

## Detailed provisions regarding lending of books from the Student Library Department (Library) of the Main Library of 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 (Regulation of the Chancellor No. 49/2017), detailed provisions regarding lending of books from the Library are hereby adopted, hereinafter called the *Provisions*.
2. The Library provides free access to the shelves containing its collections of educational books on the subjects of economics, organisation, management and commodity science. The last copy of each book (**designated with the WM symbol in the signature mark**) is only accessible on site.
3. The visitor status determines the limit of books which can be lent out and the lending period:

Lending rules				
Visitor type	Maximum number of books lent out	Lending period*	Possible extension** (online or in person)	Number of extensions
PUEB student	20	150 days	Yes	3 x 90 days
PUEB doctoral student	20	150 days	Yes	3 x 90 days
PUEB employee (including retired employees)	20	150 days	Yes	3 x 90 days
Pupil attending PUEB academic classes (only pupils over 18)	3	30 days	No	-
Others (i.e. students and employees of universities which belong to the Poznań Library Foundation)	5	90 days	No	-

\* Only applies to items with the W symbol in the signature mark (no colour stripe).

\*\* Visitors can extend the lending period themselves by logging into their Reader Account – accessible via the Library home page, up to 7 days before the end of the original lending period (extension is only possible if the account will be valid for more than 90 days afterwards) or in person at the Library.

\*\*\* Pupils attending PUEB academic classes over 18 years of age can only lend out books with the W symbol in the signature mark.

4. If books are to be taken outside the library, this is registered in the electronic lending register, which constitutes proof of lending, in line with the following rules:

Type of book	Lending period	Possible extension	Number of extensions
W symbol in the signature mark (no colour stripe)	for the period of 150 days, 90 days or 30 days (depending on the type of visitor)	Yes*	3 x 90 days
WP symbol in the signature mark (orange stripe)	for the period of 14 days	No**	-
WM symbol in the signature mark (red stripe)	only on site	-	-

\* Visitors other than students, doctoral students and PUEB employees cannot extend the lending period.

\*\* Another book can be lent out on the following day.

5. 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 via the Library home page <http://www.biblioteka.ue.poznan.pl>**
6. The electronic library system charges visitors for untimely returns of books, calculated per book per day. The fees for using the collection and services of the Library are determined by the Chancellor's Regulation.
7. 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*.
8. Any other regulations in this regard shall become ineffective on the day of these *Provisions* coming into force.
9. The *Provisions* shall come into force on 29 June 2017.

Library Director

/ Roman Tomaszewski, M.Sc. Eng. /