

Annex 2 to the Organizational Rules of University Library

THE RULES FOR THE USE OF RESOURCES AND SERVICES OF UNIVERSITY LIBRARY AND GENERAL PROVISIONS

§ 1

1. The Rules for the Use of Resources and Services of University Library, called the Rules thereafter, specifies in particular:

- 1) the rights to use the resources,
- 2) the ways in which the resources are made available,
- 3) the rules for the use of the Internet Reading Room,
- 4) the rules for the use of Individual Learning Booths (ILB),
- 5) the rules for the use of Temporary Library Card (TLC),
- 6) the rules for the use of hardware and software for disabled persons,
- 7) the rules for the use of fumigation chamber and digitalization services.

2. Users of the University Library are obliged to familiarize themselves with the Rules and follow the provisions therein.

3. The resources of the Library and the information tools, namely catalogues, data bases and all other technical hardware, are the property of the University, have to be respected and cared for by all users.

4. Non compliance with the Rules may bring penalties specified in the organizational provisions of the Library.

5. The opening hours of individual units are publicized (also on the website of the Library). A periodical limitation or suspension of the services provided by the Library (summer holidays, Christmas break, semester break) is each time preceded by a special notification.

6. All charges taken by the Library are legitimized by the Chancellor upon the request issued by the Library Council.

7. Comments and motions related to the activities of the Library should be submitted to the managers of the individual units and to the Director of the University Library.

8. To all matters not settled herein, decisions shall be taken on a case matter by the Director of the University Library.

II THE RIGHTS TO USE THE COLLECTIONS

§ 2

1. The access to the Library's collections is granted to:

- 1) employees of University of Warmia and Mazury in Olsztyn, called thereafter the University, including retired employees,
- 2) students of the University,
- 3) students of postgraduate and doctoral studies after receiving by the Library a confirmation of participation,
- 4) employees of the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences and employees of the Institute of Inland Fisheries after receiving by the Library a confirmation of employment,
- 5) persons with an admission to the PhD program at the University and persons preparing a doctoral thesis under supervision of an independent scientific and teaching employee of the University after a guarantee given by a supervisor of the thesis,
- 6) PhD students of the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences and the Institute of Inland Fisheries after a guarantee given by a supervisor of the thesis,
- 7) employees of the institutions collaborating with the University after paying a security deposit pursuant to §11 of the Rules,
- 8) on site – all persons with a temporary library card issued by the Library on the basis of a valid ID.

2. The documents enabling entitled holders to use the resources of the University Library and faculty libraries are:

- 1) a library card / an electronic student card,
- 2) a temporary library card – for using the resources available on site.

3. The documents specified in section 4 are documents that identify a user who is responsible for each use thereof. These documents must not be released to third persons.

4. A loss of the card should be immediately reported to prevent its unauthorized use by third persons.

5. The holder of the card is obliged to inform the Library about any changes in personal data submitted during registration procedures.
6. Students of the first year of full-time courses are obliged to complete a course on library preparation (“Przysposobienie biblioteczne”).
7. The University Library provides access to hardware and software adapted to the needs of disabled persons (visually impaired, hearing-impaired and disabled). The rules for use such hardware and software are set in the Section VII of the Rules.

III THE WAYS OF USING THE RESOURCES OF THE UNIVERSITY LIBRARY

§ 3

The use of the collections

1. The University Library makes its collections available:
 - 1) on site,
 - 2) outside the Library – as loans to individuals,
 - 3) via interlibrary loans to other libraries or institutions.
2. The libraries encompassed by the library-information system make their resources available according to internal set of rules based on the Rules of the University Library and agreed with managers of the units.
3. Resources that are made available should be handled appropriately and all damages or defects that are notices shall be reported to a librarian on duty.

§ 4

Sharing collections on site

1. Materials that are to be used exclusively on site include:
 - 1) books labeled with a computer status “on site” (“na miejscu”),
 - 2) Polish and foreign journals,
 - 3) special collections, rare and specially protected books,
 - 4) collections published before 1945,
 - 5) doctoral theses,
 - 6) materials brought on individual order (by Interlibrary Loan).

2. Unpublished doctoral theses are accessible in the Special Collections Department, however, they cannot be copied or cited from. According to copyright law, a written permit signed by the author (enclosed in the dissertation) constitutes the basis for making the thesis accessible.

3. There is a form called “metryczka” attached to every doctoral thesis that is to be filled in by the user. Their full name is to be given as well as the reason for using the thesis.

