

TERMS AND CONDITIONS FOR THE USE OF THE COLLECTIONS OF THE MAIN LIBRARY OF THE POZNAŃ UNIVERSITY OF ECONOMICS AND BUSINESS

I. General Provisions

§ 1

1. Terms and conditions for the use of collections of the Main Library of the Poznań University of Economics and Business (hereinafter referred to as the Library) define the conditions and detailed rules of:
 - 1) provision of printed and electronic resources;
 - 2) using other Library services;
 - 3) using the equipment and devices of the Library.
2. The Library is a public library for scientific, educational, informational and service purposes.
3. The right to use the Library's services, according to the principles set out in these Regulations, have employees, PhD students and students of PUEB and other persons who are over 15 years old.

§ 2

The Library provides its collections and services:

- 1) on site in two reading rooms;
- 2) through the PUEB information network;
- 3) through individual loans;
- 4) through interlibrary loans.

§ 3

1. The Library Director determines the opening time of the Library's service agendas. The Director may periodically change the opening hours of the agendas, as well as limit access to part of the collections and services provided to all users or their specific categories.
2. The Library Director establishes detailed rules for the use of particular collections or services (hereinafter referred to as detailed rules).

3. Users are required to read the Regulations and the detailed rules and comply with them. Persons violating the Regulations or detailed rules may be temporarily or permanently deprived of the right to use the Library's collections and services. The decision on this matter is made by the Library Director.
4. For the purpose of implementing services provided to users, the Library collects and processes their personal data specified in the PUEB Statute.
5. Employees of the Library are prohibited to provide information about the personal data of Library users. The provision of personal data of users takes place only to authorized entities on a justified request, meeting the requirements set out in the provisions on the protection of personal data. Applications for sharing personal data of Library users should be submitted in writing to the Rector of PUEB through the Director of the Library.
6. Employees of the Library, as well as persons entrusted with the protection of the Library's objects and authorized to process personal data of its users and other persons authorized by the PUEB are entitled to control and legitimate users who do not comply with the regulations and rules of using the Library's collections and services, disturb the peace and order or whose identity is in doubt. The refusal to present a document confirming one's identity constitutes the basis for refusing to make the Library's collections and services available, and ordering to leave the Library area immediately.
7. The use of the Library's premises for other purposes than the use of its collections and services requires the consent of the Director of the Library.

II. Rules for the use of collections and services in reading rooms

§ 4

1. In the Book Reading Room and the Journal Reading Room one can use:
 - 1) collections gathered by the Library, divided into categories;
 - 2) own materials after prior notification to the librarian on duty;
 - 3) own laptop or tablet.
2. Persons using printed collections, made available based on the policy of free access to shelves, are required to:
 - 1) look for information about wanted materials in catalogs and search for selected items on shelves in specific categories themselves;
 - 2) place used publications on carts designated for a given collection.
3. The Book Reading Room borrows books from selected collections only to PUEB employees or PhD students.
4. The Library Director determines which collections can be borrowed and on what terms. The relevant information is made available to the public in the Lending Room, reading rooms and on the Library's website.

5. Borrowing books from the Book Reading Room requires an active reader account. The materials are made available the next day after placing an order (also electronically) on selected items. All loans are registered by the electronic library and information system in the Lending Room.
6. The principles of borrowing, booking books currently rented and the period of borrowing from the Book Reading Room depend on the type of the item being rented and the user status and are specified in § 10 of these Regulations.
7. Subject to § 6 section 4, it is allowed to copy fragments of publications for own use, on site, using own equipment, within the limits permitted by the provisions of the copyright law.

§ 5

1. Persons using on-site collections stored in warehouses are required to:
 - 1) look for information about wanted materials in catalogs themselves;
 - 2) place orders on legibly filled call slips in the user service center (books) or at the user service point (journals);
 - 3) provide the authorized employee of the Library with a document confirming one's identity;
 - 4) return publications after using them, at the user service center or at the user service point respectively;
 - 5) wait for the librarian to check the completeness of the returned publications;
 - 6) confirm the return of borrowed publications with own signature on the call slip;
 - 7) place orders for materials from warehouses no later than 30 minutes before the closing of the reading room;
 - 8) return the ordered materials at least 15 minutes before the closing of the reading room.
2. Pursuant to § 3 section 2 of these Regulations, the director of the Main Library may introduce, with reference to some collections of the Library, the requirement to leave the library card in the Library's depository (in addition to the filled call slip). The library card is issued free of charge to the Library user in the Student Library Department (the Lending Room) on the basis of the User's written declaration of registration to the Lending Room or the reading room. The library card is returned to the user after returning the borrowed library materials.

