

Appendix

to the Resolution by the Rector No. R.0211.53.2024 of 15 November 2024

RULES AND REGULATIONS FOR USING THE RESOURCES OF THE LIBRARY AND INFORMATION SYSTEM OF THE KRAKOW UNIVERSITY OF ECONOMICS

Chapter 1. General provisions

§ 1

1. Whenever these rules and regulations refer to:
 - 1) University – this should be understood as the Krakow University of Economics,
 - 2) Library – this should be understood as the Library of the Krakow University of Economics,
 - 3) Employees/staff – this should be understood as employees/staff of the Krakow University of Economics,
 - 4) Doctoral candidates – this should be understood as participants of the Doctoral School of the Krakow University of Economics,
 - 5) Students – this should be understood as students of the Krakow University of Economics.
2. The general principles of using the resources of the University's library and information system are specified in the provisions of the applicable Act on libraries.
3. It is the reader's obligation to familiarize themselves with the rules of using the resources of the library and information system and the applicable regulations
4. Library employees are prohibited from providing third parties with information about personal data or the status of readers' accounts.

§ 2

1. The resources of the library and information system can be used in the reading rooms on site, and – in the case of library materials – also through individual and inter-library loans.
2. Employees, students and doctoral candidates with an active library account can use remote access to electronic (online) resources.
3. A visiting employee can use the resources of the library and information system on site, after setting up a library account on the basis of a valid document confirming his/her identity.

4. Interns doing internships at the University under signed agreements and students of the University's patronage classes can use the resources of the library and information system on site, based on the provided name lists.

Electronic (online) resources can be used according to the principles consistent with the terms of the license and the University's internal regulations.

§ 3

1. The Library has a digital book collection security system and monitoring.
2. Special protection is provided over valuable collections of old prints and nineteenth-century publications, which can only be made available after obtaining the consent of the Library Director.
3. Documents published before 1945 and items in separate collections can only be made available on-site.

§ 4

The rules of proper social coexistence must be observed on the Library premises, in particular, excessively loud behaviour must be avoided, especially in designated areas where silence is required.

§ 5

1. The Library has computer stations with access to online resources intended for readers. The computer stations are primarily intended for using the resources of the library and information system.
2. Each copying of data from databases is limited in terms of quantity, in accordance with the requirements of the signed license and the provisions of copyright law.
3. Additional restrictions on the use of electronic resources for specific user groups may result from license agreements.
4. Shutting down, resetting computers, changing the system configuration and performing any installations on the hard drive is prohibited.
5. Readers are required to log out of websites each time and not leave files on the computers they used, especially such files as contain their personal data.

Chapter 2. Reading rooms and the Lending Room regulations

§ 6

1. The right to use the reading rooms is universal, and such right of use is granted upon presenting a student/doctoral candidate ID, a library card, or another identity document.
2. Users of the reading rooms are required to:
 - 1) leave their outerwear and large bags and backpacks in the self-service cloakrooms,
 - 2) report any of their own books or magazines that they bring in and take out with them to the librarian,
 - 3) treat the provided library materials with proper care, and report any noticed shortages or damage.
3. Silence and a ban on teamwork (outside of the designated areas) are mandatory and absolute in the reading rooms, and so is a ban on consuming food and drink and using devices that cause system disruptions or disturb other readers. The librarian may request that the reader leave the reading room in the event of failure to comply with the above rules.
4. Readers may use the scanners located in the reading rooms independently (on their own).
5. The cubicles located in the Main Reading Room are intended for study and cannot be used for other purposes.

§ 7

1. The reading rooms provide resources on site only.
2. The resources of the reading rooms are used on the basis of free access to the shelves; after their perusal, the library materials should be left in a designated place.
3. The University's doctoral theses made available in a digital format can be perused in the Main Reading Room.
4. Compact publications/monographs located in Closed Stacks can be requested to be brought to the Main Reading Room. The waiting time for these materials is 1 hour. Materials not used within 7 days are returned to Closed Stacks.

§ 8

1. The right to borrow library materials is granted on the basis of:
 - 1) a valid library card:
 - a) to the employees,
 - b) to the participants of postgraduate studies conducted at the University,
 - c) to the doctoral students applying for a doctoral degree at the University in extramural (part-time) mode,
 - d) to the retired employees of the University,
 - e) to the employees of Krakow public universities and those non-public universities with whose libraries the University has signed an agreement on the mutual provision

of library services, after presenting an appropriate guarantee form that can be downloaded from the Library's website.