4. In library sections with on site collections only, the user is granted open access to the majority of collections.

5. Users who have been granted open access to on site collections are obliged to:

- 1) a. leave their overcoats and other kinds of outdoor clothing, bags, briefcases and umbrellas in the cloakroom or in the lockers,
- 2) put their own materials and writing hardware inside a transparent bag (available in the cloakroom), if these are to be carried inside the Library,
- 3) register the borrowing of a publication which is to be carried outside the collection but not outside the Library building (e.g. for photocopying or using publications in individual learning booths),
- 4) report the willingness to make copies with the use of a digital camera,
- 5) return to the Librarian or put in a specified area all the library materials after use,
- 6) turn off their mobile telephones,
- 7) remain quiet.

6. The person to decide about the possibility of photocopying library materials is always the Librarian on duty, who may, in justified cases, prohibit the reprography of chosen materials. The limitations are the result of current copyright law, as well as the progressing devastation of collections.

7. Materials that are not to be photocopied include:

- 1) bound newspapers, irrespective of the year of publication,
- 2) books and journals published before 1945,
- 3) all publications in poor condition,
- 4) printed matter that is liable to damage if photocopied,
- 5) the standards of the Polish Committee for Standardization,

6) manuscripts (doctoral theses).

8. A request for using on-site resources outside the collection shall be submitted to a librarian on duty who records this fact in the library computer system. Such item is made available for 12 hours. Publications borrowed from open access sections and collections are to be returned within the same day, the latest at 15 minutes before closure of a given unit. A user can use up to 5 items at each time.

9. Any borrower who fails to return materials that are made available on site by their due date shall be liable to a fine of 0,20 zł per item for each overdue hour. Fines are to be paid at the Main Lending Desk.

§ 5

Loans outside the Library to individual users

1. The lending of materials that are to be taken out of the Library takes place:

- 1) at the Main Lending Desk of the University Library,
- 2) in the Teaching Collection,
- 3) in the Subject Collections,
- 4) in the Library divisions, in accordance with their inner regulations.

2. The document that is necessary for recording a loan is a valid library card/electronic student card.

3. The following users may borrow:

- 1) students of the University – 10 books for 30 or 150 days, depending on the status of the item,
- 2) students of the final year and students of two faculties at the University – 20 books for 30 or 150 days,
- 3) employees and doctoral students of UWM and employees of the Institute of Animal Reproduction and Food Research – 20 books for a year; apart from that they can borrow – for 10 years – books connected with their research projects, purchased for the research or official purposes,

- 4) persons with an admission to the PhD program at the University and persons preparing a doctoral thesis under supervision of an independent scientific and teaching employee of the University - 3 books for 30 days,
- 5) employees of the institutions that cooperate with the University after submitting a money deposit – 3 books for 30 days,
- 6) other eligible persons – 5 books for 30 days.

4. From the Subject Collections, a user may borrow a book for a short-time loan („overnight” and weekend loans). In such case, a user may borrow up to 5 books. The short-term loan is made effective not sooner than an hour before the closing time of the Library and the due date passes after the first working hour of the Library the next working day.

5. The user has a one-time right to renew a borrowed item for a further period, unless it is required by another user, and before the end of the lending period.

For important reasons the Library may request an earlier return of a borrowed item, before the end of the lending period.

6. A librarian on duty decides whether the allowed number of items to be borrowed by a user may be increased or the lending period may be extended.

7. Users who have failed to return books by their due date are unable to reserve or borrow any items until the books are returned and a fine for the delay has been paid. The fine imposed automatically by the library system is 0,20 zł a day for each book and in the case of short-time loans – 5 zł per item per day. Fines are to be paid at the Main Lending Desk. Instead of money the user may buy and bring a book, specified by the Librarian, that is of a similar value to the imposed fine.

8. The user is responsible for the condition of borrowed library materials and their due return. The Library reminds the users to return books by email and post.

The user is obliged to return all materials by their due date, irrespective of whether the Library has, or has not, sent them a reminder.

9. The user is obliged to monitor their own library account. The library computer system provides the user with the access to the information about their account, i.e. the number of reserved and borrowed books, their due dates and imposed fines.

10. In case a borrowed book has been lost or damaged, the user is obliged to repurchase the lost item or another publication specified by a Library employee.

Any damage noticed at the time of borrowing shall be reported to a librarian.

11. By the end of the academic year students are to settle accounts with the Library and obtain a credit in the student's record book.

