

Appendix No. 3. Regulations for the organisation of the library and information system of the University

**Chapter I. General Provisions**

§1

1. The University's library and information system is created by the Library the Library of the Krakow University of Economics (hereinafter referred to as: Library).
2. The Regulations specify detailed solutions for the organisation of the library and information system of the University.

§2

1. Tasks of the Library include: gathering, documentary reference recording, storing and making available library collections, providing information about the resources and the documentation developed at the University.
2. Library collections are made available to the University staff, doctoral candidates and students as well as to outside institutions and persons, subject to the conditions specified in the *REGULATIONS FOR THE USE OF COLLECTIONS FROM THE LIBRARY AND INFORMATION SYSTEM AT THE KRAKOW UNIVERSITY OF ECONOMICS*.
3. The Library collaborate with organizational departments of the University in the performance of their statutory tasks, particularly the tasks of conducting research, teaching, and promoting University's contributions and achievements.
4. Particular tasks of the Library include:
  - 1) Organising the conditions for research work and providing access to scientific and educational literatures in line with the profile of the University, through selecting, professional referencing, proper storage, and making available the library materials;
  - 2) Providing information services and conducting bibliographic and documentation work to facilitate the most efficient use of one's own resources, and to search for information in documents outside the Library's resources;
  - 3) Recording and archiving the contributions and professional activity of the University's staff and doctoral students;
  - 4) Promoting the collections and information services offered by particular departments of the library-information system of the University;
  - 5) Training and continuing education of the Library's staff, conducting student internships and library training internships;
  - 6) Collaboration with research libraries in Poland and abroad and with other institutions and organisations in the field of applying and developing the latest technologies and methods of the libraries work, expanding and updating of library collections as well as providing information services and user training.

### §3

1. The Library is headed by the Director, who is in charge of representing the Library in the scope defined by the Rector's authorisation.
2. The Director of the Library should meet the conditions defined for the post of a certified custodian or hold a scientific title or a scientific degree.
3. The Director of the Library is appointed by the Rector after seeking the opinion of the Library Council and upon seeking the opinion of the University's Senate, for the period beginning on 1 October of the year when the Rector's nomination to office begins, and ending on 30 September of the year when the Rector's service ends.
4. Provisions of the Organisational Regulations pertaining to the responsibilities of a Head of Department apply to the Director of the Library as well.
5. Deputy Director of the Library (Deputy Director) and Heads of Departments functioning within the University's library and information system (Heads of Departments) are appointed by the Rector for the period beginning on 1 October of the year when the Rector's nomination to office begins, and ending on 30 September of the year when the Rector's service ends.

### §4

Advisory and opinion-making bodies supporting the Director include:

- 1) The Library College;
- 2) Permanent and ad hoc teams appointed to carry out specific tasks;
- 3) The Library Council.

### §5

1. The Library College consists of:
  - 1) The Director of the Library as the Chairperson;
  - 2) The Deputy Director of the Library;
  - 3) The Heads of all Library Departments;
  - 4) The Rector's Representative for Open Access Policy to scientific publications and research data.
2. Other persons with an advisory or consultative vote may participate in the Library College meetings by invitation.
3. The Library College meetings are called by the Library Director as needed.

### §6

1. The Director of the Library manages the operation of the Library, represents the Library and holds responsibility for the Library's functioning.
2. Director of the Library is the superior of all the staff employed at the Library.
3. Specific tasks and responsibilities of the Director of the Library include:
  - 1) Planning, organisation, and supervision of the operations of subordinate departments;
  - 2) Planning the policy of gathering and developing the collections of the Library;
  - 3) Submitting the proposals of material and financial plans for the Library to the Rector;

- 4) Submitting the applications and reports regarding the operation of the Library to the Rector;
- 5) Planning the data security policy and providing conditions for the protection of personal data collected at the Library, in collaboration with Inspector for the Protection of Personal Data.

