

## Detailed provisions regarding lending of books from the Reading Room of the Main Library of Poznań University of Economics and Business

1. Pursuant to § 4 item 3-6 and § 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. 49/2017), detailed provisions regarding lending (taking) materials from selected collections **outside** the Reading Room are hereby adopted.
2. Only employees and doctoral students of PUEB with an active Reader Account can lend materials from the Reading Room.
3. If PUEB students and PUEB postgraduate students need to use a book from the Reading Room, they should ask the librarian on duty to allow them access to the required book.
4. Only books published after 1950 from the collections specified below can be lent out\*:

Name of collection	Symbol in the signature mark
<i>Books Reading Room: Tourism Economy Collection</i>	GT
<i>Books Reading Room: Basic Collection (includes freely accessible books and books in storage)</i>	
<i>Books Reading Room: Professors' Collection</i>	P
<i>Books Reading Room: Commodity Science Collection</i>	T

*\* with the reservation that selected items from these collections may be temporarily or permanently designated only for use on site, without the ability to take them outside the Library.*

5. Books can be lent out from the Reading Room after submitting a prior **request** or **reservation** (if the book has already been lent out).
6. PUEB employees and doctoral students can make requests and reservations electronically, using the online Library catalogue.
7. A book can be requested if it is in stock and has the status: *available*.
8. A book can be reserved if it has already been lent out from the Reading Room by another visitor – status: *lent out* or *lent out by a PUEB employee*.
9. The book collection time depends on the time of placing the request – on the same day or on the next day (if requested after 2PM).
10. Books lent out from the Reading Room are collected from and returned to the Lending Library. A proof of lending is generated by registering the book in the electronic lending system, in the visitor's account.

11. A book ready for collection will be available for collection by the visitor from the Lending Library for 5 days. After that time it will be returned to the Reading Room.
12. The visitor status determines the limit of books which can be lent out and the lending period.

Reading Room lending rules			
Visitor status	Maximum number of books lent out	Lending period	Possible extension* (online or in person)
PUEB academic - teaching staff	20	30 days	Yes
Other PUEB staff	5	30 days	Yes
PUEB doctoral students	20	30 days	Yes

\* Visitors can extend the lending period themselves by logging into their Reader Account – on the Library home page, up to 7 days before the end of the original lending period – or in person at the Lending Library. The maximum number of extensions is 10, each for 30 days, provided that the book has not been reserved by another user or designated for use only on site in the Reading Room.

13. Once the extensions limit has been reached, books can be requested and reserved, but they can only be lent out for the set lending period once previously lent books have been returned.
14. The system sends out reminders about the approaching return date (3 days prior) and warnings (once the return date has passed) to the e-mail address provided by the visitor. A lack of such an e-mail reminder or warning does not prevent statutory charges from being applied.
15. According to § 16 item 3 of the *Terms and Conditions of use of the collections of the Main Library of Poznań University of Economics and Business*, a failure to return books in a timely manner leads to:
  - a) the visitor's account being blocked,
  - b) late return charges being applied,
  - c) access to databases being blocked,
  - d) imposing costs of any warnings issued on the visitor,
  - e) initiation of judicial proceedings if the visitor refuses to satisfy the Library's claims.
16. The fees for using the collection and services of the Lending Library are determined by the PUEB Rector's Order.
17. The visitor is fully responsible for a timely return of the books. **Visitors are required to independently check and monitor the status of their account available on the Library**

home page <https://ue.poznan.pl/en/university/main-library-of-the-university-of-economics-in-poznan/>

18. Any matters not settled by these *Provisions* are governed by *the Terms and Conditions of use of the collections of the Main Library of Poznań University of Economics and Business*.
19. Any other regulations in this regard shall become ineffective on the day of these *Provisions* coming into force.
20. The *Provisions* shall come into force on 11 January 2024.

Main Library Director

/mgr Dorota Wojewoda/