

Circulation regulations
at the Library of the University of Gdańsk

§ 1

General resolutions

1. The basis for the Circulation Regulations of the Library of the University of Gdańsk— later called the University Library — is what follows:
 - a. The Act, The Law of the Higher Education and Science, from July 20, 2018 (Official Journal 2018, pos. 1668, August 30, 2018),
 - b. The Act on the Libraries from June 27, 1997 (Official Journal 2012, pos. 642),
 - c. The University of Gdańsk Status,
 - d. The Regulations of the University Library.
2. The circulation regulations state:
 - a. the rules of circulation of books, journals, special collections and online resources as well as other services available at the Library,
 - b. conditions that must be met by persons/institutions, named later Readers in order for them to use above mentioned collections or services,
 - c. readers' rights and obligations.
3. The library-informational system of the University of Gdańsk consists of:
 - a. the Main Library,
 - b. specialised libraries.

The detailed description of the specialised libraries has been placed in the attachment no 1 to the Regulations, and also on the internet website of the University Library.
4. All persons who are interested in using the collections and services of the Library are allowed to do so in accordance with the procedures of these Circulation Regulations.
5. The Reader uses the collections and services of the Library free of charge, with an exception of costs placed in the *Price list of the services available at the Library of the University of Gdańsk*, named later as The Price List, visible on the web page of the University Library.

§ 2

Forms of the circulation of collections

1. The University Library collections are available:
 - a. on site in the reading rooms,
 - b. via borrowing by individual readers,
 - c. via interlibrary loans,
 - d. via licensed online resources

§ 3

On-site circulation of collections

1. The University Library collections are available in:
 - a. free access areas, domain-specific reading rooms of the Main Library included,
 - b. the Scientific Information Reading Room,
 - c. the Special Collections Reading Room and the audio room in the Main Library,
 - d. individual rooms in the Main Library,
 - e. Specialised libraries reading rooms.
2. The free access zone consists of the collections on level I, II and III of the Main Library, the domain-specific reading rooms included. One can use these collections at any time and in any place designed for Readers; before leaving the Library, one should put the items back at the designated places.
3. In the Scientific Information Reading Room current issues of magazines (strictly within the Reading Room) and reference collection are available, on the principles binding in the free access areas as stated in par. 3, point 2.
4. The rules concerning the special collections circulation in the Special Collections Reading Room and the audio room are regulated by separate procedures placed in *The Library of the University of Gdańsk Special Collections Circulation*.
5. In the Main Library order regulations — placed in *Order Regulations applicable at the University of Gdańsk Main Library* — apply and are available on the University Library website and in the main hall of the Main Library.
6. In the reading rooms of the specialised libraries with an open access to the entire or part of the collections, one is obliged to:
 - a. leave in the cloakroom the outer clothing and personal items, including backpacks, bags, umbrellas, et. al.,
 - b. report to the librarian all the items taken to the reading room,
 - c. get the librarian's permission to take the library collections out of the reading room.
7. The University Library offers the Readers reprographic services. The exact regulations and scope of the paid services are available on the University Library website. It is also possible to use devices (mobiles, cameras) while taking pictures of the University Library collections for personal use. The above rule does not apply to the University Library special collections.

§ 4

Lending the collections to Individual Readers

1. The University Library lends the collections to individual Readers except for:
 - a. journals
 - b. books published before 1945, 1945 included,

- c. books available in the special-domain reading rooms, the Scientific Information Reading Room in the Main Library and the reading rooms of the specialised libraries, excluding situations spoken about in point 14B,
- d. collections placed in the Special Collections Department,
- e. collections in a worn-out condition,
- f. unpublished doctoral dissertations, available on separate principles placed on the University Library website,
- g. board games.

2. Those entitled to borrow from the Library are:

- a. the University of Gdańsk academic staff, PhD students and other students as well as students from different public high schools of the Tri-City,
- b. students from the University High School,
- c. others after paying a fee according to the current Price List,
- d. libraries — for their Readers — via interlibrary loans.

3. Specific permissions for the Readers of the University Library listed in § 4 point 2 are described in the annex 2 to the present regulations .

4. Possessing the personal library account in the library online system together with the library card assigned to it is a necessary condition for borrowing the collections; the library card can be issued in the form of:

- a. electronic Student ID for students and doctoral students of the University of Gdańsk
- b. the library card issued by the University Library.