12. Employees departing from the University, as well as persons graduating from the University: full-time and part-time students, doctoral and postgraduate students, are obliged to settle accounts with the Library thereby getting their clearance slip signed. Depending on a type of user, signing of the clearance slip is equivalent to the closure of a library account or a change in the conditions specifying the use of the resources in the Library.

§ 6

Interlibrary loans

1. The purpose of interlibrary loans is to provide users with library materials that neither the University Library, nor other libraries in Olsztyn, possess.

2. Interlibrary loans are regulated by the order of the appropriate minister.

3. The access to interlibrary loans is granted to employees, PhD students and other students of the University, as well as the employees of the Institute of Animal Reproduction and Food Research with a valid library card issued.

4. All students' orders have to be confirmed by their tutors or MA or PhD thesis supervisors.

5. The delivery of materials through interlibrary loans is free of charge.

6. The user only covers expenses determined by libraries that materials are borrowed from (such as the cost of photocopying and posting materials, cash on delivery service, international interlibrary loans according to the price list of the National Library or foreign libraries).

7. The user is obliged to check whether the needed items are available in other libraries of the UWM library and information system or in other libraries in Olsztyn.

8. The order should include a detailed bibliographic description, as well as some personal details of the user: their surname, contact telephone number, library card number and possibly an email address.

9. The Librarian, guided by current regulations, accepted norms and agreements with particular libraries, decides upon the completion of an order (the number and type of orders placed by one user at a time, due dates, ways of ordering a publication from cooperating libraries).

10. As the University Library is responsible for original materials borrowed from other libraries, they are only available on site, for a period set by the library that has lent the item

and according to its rules. Photocopying of borrowed materials can only be done with the University Library's consent and in accordance with current copyright law.

11. Materials not borrowed to other libraries include: manuscripts, rare books and items of exceptional value, current annual volumes of journals, books from reference libraries and current academic textbooks.

12. Any library or user who fails to return materials ordered through interlibrary loan by due date loses the right to order and borrow items until the materials are returned and a fine imposed for the delay has been paid. The fine for keeping an overdue book out of the University Library is 0,20 zł a day, and for books borrowed from other libraries – according to their price lists.

13. The Library that or a user who does not observe the provisions of the Rules may lose its/his right to interlibrary loans.

IV THE RULES FOR THE USE OF THE COMPUTER NETWORK

§ 7

1. The library provides an access to computer networks for its users (free of charge), in particular to equipment, software and the Internet. There are appointed computer stands providing software for disabled persons.

2. There is a wireless network EDUROAM available at the Library. The administrator of the email accounts in the network is OLMAN – Centre of Local Computer Network Management

3. The users entitled to use Library computer network are: employees and students of University and other persons mentioned in § 2, registered in the Library's users base.

4. Using the equipment and the Internet is directed at educational goals, seeking factual sources and acquiring materials essential to study, knowledge acquisition or self-education. Using the Library computer network for purposes not related to education, including income earning and illegal purposes, is not permitted.

5. An access to the network and the equipment is possible during University Library opening hours.

6. The library conducts the time record and use regime of computer stands and network.

7. The register of network users is conducted by the Main Lending Desk. The registered user should log into the computer by the use of individual login and the password.
8. The user is not allowed to share the login and the password to the third parties. The user is fully responsible for all the transactions on the library account.
9. Persons using computer networks are obliged to get acquainted with decisions of this regulations and following them.
10. The time spent on using the computer is not limited, unless there are a lot of other users waiting for their turn. In justified cases a librarian may shorten or terminate the user's computer session.
11. The user is entitled to:
 - 1) use an Internet browser;
 - 2) work with Open Office and Microsoft Office software;
 - 3) save their work to an external storage device (diskette or USB flash drive);
 - 4) print materials (in accordance with copyright law). The service is chargeable and available at the Main Lending Desk.
12. The user shall not:
 - 1) engage in any activity that would result in devastating or damaging the computer stand;
 - 2) engage in any illegal activities online;
 - 3) download and install any external software;
 - 4) make any changes to the application software or to the operating systems;
 - 5) break computer security measures;
 - 6) repair faults in the application and system software, hardware and other computer hardware at the computer stand.
13. The user is obliged to inform the Librarian, without delay, about any spotted hardware or software damage.
14. The user is fully responsible, both financially and legally, for any damage, whether intentional or not, to computer equipment, as well as for any damage resulting from an improper use of the Internet connection.
15. After the session the computer stand should be left as found and all files generated by the user should be removed.
16. The Library personnel are entitled to monitor the users and terminate a computer session if they are engaged in any undesirable activities.