The requirement to leave the reader's library card in the depository is independent of the Library policy to provide other documents that authorize one to use the collections listed in § 9 section 3 of these Regulations.
3. Orders for collections from warehouses are carried out on a regular basis.
4. Orders for collections stored outside the reading room and warehouses are carried out the following day.
5. The materials available from the warehouses can be booked at the user service center

or at the user service point for a certain period of time. Failure to report on the agreed date results in the withdrawal of the booked materials to warehouses.

II.A. Rules for the use of doctoral dissertations

§ 6

1. The library provides access to doctoral dissertations before their public defense at the Poznań University of Economics and Business. One can read the printed versions of the dissertations up to the day of defense in the Journal Reading Room after presenting an identity document.
2. The Library stores and provides access to doctoral dissertations defended at the Poznań University of Economics and Business. Doctoral dissertations in printed form are made available for research or learning purposes after signing the "Declaration of the person using the collection of doctoral dissertations" and filling in legibly the call slip and leaving the library card in the depository.
3. The rules referred to in sections 1-2 do not apply to dissertations containing information to which access is limited by law or on the basis of contracts concluded by the University with entities providing the information. In particular, the Library does not provide access to doctoral dissertations if there is an obligation to keep their content confidential.
4. Doctoral dissertations are made available in the designated place of the Journal Reading Room, without the right to copy.
5. The rules for sharing doctoral dissertations are regulated by the Rector's order.
6. The printed versions of doctoral dissertations located in the Digital Library of Wielkopolska are not made available.

II.B. The rules for sharing diploma and postgraduate theses

§ 7

Bachelor's, master's and postgraduate's works kept in the Library are made available in the Journal Reading Room only to their authors, after leaving the legibly filled call slip and providing an identity document in the user service point.

II.C. The rules of using electronic files and services available in the PUEB information network

§ 8

1. The Library provides access to the following electronic collections:
 - 1) licensed databases;
 - 2) own databases (developed in the Library);

- 3) publications placed in the Digital Library of the PUEB Main Library and constituting a subset of the Digital Library of Wielkopolska;
 - 4) multimedia publications;
 - 5) sources of scientific information in the open access available online.
2. Electronic collections are made available via:
 - 1) desktop computers located in reading rooms or from any computers registered in the University's network and located on its premises;
 - 2) user's own computer equipment through the university wireless network under the conditions defined by the PUEB Information Center;
 - 3) any computers located outside the area of the Library and the University based on the authorization of licensed users.
 3. The electronic collection may be utilized only for personal use, solely for scientific research and educational purposes, in accordance with the terms of the license agreements and the copyright law.
 4. When using licensed electronic collections, it is prohibited to create local archives and use software to automatically search and download content available online. The quantity of materials downloaded at one time should correspond to the actual needs resulting from scientific work, research or scientific-educational work.
 5. PUEB employees, PhD students, students and postgraduate students registered in the Lending Room and having an active reader account may use the licensed databases also outside the Library and University premises.
 6. Computers with Internet access in reading rooms are made available only to: PUEB employees, PhD students and students of PUEB and other universities, people preparing for their doctoral dissertations at PUEB and other academic degrees and titles, students of postgraduate studies in PUEB, retired PUEB employees and students of PUEB academic classes as well as employees of institutions that have a cooperation agreement with PUEB.
 7. The Library Director may grant a one-off or temporary permission to use the computers referred to in section 6 also to other people visiting the Library.
 8. Users of computers connected to the PUEB network are required to:
 - 1) sign in legibly on the list of visits and show a document confirming one's identity to the authorized employee of the Library;
 - 2) give priority to people intending to use the electronic collection of the Library;
 - 3) follow the recommendations of librarians monitoring the computer workstations;
 - 4) report to the duty librarian on any failure or irregularity in the work of computers;
 - 5) use computers only for the purposes described in section 3;

- 6) behave in a way that does not disturb the peace of other users and the seriousness of an academic institution.
9. Users are allowed to save the results of their work for their own scientific, research, and educational purposes on storage media or send them to their own e-mail account.
10. Users of their own electronic equipment are required to follow the instructions of the librarians.
11. It is forbidden to:
 - 1) make any changes and modifications in the configuration of computer hardware and software provided in the Library;
 - 2) installing any additional software;
 - 3) leaving one's own files on the Library's computers;
 - 4) use the Internet in the Library for illegal purposes;
 - 5) open pages of sexual, racist, or vulgar nature, detrimental to good manners;
 - 6) independently shut down the computers available in the Library.
12. Librarians on duty in the reading rooms provide information about available electronic collections and monitor the use of computer stations and other electronic equipment. In the event of a violation of the applicable rules, the librarian on duty has the right to immediately stop the user's session and ask them to leave the Library.