- 2) a valid student/doctoral candidate ID:
 - a) to students and doctoral candidates,
 - b) to students and doctoral candidates of Krakow public universities and those non-public universities with whose libraries the University has signed an agreement on the mutual provision of library services.
2. The right to borrow library materials is acquired upon registration in the library system and acceptance of the Library regulations as well as the statement on the processing of the personal data.
3. Registration procedures are available on the Library website.
4. Library cards for Employees and retired employees of the University are issued for an indefinite time period.
5. It is prohibited to transfer a student/doctoral candidate ID card or library card to third parties; the use thereof by third parties is prohibited.
6. Failure to comply with the prohibition referred to in paragraph 5 results in deprivation of the right to use the Library resources of both the library card/ID card holder and the person using it illegally.

§ 9

1. The Lending Room makes library materials available to external users, except for items, which in the computer catalog are marked (in the "type of item" field) as:
 - 1) reading room collection,
 - 2) archival collection,
 - 3) periodicals,
 - 4) special collections.
2. In justified cases, the Library may additionally exclude library materials from external use due to their value, condition or popularity.
3. Only one copy of a given title is made available to a reader.

§ 10

1. Library materials are borrowed as follows to:
 - 1) employees – a maximum of 20 volumes for a period of 3 months,
 - 2) retired employees of the University – a maximum of 3 volumes for a period of 3 months,
 - 3) students:
 - a) of one faculty – a maximum of 10 volumes for a period of 1 month, and students with disabilities for a period of 2 months,

- b) of two or more faculties – a maximum of 12 volumes for a period of 1 month, and students with disabilities for a period of 2 months,
 - 4) doctoral candidates – a maximum of 12 volumes for a period of 2 months,
 - 5) readers other than those listed in points 1–4 – a maximum of 3 volumes for a period of 14 days.
2. Library materials must be borrowed in person.
 3. A student/doctoral candidate with a disability has the right to authorize a designated person to borrow library materials on their behalf. Such an authorization is granted for a period of at least 1 year in accordance with the template available on the Library's website.
 4. In justified unforeseen circumstances, the reader may appoint a proxy to borrow books on their behalf in accordance with the template available on the Library's website.
 5. Between October 1 and 31 of a given year, books are not borrowed to readers who are not employees, students or doctoral candidates.
 6. The waiting time for library materials requested from Closed Stacks is 1 hour. If the requested library materials are not collected, they will be withdrawn to Closed Stacks after 7 days.
 7. Reservations are made only for those library materials that have the status "checked out" or "requested" in the computer catalogue. Reservations are made on a first-come, first-served basis.
 8. The reader has the right to extend the return period of library materials for a period equal to the borrow period. Detailed information can be found on the Library's website.

§ 11

1. Only readers who meet the conditions specified in Article 8 section 1 can use the automatic book lending system (*Book-o-mat*)
2. The requested library materials are transferred to the automatic lending system's lockers (*Book-o-mat*) during the opening hours of the Lending Room.
3. The given request can be placed in one or more lockers of the automatic lending system (*Book-o-mat*).
4. In the event that there are no free lockers in the automatic lending system (*Book-o-mat*), the requested library materials are transferred to the Lending Room.
5. At the time of collection of requested copies of library materials from the locker (*Book-o-mat*), they are registered in the library account as borrowed.
6. Library materials can be returned to the automatic lending system (*Book-o-mat*). This return will be registered after verification by the librarian.

§ 12

1. Readers are required to return borrowed materials on time, take care of the library materials provided to them, and report any noticed shortages or damages at the time of borrowing/returning.
2. The person who borrows the book from the KUE Library is financially responsible for late return, damage, destruction, loss or misplacement of library materials, according to the principles specified in a separate Regulation by the Rector of the University.
3. In the event of damage, destruction, loss or misplacement of a book, the reader is required to buy back the same edition, and if the purchase is not possible, the reader should buy a book from the list of titles for purchase available on the Library's website, with a value similar to the value of the lost book, and present oneself to the Lending Room in order to draw up an appropriate report.
4. The Lending Room must be immediately notified of any damage, destruction, loss or misplacement of a valid library card or a valid student/doctoral candidate ID card. A duplicate library card can be obtained after 7 days from the notification. After receiving a duplicate student/doctoral candidate ID card, you need to report to the Lending Room to update your data and reactivate your account.
5. The return of library materials via traditional mail must be done using a registered or insured mail service at the reader's own cost and risk.

