

Appendix

to the Regulation by the Rector

No. R.0211.73.2022 of 24 November 2022

REGULATIONS FOR THE USE OF COLLECTIONS FROM THE LIBRARY-INFORMATION SYSTEM AT THE KRAKOW UNIVERSITY OF ECONOMICS

Chapter 1

General rules for the use and access to the collections

§1

1. Whenever the present Regulations refer to:
 - 1) the University – this should be understood as the Krakow University of Economics,
 - 2) the Main Library – this should be understood as the Main Library of the Krakow University of Economics.
2. General rules for the use of the library-information system of the University are determined by the regulation of the Act on libraries currently in force.
3. Library collections can be perused locally (on site), in the reading rooms or by lending books out – individually, as well as through the system of interlibrary loans.
4. Online and digital resources can be perused according to the rules abiding with the conditions of appropriate licenses and internal regulations of the University.
5. It is the Reader's obligation to familiarize themselves with the regulations for the use of the collections of the library-information system and rules in force.
6. Computer units are dedicated chiefly and primarily for the perusal of library collections.
7. University staff and students with an active library account are eligible for remote access to online resources of the Main Library.
8. The Main Library is equipped with active electronic system of book stock protection and monitoring.
9. Valuable antique books and nineteenth-century publications are subject to particular protection; their accessibility is limited and it is subject to the prior written approval by the director of the Main Library.
10. Documents issued before 1945 and items from the special collections are only available locally (on site).
11. Candidates at the doctoral schools are subject to the regulations same as those defined for the students.
12. Candidates for a doctoral degree, who have started their individual doctoral proceedings at the University before 30 April 2019 may use the resources of the library-information system after receiving the prior written endorsement from their doctoral thesis supervisor (the appropriate form is available from the Main Library website).

13. Visiting staff member, having opened a library account based on a valid personal ID, may peruse the licensed databases as well as the book collection of the Main Library of the Krakow University of Economics – locally (on site).
14. College students of classes under the patronage of the University may peruse the licensed databases as well as the book collection of the Main Library of the Krakow University of Economics – locally (on site) – based on the lists provided.
15. Main Library staff members are not authorized to provide any information to third parties, regarding personal data or account status of the Readers.

Chapter 2

Reading room and lending regulations

§2

1. Reading rooms are accessible to the general public, and their perusal is possible upon presenting a student card / doctoral candidate card, library card, or another personal ID.
2. Reading room users are required to:
 - 1) leave their coats as well as large bags and rucksacks in the lockers available at the Library,
 - 2) report to the Librarian on duty any own books and/or periodicals brought in and out of the Library,
 - 3) treat the Library materials with care and report any faults and damages noticed.
3. Reading rooms are quiet spaces; users are required to work silently and no group work is allowed (other than in places specifically designated for that purpose), also, no food is allowed; and the use of electronic devices, which might disrupt the operation of the system or disturb other Readers, is prohibited.
4. Library materials made available in the reading rooms must not be taken outside their premises.
5. The Reader may leave the reading room for up to half an hour while leaving the perused library materials on the desk; if the break is taking longer than half an hour, then the librarian on duty is authorized to clear the space and make it available to another Reader.

§3

1. University staff, visiting staff, and secondary students from partner schools are authorized to use the licensed digital resources.
2. On each occasion, copying the data from databases is limited in quantitative terms, according to the terms of the given license and to the provisions of copyright law.
3. It is forbidden to switch off or reset the PCs, change configuration of the system or install any software on the hard drives of Library computers.

§4

1. Reading rooms make available their collections locally (on premises).
2. Reading rooms operate according to the principle of free access to bookshelves with library collections; after use, the books should be returned to a location designated for book returns.

3. The Readers may use the scanners located in the reading rooms without assistance.
4. Unassisted copying is only allowed of the materials from the collection of the particular reading room that the Reader is currently using.
5. Materials brought as part of interlibrary services may only be perused in the Main Reading Room.
6. University's doctoral dissertation and research papers may only be perused in the Main Reading Room, and only after filling in the user card; making any copies of fragments of the works is only possible after obtaining a previous written approval of their author.
7. Serial publications from the Stockroom may be ordered for perusal in the Main Reading Room. Waiting time for these materials is 1 hour. The materials that have not been used within 7 days are returned to the Stockroom.

