

Regulation No 64/2012 by The Chancellor of University of Warmia and Mazury in Olsztyn of 22nd August 2012 on the Organizational Rules for the University Library of University of Warmia and Mazury in Olsztyn

Acting pursuant to §17 of the Statue of University of Warmia and Mazury, it is hereby ordered as follows:

§ 1

The Organizational Rules for the University Library of University of Warmia and Mazury in Olsztyn is implemented. The contents of the Rules are specified in the Annex to the Regulation.

§ 2

The Director of the University Library is made responsible for effectuation of the Regulation.

§ 3

Supervision over effectuation of the Regulation is given to the Vice-Chancellor for Research.

§ 4

The current Organizational Rules for the University Library together with all Annexes lose legal validity.

§ 5

The Regulation shall become effective on the day of signing.

Chancellor

prof. dr hab. Józef GÓRNIOWICZ

The Annex to the Regulation No 64/2012 of 22nd August 2012

THE ORGANIZATIONAL RULES OF THE UNIVERSITY LIBRARY

§ 1

1. The University Library is a collegiate organizational unit of University of Warmia and Mazury in Olsztyn, called hereafter the University, with teaching, service and scientific tasks and forms, together with the other libraries operating within the University, a library-information system.

2. The University Library shall provide library services and scientific and technical information in the disciplines that are taught and researched at the University, in particular it shall:

- 1) gather, transfer and preserve library resources,
- 2) process gathered library materials,
- 3) make library materials available and provide professional help with using therefore,
- 4) organize and maintain scientific and technical information,
- 5) provide trainings for students and employees on the rudiments of scientific information.

§ 2

1. The internal structure of the University Library is defined by the Chancellor upon the request submitted by the Director of the Library and following the opinion issued by the Library Council.

2. The organizational structure of the University Library encompasses:

- 1) Acquisition Department,
- 2) Collection Preparation Department,
- 3) Department of Retrospective Processing,
- 4) Department of Current Periodicals ,
- 5) Department of Periodical Resources,
- 6) Control and Selection Department,
- 7) Information and Periodical Reading Room,
- 8) Department of Subject Collections,
- 9) Department of Open Access Resources,
- 10) Department of Lending Rooms,
- 11) Storeroom Department,

- 12) Department of Special Collections,
- 13) Department for Computerisation,
- 14) Interlibrary Loans,
- 15) Information Desk for Standardization,
- 16) Centre for Patent Information,
- 17) Section for the European Documentation Centre,
- 18) Internet Reading Room,
- 19) Administrative and Technical Department.

§ 3

The authorities of University Library are:

- 1) Director of University Library,
- 2) Library Council.

§ 4

1. The Director of the University Library is employed by the Chancellor pursuant to the rules set with separate regulations.

2. The Director manages the University Library and supervises functioning of the library-information system, and in particular:

- 1) is a supervisor of employees of the University Library and its faculty divisions,
- 2) cooperates with managers of organizational units on effectuation of their research plans and student tutoring,
- 3) prepares plans of library activities and supervises their effectuation,
- 4) prepares projects of content and financial plan within granted financial resources and supervises their implementation,
- 5) is responsible for:
 - a) a correct selection and development of the staff of the library,
 - b) effectuation of tasks allotted to the library,
 - c) for assets and financial resources,
 - d) for working conditions compliant with labour safety rules and antifire regulations.

3. The Assistant Director of the University Library is employed by the Chancellor among candidates presented by the Library Director and after receiving an opinion of the Library Council.

4. The managers of departments, section and faculty libraries are appointed by the Chancellor upon the request by the Director of University Library.

§ 5

1. The Library Council is a opinion-making body of the Chancellor and is appointed for the tenure of one-person bodies of the University.

2. The Library Council is composed of:

- 1) representatives of the faculties (one from each) who are appointed by the faculty boards,
- 2) Director of the University Library,
- 3) four representatives of the University Library selected from the staff,
- 4) representatives of Student Council
- 5) representatives of PhD Student Council,
- 6) representatives of trade unions,

3. On the first session of the Library Council, the following persons are selected:

- 1) of the member specified in section 2 subsection 1 – President of the Library Council,
- 2) of the member being the employees of the Library – Secretary of the Library Council whose duties includes minuting of the Council's sessions and storing documents of the Council.

4. The Library Council fulfills its duties during sessions.

5. The tasks of the Library Council includes:

- 1) determining rules for acquisition and collection of library resources,
- 2) submitting motions on the issues associated with functioning of library-information system to the Senate and Chancellor,
- 3) pronouncing judgements on the raports of the Director of the University Library that are submitted to the Senate,
- 4) pronouncing judgements on cadidates applying for the position of Library Director.

6. The sessions of the Council are held at least two times per year.

7. The President of the Council is obliged to call a session upon request of 1/5 of the Council's members.

8. The President may call a session as a matter of urgency in order to pronounce judgement on a specific issue.

9. A notification informing about a session of the Council together with a planned agenda should be sent to the members of the Council at least 7 days before a given session.

10. The agenda of a session settled by the President may be changed or complemented upon a request of a member of the Council.
11. The Council adopts resolutions in a open voting, except for human resources issues.
12. The resolutions on human resources issues are taken in a secret voting.
13. The resolutions of the Council are taken by a majority of votes when at least a haff of its statutory structure is present and and recorded in protocols of the sessions.
14. The sessions of the Council are minuted.
15. The protocols and other documents are kept in the Library Office.

§ 6

1. Employees, students and PhD students of the University and other persons are entitled to use the resources of the library-information system.
2. The resources of the Univeristy Library are used according to the terms of use specified in the **Annex 1** to the Organizational Rules.
3. The library resources are made available to persons outside the structures of the University based on the Rules for using the resources of the University Library constituting the **Annex 2** to the present Organizational Rules and on the agreements on cooperation with other parties.
4. Library services are charged according to the price list included in the **Annex 3**.

§ 7

The Library employs diplomate librarians, employees of library personnel, diplomate employees of scientific documentation, technical staff and others.

§ 8

1. The University Library has separate and recorded assets.
2. The records of the assets are kept base on the regulations that are in force within the Univeristy.
3. Financial management of the Library is carried out based on the content and financial plan according to the regulations that are in force within the University.
4. Financial resources are alloted to the Library by the Chancellor upon a request of the Director of University Library and judged by the Library Council.
5. Financial servicing of the Library is managed by the Bursary of the University.

§ 9

1. Changes to the Rules may be made by means of a regulation issued by the Chancellor.
 2. The Organizational Rules become effective on the day of implementation of the Chancellor's regulation.
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