§ 13

1. The purpose of interlibrary loans is:
 - 1) to provide Employees, Students and Doctoral Candidates with library materials that are not available in the Library but are held in the collections of other domestic and foreign libraries;
 - 2) to make one's own resources available to other domestic and foreign libraries.
2. In the case of a paid service, the Employee is obliged to submit a certificate of having funds for the purpose, indicating the source of financing, signed by the relevant Head of the University's unit, or a commitment to personally cover the costs associated with the execution of the request. A template of the certificate is available on the Library's website.
3. The Library does not import documents from libraries in other cities or countries if these documents are available in the resources of another library in Kraków.
4. Requests for interlibrary loans are submitted by the reader via e-mail or by filling in an electronic form. It is necessary to provide accurate bibliographical data of the requested publications.
5. Materials imported from other libraries can only be used on site - in the Main Reading Room. Library materials brought from other libraries have a strictly defined return date.

6. Doctoral theses and scientific research reports are not shared outside as part of interlibrary loans
7. The Library and other institutions from Kraków fill out an annual declaration authorizing one or two people to conduct interlibrary loans; this declaration must be provided with a specimen signature and the stamp of the superior authorities of the given institution.
8. Libraries and institutions from outside Kraków place their requests electronically or on the basis of stamped and signed request slips, which can be used either as single slips or as circular slips.
9. In the event of loss or destruction of a work by the library or the requesting institution, it returns the same copy or, in justified cases, another work.
10. The Library covers the costs of sending the requested library materials by post, and the requested party covers the costs of return shipping. In both cases, it is a shipment by registered or valuable mail.

§ 14

1. Employees are required to settle accounts with the Library on the day their employment relationship terminates. The fact of settlement should be confirmed on the circulation card issued by the Unit of Human Resources.
2. Students, doctoral candidates, participants of postgraduate studies conducted at the University, interns and persons doing internships under signed agreements, after completing their education or internship, are required to settle accounts with the Library, which should be confirmed on the circulation card issued by the Student Service Centre, the Centre for Doctoral Education and Procedures, or the Director of Postgraduate Studies.
3. The circulation card may be closed provided that all of the following conditions have been met:
 - 1) the borrowed library materials have been returned,
 - 2) all the obligations/liabilities to the Library have been settled,
 - 3) the library card has been returned (if applicable),
 - 4) all the documents related to publishing activities required by the regulations on the evaluation of scientific/research activities have been submitted (if applicable).
4. Library accounts of inactive readers in the USOS system are automatically closed.
5. Closing a library account is equivalent to deleting the reader's personal data from the electronic system for handling library and information resources.

§ 15

1. Complaints and requests regarding the functioning of the Library can be submitted electronically to the following address: bgupek@uek.krakow.pl.

2. The head of the department concerned, in consultation with the Director of the Library, provides a response within a week from the date of entry of the comment, signed with the first and last name.

§16

1. The Library is not responsible for the property of readers.
2. Property left on the premises of the Library will be transferred by the librarians; and after closing, to the reception desk of the Library building.

Chapter 3. Irregularities related to the use of resources

§ 17

1. Incorrect use of the resources of the library and information system is understood to be a violation of these rules and regulations for the use of resources, in particular:
 - 1) untimely return of the borrowed library materials,
 - 2) damage, destruction, loss, misplacement, or theft of library resources or Library property, including computer equipment or software, as well as the use of unauthorized software
 - 3) taking more than 1 copy of a given title at a time for borrowing
 - 4) making a library card, student / doctoral candidate ID card available to an unauthorized third party
 - 5) inappropriate behavior, failure to follow the instructions of a Library or University employee
2. The actions or omissions described in section 1 provides are subject to the possibility of the following penalties:
 - 1) suspension (for a specified or indefinite period of time) of the rights to use the University's library and information system, including at the request of another library, and also - at the request of the Library - of the rights to use other libraries
 - 2) blocking the library account for a specified or indefinite period
 - 3) issuing a warning - in the event of exceeding the deadline for returning library materials, together with a request for their return,
 - 4) charging a fee for late return of library materials, in the amount specified in a separate Regulation by the Rector of the University,
 - 5) the reader bearing the costs resulting from damage, destruction, loss or misplacement of library materials, in accordance with the principles specified in a separate Regulation by the Rector of the University,

- 6) the reader bearing the costs resulting from damage, destruction, loss or misplacement of Library property or requesting reimbursement of these costs incurred by the University,
 - 7) referring the application to the appropriate disciplinary committee, operating based on the provisions of the Act of 20 July 2018 – Law on Higher Education and Science,
 - 8) the University taking legal action or taking other legal procedures resulting from the applicable provisions.
3. Offenses against the protection of information are subject to criminal liability, in accordance with separate provisions.