II.D. The rules for sharing collections outside the Library

§ 9

1. The Student Library Department (hereinafter referred to as the Lending Room) registers borrowings from the Book Reading Room and provides access to the didactic collection (textbooks):
 - 1) to the last copy of each title on the spot (for users with an active reader account);
 - 2) through individual direct loans;
 - 3) through interlibrary loans, both domestic and foreign.
2. The right to use the Lending Room is granted to:
 - 1) PUEB students, PhD students and employees;
 - 2) students and employees of public universities, affiliated within Poznan Foundation of Scientific Libraries;
 - 3) retired PUEB employees;
 - 4) students of PUEB academic classes, adults - on their own, minors - through their schools, through the school library, as part of cooperation between the school library and the PUEB.

The principles of cooperation between school libraries and the Library are regulated by the *Agreement on the provision of library materials*;

- 5) other users authorized by the relevant ordinance or the decision of the rector.
3. The condition for using the Lending Room is to have an active reader's account (valid only for one academic year) and a valid student ID or electronic student ID card or a valid reader's card.

§ 10

1. In order to activate the reader's account one has to:

- 1) fill out and sign the declaration of subscription;
- 2) submit the following documents:
 - a) students: a valid electronic student ID card,
 - b) PhD students: a valid electronic PhD student ID card,
 - c) students of postgraduate studies: ID card or passport (additional condition for the subscription is being on the list of students of postgraduate studies made available to the Lending Room by the head of the given postgraduate studies),
 - d) PUEB employees or retired PUEB employees: ID card or passport and appropriate confirmation of employment or appropriate ID (employee or pensioner),
 - e) adult students of academic classes: a valid school ID (additional condition for the subscription is being on the list of students of academic classes made available to the Lending Room by the faculty coordinators of the project "Academic classes"),
 - f) other users: a valid library card from the home university and an ID card, passport or valid student ID card;

3) pay a fee:

- a) PUEB employees - for issuing the reader's card,
- b) students and other users - for activating the reader's account,
- c) adult students of academic classes - for issuing or activating the reader's card and, additionally, a deposit, in order to secure the return of the borrowed collection.

2. The amount of the deposit referred to in section 1 point 3 c shall be determined each time by the employees of the Lending Room, taking into account the value of borrowed books, whereby:

- 1) the deposit amount is the equivalent of the price of the borrowed collection, however, not less than 50.00 PLN per 1 volume;
- 2) confirmation of payment of the deposit is a receipt issued by the Lending Room along with the borrowed collection;

- 3) only materials from the Student Library Department are made available for borrowing as part of secured deposit system;
 - 4) the return of the deposit follows the return of the item the deposit relates to, along with the receipt referred to in point 2, reduced by any fees indicated in point 5;
 - 5) the amount of the deposit is reduced by the amount of accrued and unpaid fees for late repayment of the collections; the amount of the security deposit is forfeited in full if the deadline for returning borrowed books is exceeded by 180 days or more;
 - 6) The Lending Room carries a register of bills taken and returned.
3. Users of the collections and services of the Lending Room made available based on the policy of free access to shelves are required to:
- 1) show the reader's card or electronic student ID or electronic doctoral student ID card each time, if they formed the basis for the subscription;
 - 2) check the physical condition of borrowed items;
 - 3) report any damage to the librarian;
 - 4) register the loan and the personal deactivation of the book;
 - 5) control the status of one's reader account available online on the Library's website;
 - 6) return the borrowed books by the due date.
4. Subject to § 9 section 2 point 4 and § 10 section 5 and 6, books are borrowed in person, on the basis of a valid student's card or an electronic student ID card or an electronic doctoral student ID card.
5. In special and justified situations, it is possible to appoint an authorized representative to register loans. Responsibility for acts and omissions of the representative shall be borne by the persons granting the power of attorney.
6. Persons with disabilities may authorize another person in writing to borrow books on their behalf. Such authorization is valid until the expiry date of the reader's account.
7. The quantitative limit of loans on the library account depends on the user's status and the type of collections made available and amounts to:
- 1) from the Book Reading Room (from selected collections):
 - a) PUEB research and teaching staff - up to 20 vol.,
 - b) other PUEB employees - up to 5 vol.,
 - c) PUEB PhD students - up to 5 vol .;
 - 2) from the Lending Room (didactic book collection):
 - a) PUEB employees, PhD students and students - up to 20 vol.,
 - b) students of academic classes - up to 3 vol.,