§5

1. The right to loan library materials is granted based on:
 - 1) library card, to:
 - a) the University staff,
 - b) students of postgraduate studies held at the University,
 - c) doctoral candidates applying for a doctoral degree in extramural mode,
 - d) staff members of Krakow public universities as well as those non-public universities with whose libraries the University signed an agreement on mutual provision of library services, upon presenting the appropriate warranty form available from the Main Library website.
 - 2) student card / doctoral candidate card, to:
 - a) University's students,
 - b) students of Krakow public universities as well as those non-public universities, with whose libraries the University signed an agreement on mutual provision of library services.
2. The right to loan library materials is granted from the moment of registration in the library system and confirming the regulations of the Main Library and authorising the personal data processing.
3. Registration procedure is published in the Main Library website.
4. A permanent library card (with no expiration date) is issued to University staff.
5. It is forbidden to lend or make available the student card / doctoral candidate card or library card for the use of third persons; the only exception being students with a disability studying at the University, whose library card may be used by a third person whom they authorized to do so.
6. Breaking the rule stated in section 5 results in losing the right to peruse the collection of the Main Library – by both the owner of the library card/ID and the person unlawfully using that document.

§6

A Reader library account that has been inactive for a period of two years is automatically deleted from the database.

§7

1. The Lending Room loans library materials with the exception of:
 - 1) archival copies,
 - 2) works from reference and service collections and reading rooms,
 - 3) valuable collections and books published before 1945.

2. In justified cases the Main Library may additionally exclude from outside lending other library materials – because of their value, condition, or high popularity.
3. Only one copy of a specific title is made available to the Reader.

§8

1. Library materials are loaned in person, and based on a valid student card / doctoral candidate card or a library card, to:
 - 1) the University's staff – 20 volumes for a period of 3 months,
 - 2) retired University's staff – 3 volumes for a period of 3 months,
 - 3) the University's students:
 - a) studying in one study major – 10 volumes for a period of 1 month, and to students with a disability for a period of 2 months,
 - b) studying in two or more study majors – 12 volumes for a period of 1 month, and to students with a disability for a period of 2 months,
 - 4) doctoral candidates – 12 vols. for 2 months,
 - 5) persons other than listed in points 1–4 – 3 vols. for a period of 14 days.
2. A student with a disability is allowed to authorize a specific person to loan books on his/her behalf. The authorization is granted for the period of at least one year.
3. Readers other than University staff or University students are not eligible to loaning any books in the period between 1 and 31 October of the given academic year.
4. Waiting time for books ordered from the Stockroom is 1 hour. If the loaned materials have not been used within 7 days, they are returned to the Stockroom.
5. Reservation is only possible for those books, which have the status of “loaned” or “ordered” in the online catalogue. When making the reservation, the chronology of ordering applies. Reserved items should be collected in the Lending Room within 7 days from the notice “ready for collection” appearing in the Reader's account.
6. The Reader has the right to prolong the date of book return for the period equal to the original loaning period. Detailed information can be found in the Main Library's website.

§9

1. Readers are required to return the loaned library materials on time, to use them with care, and to report any faults and damages noticed at the time of lending; the person borrowing the book holds financial responsibility for delayed returns, damage, or loss of library materials, according to the rules specified in a separate Regulation by the Rector of the University.
2. The Reader must report the loss of the library card or the activated student card / doctoral candidate card to the Lending Room immediately. Duplicate library card may be granted 7 days from reporting the loss. After receiving duplicate student card / doctoral candidate card, the Reader must report in person to the Lending Room in order to update the information and to re-activate the account.
3. Library materials may be returned by post but only by registered mail or insured mail.
4. If the book is lost or damaged, this fact must be reported to the Lending Room in order to fill in the loss or damage protocol and the book's valuation.

5. If the book on loan is lost or damaged, the Reader is required to replace it with the identical edition thereof, and in cases where this is not available/possible, the Reader should buy a book featured in [the list of titles for replacement](#) published in the Main Library website, of a value similar to the value of the book that has been lost.
6. If a periodical has been damaged, the fee is charged to cover the cost of its replacement or binding.