17. All users in the Internet Reading Room shall remain quiet. However, the user may use their own headphones to listen to audio materials.
18. Computer stands should be kept clean. Eating and drinking in the Reading Room is forbidden.
19. The Library is not responsible for faulty service (especially the Internet services disruption) and possible loss of the user's data.
20. Any user ignoring the rules and regulations may be prohibited from using the Computer Network. The user has the right to appeal against such a decision (taken by the Library personnel) to the Director of the Library.

V RULES FOR THE USE OF INDIVIDUAL WORK CUBICLES (KPI)

§ 8

1. The University Library gives access to 8 Individual Work Cubicles called KPI thereafter.
2. KPI can be used by academic teachers, UWM doctoral and MA students with a valid library card.
3. In justified cases, with the permission of the Librarian on duty, KPI may also be used by other persons. KPI can be reserved at the University Guard Desk, tel. 524-65-92.
4. KPI may be reserved for a period of one month, which can be extended if there are no other persons on the waiting list. The Library is entitled to cancel the reservation of a cubicle that has been booked but has not been used for a period of one week, and hand it over to another user. The user is not permitted to let other persons use the KPI.
5. In KPI users can make use of available library collections and their own materials, as well as their own computers. The open access collections (labelled with an "on site" ("na miejscu") computer status) and materials from the Current Periodicals Reading Room have to be returned on the day of borrowing (by 7.45 p.m.).
6. KPI can be used during the opening hours of the University Library.
7. KPI has to be locked each time the user leaves. Having finished work, the user is obliged to leave the key at the University Guard Desk (every day by 7.45 p.m.). In case the key is lost, the user will be charged for making a duplicate key.
8. In justified cases, the Library reserves the right to access the cubicle during the user's absence.

VI RULES FOR THE USE OF THE TEMPORARY LIBRARY CARD (TKB)

§ 9

1. A Temporary Library Card is an ID card which allows for the use of the University Library's resources on site.
2. A TKB is issued on the basis of a person's ID and is valid for one day during the opening hours of the Library.
3. A TKB can be issued at the Main Lending Desk and is free of charge.
4. A TKB allows for the use of all open access collections, as well as the collections from the book and periodicals storage rooms.

VII RULED FOR THE USE OF HARDWARE AND SOFTWARE FOR DISABLED PEOPLE

§ 10

1. Hardware and software are destined for people whose health status does not allow for independent reading of standard prints or processing information received visually as well as for people with impaired hearing.
2. The use of specially equipped posts requires a user's card and completing a registration procedure, namely creating an account in the log-in system of the University Library computer network (in the Internet Reading Room on the first floor).
3. A library card/an electronic student card is a basis for completing the registration procedure.
4. During the registration procedure, a disability certificate confirming the case mentioned in section 1 is required.
5. The resources shall be used in accordance with the article 33 of the Act of 4 February 1994 on the copyright and related rights (Dz. U. 1994 No 24 position 83 with amendments) that allows for using, without the need for obtaining permissions from authors and reimbursements for them, "publicized publications for the benefit of disabled people, if such use relates directly to their disability, is not earning in nature and is undertaken in an extent resulting from the nature of disability".
6. A computer shall be used solely for teaching and scientific purposes. The paragraph 7 point 4 of the Rules (Section "Rules for the Use of the Internet Reading Room") applies to all

computer posts destined for disabled people and situated in the University Library, regardless of their location,

7. The specially equipped posts for disabled people are located in:

- 1) Internet Reading Room – 1st floor;
- 2) Information and Periodical Reading Room – 1st floor;
- 3) Subject Collections: Yellow, Green, Blue – 2nd floor;
- 4) Teaching Collection – ground floor;
- 5) Department of Special Collections – 1st floor.

VIII RULES FOR LOANS WITH A SECURITY DEPOSIT

§ 11

1. A security deposit is a way of securing in case books are not returned in the pre-defined time.
2. A security deposit is taken from all persons who are employed in the institutions that collaborate with the University and who are not entitled to use the resources according to the rules that apply to students and employees of the University.
3. A library card is a basis for a loan secured with a deposit. The fee for issuing a library card is 10 PLN.
4. A security deposit account is valid for one year.
5. The security deposit for one item equals its market value yet not less than 100 PLN.
6. Loans secured with a deposit apply to the resources ordered from the storage room and available in the Teaching Collection.
7. Users may borrow up to three items for one month at a one-off basis.
8. Before the due date, it is possible to extend the loan time once for another month, if a given item is not demanded by other users.
9. If materials are not returned on time by their due date, a fine of 0.20 PLN per item for each overdue day is imposed. Fines for not returning the materials shall be paid on a current basis.
10. A security deposit is returned only when books are returned.
11. A security deposit is reduced by the value of fines for not returning books by their due date that has not been paid.