- c) other users (i.e. students and employees of universities affiliated within the PFSL)
 - up to 5 vol.
- 8. The time of borrowing books depends on the user's status and the type of collections made available and amounts to:
 - 1) from the Book Reading Room (from selected collections) only for PUEB employees and PhD students - up to 30 days;
 - 2) from the Lending Room (didactic book collection):
 - a) PUEB employees, PhD students and students
 - up to 150 days - copies with the W symbol at the signature mark,
 - up to 14 days - copies with the WP symbol at the signature mark,
 - b) students of academic classes
 - up to 30 days (only copies with the W symbol at the signature mark),
 - c) other users (i.e. students and employees of universities affiliated to the PFSL) up to 90 days (or up to 14 days - copies with the WP symbol at the signature mark).
- 9. After the specified period of borrowing, the books should be returned. If necessary, one can extend the borrowing period of certain items. The basic condition for obtaining an extension is the lack of reservation of a given item by another user.
- 10. The Library Director may establish detailed rules for extending the period of borrowing and the conditions for appointing a representative to use the Library's collections and services. These rules are made public in the Lending Room, reading rooms and on the website of the Library.
- 11. The electronic library and information system charges fees for late return of borrowed books for each day of delay per each volume. The amount of the fee is regulated by the rector's order.

§ 11

- 1. The User is obliged to immediately notify the Lending Room about:
 - 1) change one's personal data that was the basis for the subscription;
 - 2) change of address;
 - 3) loss of the reader's card or electronic student ID or electronic doctoral student ID card (if they were the basis for the subscription to the Lending Room).
- 2. The Lending Room can:
 - 1) demand the return of borrowed books before the end of the statutory deadline or at the time of rental stipulate an earlier date of return;
 - 2) inform the reader about the title to buy in exchange for a damaged or lost copy of the borrowed book; the value indicated for purchasing the title may exceed five times

- the value of the lost book;
- 3) send notifications about the impending date of return;
 - 4) send notifications about exceeding the date of return;
 - 5) collect the fees indicated in these Regulations, the amounts of which are determined by the appropriate regulation of the Rector of the University.
3. Fees related to the use of the Lending Room include:
- 1) activating the reader's account for one academic year;
 - 2) issuing the reader's card;
 - 3) issuing a duplicate of the reader's card;
 - 4) reimbursement of damage to the binding, protections, stickers and barcode labels;
 - 5) untimely return of books;
 - 6) refund of postal costs of sent prompt notes.
4. The Lending Room confirms the settlement of obligations towards the Library on clearance slips of graduates, employees changing their jobs or retiring.
5. The Library user can not:
- 1) share the reader's card, library card and electronic student ID card or electronic doctoral student ID card with others (if they were the basis for the subscription);
 - 2) borrow more than one copy of a given title.

II.E. Rules for the use of interlibrary loans

§ 12

1. Interlibrary loans are available to PUEB researchers, PhD students and MA students.
2. Written and electronic user orders should contain detailed bibliographic data of the publication, name and e-mail address of the ordering party.
3. National interlibrary loans apply only to materials not available in Poznań libraries.
4. Foreign interlibrary loans refer only to materials unavailable in national libraries and in full-text databases owned by the Library.
5. The Lending Room informs interested readers via e-mail about materials obtained through interlibrary loans.
6. Imported materials are made available only on the spot, in the Book Reading Room, according to the rules set by the borrowing library.
7. In the event of anticipating the high costs of importing the items ordered, the user may

be required to cover them. In this case, the ordered item is imported only after the user signs the commitment to cover the cost of importing.

§ 13

The implementation of interlibrary loans from the Library's collections is carried out on the basis of the following principles:

- 1) The library reserves the right to decide on the type and number of interlibrary loans, in particular to introduce restrictions on borrowing:
 - a) rare and valuable publications, available in only one copy,
 - b) publications of significant size and volume or in poor physical condition,
 - c) publications necessary for the implementation of the PUEB teaching process,
 - d) special collections;
- 2) instead of borrowing the original, the Library may make, in agreement and at the expense of the ordering party, a copy of the part of the item sought, of which the orderer receives full ownership;
- 3) other libraries can borrow collections not listed in point 1 for:
 - a) 14 days: collections from the reading rooms,
 - b) 30 days: other materials.

III. Rules for the use of reprographic services

§ 14

1. In the Library, payable reprographic services are provided by independent external companies.
2. The Library Director may reserve copies of a specific batch of materials to protect the collection or copyrights.