#### §7

1. The Deputy Director manages the operation of the Library and performs the duties of the Director of the Library during his/her absence.
2. Specific tasks and responsibilities of the Deputy Director are defined by the Director of the Library.

#### §8

1. Heads of Departments report directly to the Director of the Library.
2. The Head of Department is responsible for the correct implementation of the tasks of the given department, including:
  - 1) Planning and correct organisation of work in terms of tasks performed;
  - 2) Defining responsibilities for particular job positions;
  - 3) Supervising the performance of tasks, ensuring that the departments staff follow correct work discipline and pertinent regulations;
  - 4) Supervising the assets (property) located within the supervised department, correctly safeguarding those assets against theft or damage;
  - 5) Applying for staff promotions and bonuses;
  - 6) Submitting reports on the operation of the department.
3. Specific tasks and responsibilities of the Heads of Departments of the Library are defined by the Director of the Library.

#### §9

1. There is a Systems Librarian working at the Library, whose duties include coordinating and monitoring the work related to the operation of the library's computer system.
2. The System Librarian is responsible for the compliance of all operations in the IT system with all pertinent regulations and procedures, and he/she drafts decisions in matters related to adapting the functioning of the Library to the requirements of the IT system.
3. The System Librarian collaborates with the administrator of the Library's IT system and with all the organisational departments of the Library in the range of competences as determined in sections 1-2 above.
4. The staff member who is assigned the role of the System Librarian and is performing the tasks described in sections 1-3 above reports directly to the Director of the Library in the matters pertinent to these tasks.

#### §10

1. There is a Rector's Representative for Open Access Policy to scientific publications and research data working at the Library. The duties of this representative are outlined in the Open Access Policy regarding scientific

publications and research data, developed by research staff, PhD candidates, and students of the Krakow University of Economics.

2. The Rector's Representative for Open Access Policy is appointed by the Rector.

## **Chapter II. Library Council**

### **§11**

The Library Council is an opinion-serving body for the Rector, and an advisory body for the Director of the Library as it relates to performing tasks connected with the operation of the library-information system of the University.

### **§12**

The term for which the Library Council is appointed starts on 1 December of the year when the Rector's nomination to office begins, and it ends on 30 November of the year when the Rector's service ends.

### **§13**

The Library Council consists of:

- 1) Chairperson – a member of the University's Senate nominated by the Senate;
- 2) One representative of each College nominated by the Council of that College;
- 3) The Director of the Library and the Deputy Director;
- 4) Research Secretary;
- 5) Two representatives of the Student Parliament;
- 6) One representative of the Self-Government of Doctoral Candidates;
- 7) Three representatives of the Library staff, chosen by voting for the previously nominated Library staff members. Library staff members have the right to nominate candidates and to vote.

### **§14**

The selection of the respective members of the Library Council, as listed in article 13 section 1), 2), and 7) is conducted by 15 November of the year when the Rector's nomination to office begins, whereas the selection of student representatives and doctoral candidates' representatives is conducted at the time specified in the regulations of the Student Self-Government and the Doctoral Candidates' Self-Government, but no later than by the date indicated in article 12 as the beginning of Library Council's term.

## §15

The Library Council is responsible for issuing opinions on the organisation and functioning of the library and information system, which are then forwarded to the Rector for his/her opinion, and in particular, these opinions pertain to:

- 1) Principles for gathering and developing the library collections;
- 2) Issues linked to the direction (goals) of operations and development of the Library;
- 3) Reports by the Director of the Library submitted to the Rector;
- 4) Proposals of material and financial plans for the Library, and reports on the implementation of these plans;
- 5) Proposed candidates for the post of the Director of the Library.

## §16

1. In order to perform its responsibilities, the Library Council holds meetings that can be conducted online, via electronic means of communication, according to the principles defined in the By-laws.
2. The Chairperson calls for an ordinary meeting of the Council at his/her own initiative or at the behest of the Rector, the Director of the Library, or at least 2 members of the Council, at least 2 times per year.
3. The Chairperson may also, in justified cases, call for an extraordinary meeting of the Library Council.
4. The information notifying the members about the Library Council meeting (with the exception of extraordinary meetings) should include the meeting's agenda and it should be delivered to the members at least one week before the meeting takes place.

