni registered with the PUEB Alumni Club	10 books	90 days	yes	3x30 days
Student and employee of a university that belongs to The Poznań Science Library Foundation (Poznańska Fundacja Bibliotek Naukowych)	10 books	90 days	yes	3x30 days

*For students pursuing more than one course of study at PUEB, there is an increased limit of 50 books to be borrowed.

**Only applies to books with the letter W next to the call number

***The deadline for returning books can be extended in person at the Lending Library or online by logging into the reader's account 7 days prior to the original return date (this is only possible if the account is valid for more than 90 days).

4. Loans taken outside the library are recorded in the electronic loan registration system, which serves as proof of the book's loan, according to the following rules:

Type of book	Loan period	Return deadline extension
the letter W next to the call number	for a period of up to 150 days or 90 days (depending on the reader's status)	yes
the letters WP next to the call number (orange sticker on the cover/back of the book)	for a period of up to 14 days	no

5. The reader is fully responsible for the timely return of books. They are required to independently check and monitor the status of their account available on the Library's homepage: <https://ue.poznan.pl/en/university/main-library-of-the-university-of-economics-in-poznan/>
6. The electronic library system imposes fees for the late return of borrowed books, calculated for each day overdue. The amount of fees for using the collections and services of the Lending Library is regulated by the Rector's order.
7. Matters not covered by the above *Rules* are defined by the *Regulations for the Use of the Collections of the Main Library of the Poznań University of Economics and Business*.
8. Upon the entry into force of these *Rules*, all previous arrangements in this regard become invalid.
9. The above *Rules* are effective as of September 24th, 2024.

Director of the Main Library

/mgr Dorota Wojewoda/