IV. Ordinance regulations

§ 15

1. Users of services and collections of the reading room or the Lending Room are required:
 - 1) to leave files, backpacks, laptop bags, bags, umbrellas and outer covers outside the reading room or the Lending Room (in the locker room);
 - 2) to leave food and drinks (except water) outside the reading room or the Lending Room;
 - 3) to mute mobile phones and other electronic devices;

- 4) to write their name on the list of visits at the entrance to the reading room and the media library;
 - 5) to notify about bringing any own materials;
 - 6) not to transfer Library collections between reading rooms;
 - 7) to behave quietly;
 - 8) to subordinate to the instructions of the Library's employees and show them proper respect;
 - 9) not to leave personal property brought to the reading room unattended.
2. Users are obliged to comply with fire and occupational health and safety regulations in force in the Library, to use designated entrances and crossings, escape routes and to respect the collection, equipment and facilities of the Library.

V. Sanctions for non-compliance with the Regulations

§ 16

1. Failure by the user to observe the rules and methods of using the Library's collections and services results in the application of the sanctions set out in section 3 below and following.
2. Failure to comply with the rules and methods of using the Library's collections and services may include in particular:
 - 1) failure to meet the deadline for returning borrowed books and other library materials;
 - 2) sharing the reader's card, library card and electronic student ID or electronic doctoral student ID card with other persons (if they were the basis for the Lending Room subscription);
 - 3) failure to notify the Lending Room about the change of personal data, lost of the reader's card or library card;
 - 4) failure to settle with the Lending Room after graduation or termination of employment;
 - 5) damage, destruction, loss or theft of library collections;
 - 6) theft or damage to the Library's equipment.
3. Failure to meet the deadline for returning borrowed books results in:
 - 1) blocking the reader's account;
 - 2) charging fees for overdue books;
 - 3) blocking access to databases;
 - 4) forfeiture of the deposit;
 - 5) charging the costs of sending prompt notes;
 - 6) taking legal action in case of avoiding the voluntary settlement of the Library's claims.

4. Providing unauthorized persons with the reader's card, library card, electronic student ID or electronic doctoral student ID (if they were the basis for the subscription) results in:
 - 1) deprivation of the right to borrow collections;
 - 2) confiscation of the reader's card or library card by the Lending Room till the end of the semester;
 - 3) requiring the user to repair any possible damage to the Library's collection;
 - 4) blocking access to databases;
5. Failure to notify the Lending Room about the change of personal data or the loss of the reader's card causes the user to be charged with the costs of repair of any damage to the Library's collection.
6. In the event of damage, destruction or loss of library collections, the user is obliged to:
 - 1) repair the damage;
 - 2) deliver the title (indicated by the manager of the relevant branch), whose price may exceed five times the value of the lost copy;
 - 3) bear the costs of re-developing the title.
7. Theft, damage to the Library's collections or equipment results in:
 - 1) repairing any damage suffered by the Library, for example by covering the costs of repair or replacement of damaged devices (the amount of the damage is determined by the head of the relevant branch);
 - 2) introduction of a periodic or permanent ban on using the Library's collections and services;
 - 3) informing the PUEB authorities about this fact.
8. Improper behavior in the Library and unlawful use of licensed databases as well as the PUEB network may result in:
 - 1) requesting the user to leave the reading room or the Lending Room, after prior identification;
 - 2) periodic or permanent deprivation of the right to use the Library's collections and services;
 - 3) informing the PUEB authorities and other libraries about this fact;
 - 4) charging the user with the obligation to repair any damage suffered by the University.
9. In the event of refusal to leave the Library's premises in the situation described in section 8 point 1, employees of the Library are entitled to call security.
10. The type of measures used, mentioned in section 7 point 2 and section 8 point 2 and the time of their duration is decided by the director of the Library or persons authorized by them.

VI. Final provisions

§ 17

1. Settlement of matters not covered by these Regulations, applicable rules and detailed rules and disputes related to the use of the Library's collections and services is the responsibility of the Director of the Library. The Director acts on a written request of the person concerned or ex officio. The Director's decision may be appealed against to the Rector of PUEB, made via the Director of the Library within 14 days from the date of receipt of the settlement.
2. Regulations come into force on October 26, 2018.
3. On the day of entry into force of these Regulation, the Regulation on the use of the collections of the Main Library of the Poznań University of Economics and Business, introduced by Regulation No. 60/2015 of the Rector of the Poznań University of Economics and Business of 28 September 2015 (with later amendments) regarding the introduction of the Regulation for the use of collections The Main Library of the Poznań University of Economics and Business is no longer valid.