12. The user is entitled to withdraw a security deposit when he or she resigns from using library services, return a library card and stops to be a user of the University Library in Olsztyn.

13. The user can resign from using library services (return of the borrowed materials and library card) and receive back a security deposit earlier according to his/her will.

14. A security deposit is subject to forfeiture after 6 months from the date of sending a reminder and not returning the books. After this period, a security deposits shall be fortified for the University of Warmia and Mazury.

IX RULES FOR PROVIDING CHEMICAL DISINFECTION IN THE FUMIGATION CHAMBER

§ 12

General description of the service

1. Chemical disinfection in the KONVAK fumigation chamber is run with Rotanox gas (Gaz S-9) that is a mixture of 9% ethylene oxide and 91% carbon dioxide.

2. The process is characterized by the following parameters:

1) for archival materials:

- a) operating temperature – app. 30°C
- b) initial humidification and heating time – 180 min
- c) relative humidity in the initial phase – app. 50%
- d) disinfection time – 36 hrs
- e) gas pressure in the chamber – app. 750 mbar
- f) aeration cycles – 17 cycles of 20 min each
- g) quarantine – min. 5 days

2) for books:

- a) operating temperature – app. 35°C
- b) initial humidification and heating time – 240 min
- c) relative humidity in the initial phase – app. 50%
- d) disinfection time – 36 h
- e) gas pressure in the chamber – app. 750 mbar
- f) aeration cycles – 15 cycles of 15 min each

g) quarantine – min. 5 days

3. The theoretical capacity of the fumigation chamber is approximately 0.65 m³. A load can be placed into a cuboid that is 66.5 cm x 140 cm (base) and 70 cm (height) in size.

§ 13

Chemical disinfection service

1. The contractor undertakes to carry out disinfection of the entrusted materials in the KONVAK fumigation chamber in accordance with the widely accepted standards.

2. The service does not include microbiological tests of materials and disinfection efficacy assessment.

3. The contractor does not classify received materials by their sensitivity to ethylene oxide and does not evaluate preparation of materials for disinfection. It does not provide any advice as to a potential negative impact of ethylene oxide on specific types of materials.

§ 14

Types of disinfected materials

1. The following types of materials can be disinfected: books, periodicals, archives, other documents, etc.

2. Paintings, engravings, sculptures, fabrics, décor elements, etc. are not accepted for disinfection.

3. Disinfection service is not provided for foil-enveloped materials, items with plastic, with metal elements, sensitive photo materials, parchment, etc. The principal is obliged to evaluate materials for their sensitivity to ethylene oxide and other physical factors (resulting from the technology of disinfection used in the KONVAK fumigation chamber).

4. Excessively humid materials with relative humidity over 70% are not accepted for disinfection.

5. Materials with a visibly high degree of infection are only accepted for separate disinfection. It is necessary to pay for the whole load (capacity) of the fumigation chamber.

§ 15

Liability of the contractor

1. The contractor guarantees to adhere to the duty of care in securing the parameters of disinfection compliant with the standards for archival materials and library resources.

2. The service is provided with the clause of confidentiality in accordance with the provisions of the Act of 29 August 1997 on the protection of personal data (Dz. U. 1997 nr 133 poz. 883). The contractor may refuse providing the service of materials that infringe the act on the protection of personal data.

§ 16

Disclaimer

1. The contractor is not liable for any damage of entrusted materials resulting from the impact of ethylene oxide and other physical factors associated with the technology of disinfection process used in the KONVAK fumigation chamber.
2. In view of total or partial resistance of some microbial species and strains to ethylene oxide, the contractor does not guarantee complete biocidal disinfection. Therefore, the lack of complete efficacy of disinfection is not a basis for any claims against the contractor.

§ 17

Receipt and return of entrusted materials

1. The principal is obliged to deliver entrusted material to the premises of the contractor and to put them at its own expense and risk in the preliminary storage room.
2. The principal is obliged to collect entrusted materials after disinfection straight from the premises of the contractor (from the quarantine storage room) and put them out at its own expense and risk.
3. In the case when disinfected materials that are not packed in containers or are packed in contractor's containers directly before disinfection, the principal shall put delivered materials on and collect them from book-cases.
4. Materials for disinfection shall be delivered at a term that allows for providing the service in accordance with the assumed obligation.
5. The principal shall collect entrusted materials immediately after the service is completed.
6. The amount of materials that is accepted at a one-off basis from the principal is limited by the capacity of the preliminary storage room and quarantine storage room. In case of bigger orders, the contractor may demand delivery and collection of materials in several turns.