## §17

1. The Library Council may appoint permanent or temporary Commissions from among its members to deal with matters specified by the Library Council.
2. Persons who aren't members of the Library Council may also be invited to sit on specific Commissions. Chairperson of the given Commission reports to the Council on the work of that Commission, and submits the final written report after the work is completed.

## §18

1. The Library Council adopts its resolutions in an open vote, as long as these resolutions do not involve staffing decisions (the latter are voted in a secret ballot). Subject to submission by at least two members of the Council present at the meeting, the Chairperson may also direct voting via a secret ballot in matters other than those concerning staffing decisions.
2. Resolutions of the Library Council are adopted by simple majority of votes, with at least 50% of the Council members in attendance.

## Chapter III. The Library

### §19

1. The Library (NB) is managed by the Director of the Library.
2. The Director of the Library also manages the University's library and information system.
3. Organisational structure of the Library is composed of the Director of the Library (NBD) and the following subordinate positions and departments:
  - 1) Deputy Director (NBZ);
  - 2) Administrative Office (NBS);
  - 3) Library System Management Department (NBA);
  - 4) Collections Management Department (NBZZ)
  - 5) Collection Circulation Department (NBW)
  - 6) Information Services Department (NBI).

### §20

The tasks of the Administrative Office include in particular:

- 1) Provision of administrative/office services to the Library and its Director;
- 2) Supervision over the circulation of documents in the given department;
- 3) Entering data in the information systems;
- 4) Submitting requests regarding stocking the Library with fixed assets, equipment, instruments, office supplies, cleaning products, etc. – according to procedures ruling public procurement.

### §21

The tasks of the Library System Management Department include in particular:

- 1) Administering and providing IT services for the library and information system;
- 2) Keeping records of the computer equipment and licensed software at the Main Library;
- 3) Guaranteeing continuity of service of all departments of the Library in terms of IT equipment and software;
- 4) Designing and developing new tools that are useful for the efficient functioning of the University's library and information system, in consultation with the heads of other departments of the Library;
- 5) Creating and updating of the Library's website and collaboration with other departments of the Library regarding the elements of the website that they are responsible for.

### §22

The tasks of the Collections Management Department include, in particular:

- 1) Co-creating the policy of gathering and developing the Library's collections;
- 2) Collecting, keeping records, and cataloguing library collections according to the applicable procedures;

- 3) Determining test access;
- 4) Maintaining inventories and cooperating with the Quaestor's Office;
- 5) Providing substantive supervision over the Library's catalogues;
- 6) Continuous monitoring of the collections of the University's library and information system, according to current regulations;
- 7) Selecting, weeding, and inventorying library collection items.

### §23

The tasks of the Collection Circulation Department include in particular:

- 1) Managing outside loans and recording the loans in the digital library-information system;
- 2) Managing inter-library loans, domestic and international;
- 3) Promoting library services and resources
- 4) Granting access to library collections in the reading room;
- 5) Collaborating in the development of collections gathering policy Library;

### §24

The tasks of the Information Services Department include in particular:

- 1) Providing IT services to the users;
- 2) Cooperating with University staff and the University's IT systems;
- 3) The analysis of citation rates of publications by the University staff
- 4) Transferring data to the Polish Scientific Reference System;
- 5) Granting access to library collections in the reading room;
- 6) Collaboration with Polish and foreign scientific information centres.

### §25

Tasks of all departments of the Library also include:

- 1) Participation in the Library's inventorying;
- 2) Participation in the improvement of the Library's collections
- 3) Implementing teaching and training programs pertaining to the operation of the Library;
- 4) Conducting work placements / professional internships for employees of the University's library and information system and other academic libraries.
- 5) Conducting student internships for the students of Library and Information Science major;
- 6) Preparing statistics as well as annual reports.