§10

1. After completing his/her studies, the student is required:
 - 1) to return the library materials loaned,
 - 2) to pay any outstanding fees for delayed returns,
 - 3) to return the library card (this applies to postgraduate students).
2. If the responsibilities/requirements listed in section 1 have not been met, this prevents the settling of the student's final checklist (circulation form), and therefore the student will not be able to collect his/her diploma conforming the completion of studies.

§11

1. General terms of interlibrary services are ruled by appropriate regulations issued by the Minister of Culture.
2. As part of interlibrary services, the collections of the Main Library are made available to other domestic and international libraries, and materials from other international and domestic libraries (outside Krakow) are brought in house, intended for the use of staff and students of the University. Such materials may be ordered only by the Readers with an active library account in the Main Library online system.
3. In case of fee-based services, the member of University staff must present a certificate of available financing, indicating the financing source, and signed by the appropriate head of the University unit or the declaration to individually cover the costs pertaining to the completion of that service.
4. Before placing the order, the Reader is required to check in the Main Library and in other Krakow libraries whether the item he/she seeks is available therein – if so, he/she should peruse it in the library where it is available.
5. The Reader is required to place orders pertaining to interlibrary services via email, by filling in an electronic form or in person, in the Main Library. To place the order, it is necessary to provide detailed reference data for the desired publication.
6. Materials loaned from other libraries may be used only locally (on site), at the premises of the Main Reading Room.
7. Library materials brought from other libraries come with a strict and exact date of return.
8. Doctoral theses and research papers are not available for outside loans.
9. Once a year, libraries and institutions from the Krakow area fill in a declaration authorizing one or two person to handle interlibrary loans; the declaration must contain the sample of authorized signature and stamp of the given institution's authorities.
10. Libraries and institutions from outside Krakow place their orders by email or based on stamped and signed lending forms, which can be used as one-time lending forms or circulation lending forms.

11. Library materials must be sent and returned by the registered mail or insured mail, packaged in a way that safeguards them from any damage.

§12

1. Staff of particular organizational units of the University are eligible to use book collections belonging to that organizational unit; they can use the collections on the premises or loan books out based on the lending form.

§13

1. Complaints and requests pertaining to the functioning of the Main Library should be submitted by email at : bgupek@uek.krakow.pl.
2. Head of the unit, to which the given case pertains, issues the reply on the case in consultation with the director of the Main Library, within one week from making the entry; the reply must be signed in person.

Chapter 3

Penalties for improper use of the library collections

§14

1. The following are considered improper use of the library collections:
 - 1) damage, destruction, loss or theft of library materials,
 - 2) borrowing more than one copy of the given title at the same time,
 - 3) damaging the computer equipment or other equipment/appliances,
 - 4) destroying, changing information, or theft of software, as well as using non-eligible or unauthorised software,
 - 5) delayed return of the loaned library materials,
 - 6) making one's library card, student/doctoral candidate's ID available to third persons, except for those persons, who can be authorized lawfully,
 - 7) improper conduct/behaviour, failing to follow directions given by the staff of the Main Library or the University,
 - 8) breaching the rules of the use of collections.
2. Actions or failings described in section 1 are subject to the following sanctions/penalties:
 - 1) suspension (temporary or absolute) of the right to peruse the reading rooms,
 - 2) freezing the library account (temporary or absolute),
 - 3) fees for late returns of library materials, in the amounts specified in a separate Regulation by the Rector of the University,
 - 4) demand to cover the costs of repair or replacement of damaged or destroyed library materials or equipment or demand to reimburse these costs as they have been paid by the University,
 - 5) financial penalties or bearing the costs mentioned in article 10,
 - 6) formal notice – in the event of failing to meet the deadline to return library materials,
 - 7) suspension (temporary or absolute) of the right to peruse the library and information system of the University, also at a request of another library, as well as – at the request of the Main Library – suspension of the right to use other libraries,
 - 8) directing an application to the appropriate disciplinary committee, working based on the law of 20 July 2018 – Act on higher education and science (consolidated version Journal of Laws 2021, item 478, as amended),

- 9) application by the Director of the KUE Main Library to the Rector for the University to take legal action.
3. Crimes against the protection of classified information are subject to criminal responsibility as per applicable laws.