

Annex No 1 to the Organizational Rules of the University Library

ORDER REGULATIONS

1. University Library is a public place where social norms and good conduct shall prevail. Users are obliged to adhere to the Library's rules and regulations, order regulations and orders of the University Library Director, as well as to follow instructions and tips of the Library's personnel and employees of the University Guard.

2. University Library grants:

- 1) open access to library collections and professional help of friendly staff, as well as individual and group training courses, a course in library preparation ("Przysposobienie Biblioteczne") and guided tours of the Library,
- 2) the possibility of organising individual workspace for the user according to his/her needs,
- 3) the possibility of reserving an Individual Work Cubicle, Group Study Rooms and other lecture rooms, differently equipped,
- 4) a wide offer of electronic scientific information services,
- 5) access to library materials borrowed from other national and foreign libraries as demanded by the user,
- 6) the possibility of ordering the purchase of needed literature,
- 7) constant presence of the University Guard employees in the Library,
- 8) the possibility of putting forward remarks and proposals concerning services of particular University Library divisions (in writing or in person to the heads of particular divisions or to the head office of the Library).

3. Users are obliged to:

- 1) carry a valid library card/electronic student card or temporary library card,
- 2) leave their overcoats and hand luggage in the lockers (bags, backpacks, umbrellas, briefcases and files bigger than 20x30x7 cm),
- 3) carry their laptop computers either in a cover adjusted to the computer's size or without any cover at all,
- 4) remain quiet in the Library,
- 5) keep their mobile phones and other electronic devices set to a silent mode within the whole Library area,

- 6) get acquainted with the rules for the use of library collections and current information on Library services,
- 7) check whether the library materials carried out of the building are intended for borrowing and whether they have been registered within the library system,
- 8) submit any materials carried inside/out of the Library for inspection at the request of an employee of the University Guard.

4. Users shall not:

- 1) behave in an inappropriate way that could disturb other users (loud conversations, using mobile telephones, intentional moving/hiding books or journals),
- 2) damage library materials in any way (e.g. by underlining the text, writing, drawing in the margin, etc.),
- 3) copy library materials with their own electronic devices without the Librarian's permission and against current copyright law,
- 4) in subject collections - put the books and journals after use back on shelves (materials after use should be placed on specially labelled library carts),
- 5) eat or drink outside of the Biblioteka Café,
- 6) smoke, drink alcohol and use any other intoxicants,
- 7) leave their personal belongings unattended (the Library does not take responsibility for any possessions left behind by the users).

5. Ignoring the Library's rules and regulations, order regulations or other, may result in the following sanctions:

- 1) fines for overdue books,
- 2) temporary inability to borrow materials,
- 3) temporary inability to use library collections,
- 4) charges for repairing or replacing damaged library materials and equipment,
- 5) users' privileges may be suspended on a temporary or, in exceptional cases, permanent basis,
- 6) referring a user to a disciplinary committee subject to the Law on Higher Education ("Prawo o szkolnictwie wyższym"),
- 7) taking legal action against the user.