§ 18

Recording of the service

1. The principal is obliged to prepare a detailed list of entrusted materials in duplicate.
2. The contractor acknowledges receipt of materials for disinfection on a copy for the principal.
3. The contractor issues an attestation that documents the course of disinfection and confirms the basic physical parameters of the process. The attestation is issued separately for each disinfected batch of materials (a single load of the fumigation chamber).
4. The receipt of disinfected materials is confirmed with a receipt protocol issued by the contractor. The principal confirms that it does not have any objections as to the physical status and completeness of collected materials.

§ 19

Lead time

The contractor reserves the right to extend the lead time in case of any circumstances that, despite the duty of care, could have not been predicted,

§ 20

Working hours

1. All activities for which the principal is liable and which are executed in the premises of the contractor shall be executed under supervision of a representative of the contractor between 8 am and 2 pm on working days.
2. The activities specified in section 1 require to be agreed each time with a representative of the contractor on a telephone call.

X RULES FOR PROVIDING THE DIGITALIZATION SERVICE

§ 21

General description of the service

The service applies to digitalization of materials on the Zeutschel OS10000 professional large-format scanner. The maximum surface of scanning equals A1 format (594 × 841 mm).

§ 22

Range of the service

1. The service involves processing of entrusted analogue materials into a digital format by making JPG or TIFF scans.
2. It is possible to command graphical processing such as a change of a file size or format, saving in a PDF file, clearing, or colour correction. Graphical processing increases the price of the basic service by 20%.
3. Digitalization of materials published before 1945 or classified as „special materials/resources” due to any reason and requiring complicated processing increases the price of the basic service by 50%.
4. The service is provided observing the clause of confidentiality in accordance with the provisions of the Act of 29 August 1997 on the protection of personal data (Dz. U. 1997 nr 133 poz. 883). The digitalization unit may refuse making a copy of materials that infringe the act on the protection of personal data.

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§ 23

Types of digitalized materials

1. Digitalization is provided only on materials that are at the principal's disposal.
2. Printed material (books, newspapers, maps, photos, etc.) that do not have any metal or plastic elements are accepted for scanning. The format of such materials cannot be larger than the allowable scanning surface of the scanner.
3. The contractor may refuse scanning if it causes a permanent damage to materials or a damage to the scanner.
4. The contractor may refuse scanning of materials that require chemical disinfection before digitalization.

§ 24

Liability of the contractor

1. The Department of Special Collections of the University Library in Olsztyn (ul. Oczapowskiego 12 B (1st floor), Room No 106) is the unit that is responsible for digitalization.

2. Digitalization is provided with the utmost care in order to produce a possibly fair digital copy of initial materials.

§ 25

Disclaimer

Digitalization process is performed with the utmost care on the professional equipment yet it may impact a physical condition of materials delivered for digitalization by the principal. The contractor is not liable for any damage of original documents incurred during digitalization.

§ 26

Receipt and collection of materials

1. Orders can be placed by electronic mail, telephone or in person in the Department of Special Collections of the University Library.
2. The principal is obliged to deliver materials at its own expense and risk to the premises of the contractor.
3. The principal shall collect materials at its own expense and risk immediately after digitalization is completed.
4. The volume of materials to be digitalized at a one-off basis is limited by storage capacity and shall be each time agreed with the contractor.
5. Digitalized files being the product of digitalization are handed to the principal on a principal's medium or on medium given by the contractor which is extra charged.

§ 27

Recording of the service

1. The principal is obliged to prepare in duplicate a detailed list of materials for digitalization.
2. The contractor checks and confirms the receipt of materials on a copy for the principal.
3. After digitalization the contractor prepares a return form that includes all received materials.
4. The principal while confirming the receipt of materials agrees that it does not have any objections as to the physical status and completeness of collected materials.

§ 28

Lead time

1. Orders of up to 100 scans (except for special collections that require particular attention) placed and confirmed by a direct contractor till noon (12.00) are operated the next working day. In case of bigger orders, lead time is agreed on an individual basis.
2. The contractor reserves the right to extend a lead time and undertakes to inform on reasons for a change and a new lead time.

§29

Service charge

Charges for the service are detailed in the price list for library services.