5. The Reader has a right to possess only one library card which cannot be handed over to another person.

6. The Reader borrows books exclusively after showing their personal library card.

7. The library card owner can entitle another person to borrow books on their behalf:

- a. personally, at the Circulation Desk in the Main Library or in one of the specialised libraries,
- b. sending an email registered in the online library system.

8. Loss of the library card must be immediately reported in the Circulation Desk in the Main Library, in one of the specialised libraries or online. In case of neglecting this duty, the Library is not responsible for using the card by another person.

9. The Reader has a right to receive a new copy of the card; the price for issuing the new copy is placed in the Price List.

10. The University Library proceeds the personal data of the Readers in the online library system, within the scope stated in the Status of the University of Gdańsk, according to the rules for personal data protection. Exact information concerning the personal data protection is available in the informational clause, the content of which is placed on the University Library website.

11. The University Library stores in the library system a library account free from delays; an account that belongs to:

- a. the University of Gdańsk students of all types of studies — till the end of the following month after the date of having finished studying or being excluded from the list of students,
 - b. the University of Gdańsk employee — till the end of the following month after the contract of employment has been resolved,
 - c. another Reader — till the end of the following month after the expiry date of the library account.
12. After the time stated in point 11., the account — together with all the data — is removed from the library system.
13. The Reader's indebted account is removed from the system immediately after all the commitments towards the Library are regulated.
14. The Librarians are allowed to:
- a. assign another time for the item's return due to an extensive need for a given title or due to different reasons justifying such a decision,
 - b. agree on a short-term borrowing of an item available in the reading rooms, in the Scientific Information Reading Room in the Main Library or in the specialised libraries reading rooms.
15. The Reader can:
- a. order an item to the Circulation Desk in the specialised libraries; the book waits for being collected for 3 days counted from the date of placing the order, excluding holidays and days off work. The list of the libraries realizing the orders is available on the University Library website,
 - b. book a copy borrowed by another reader in the Main Library and the specialised libraries; the item awaits to be collected within 5 working days,
 - c. extending the deadline for returning the book.
16. Extending the deadline for returning the books, borrowing the ordered item or booking the borrowed book is possible only if:
- a. the number of the prolongations has not been exceeded (applies only to prolongations),
 - b. In the meantime the item has not been booked by another reader (applies only to prolongations),
 - c. the date of returning the item(s) from the reader's account has not been exceeded,
 - d. the library account has not expired,
 - e. there is no overdue fine on the account.

§ 5

Interlibrary loan

1. The University Library lends its own collections to other libraries and brings the collections of other domestic and foreign libraries on the Reader's request.

2. Only the University of Gdańsk academic staff, students and PhD students are allowed to order the collections from other libraries.
3. The order is placed electronically or in person in the Interlibrary Loan Service.
4. The University Library provides the collections from other libraries exclusively on site for the period designed by the external library and according to the given rules.
5. The Reader pays the costs of realizing the international loans and all the additional costs of domestic loans, e.g., the parcel insurance — according to the current Price List.
6. The University Library lends the items from its own collections to other libraries for the period of 30 days.
7. The contracting library commits to insure the books, return them within the period stated and pay the costs in case of damaging or losing the borrowed books.
8. Instead of lending the original, the University Library — after previous agreement with the reader — may make the copy of the text at the reader's expense, while strictly obeying the copyrights.
9. The detailed rules concerning interlibrary service are placed in *The Interlibrary Loan Regulations* available on the University Library website.
10. The Library provides the National Library online resources by means of the Interlibrary Loan System of Books and Scientific Publications, later called *Academica*.
11. All Library readers may use *Academica*, provided that the access to the full-length publications protected by copyright— without the possibility of downloading or printing out — is offered only in the Scientific Information Reading Room of the Main Library.
12. The condition of using the Scientific Information Reading Room terminal is possessing a valid library account.
13. The detailed rule for using *Academica* together with its regulations is available on the University Library website.

§ 6

Access to the University of Gdańsk computer network and to licensed electronic resources

1. Using the University of Gdańsk computer network aims exclusively at scientific research and didactic purposes.
2. In the Main Library, all the computer stations provide an access to the online University Library catalog. Moreover, the readers with a valid library account have an access to full internet Library resources, available at the stations especially designed for this. The University of Gdańsk academic staff, students and PhD students have a priority to use the computers.
3. The computer stations in the specialised libraries provide an access to:
 - a. the University Library online catalog,
 - b. licensed electronic resources,
 - c. unlimited internet resources (selected stations).

4. Specific information concerning using the Library computer network are stated in *The Regulations of using the computer network at the Library of the University of Gdańsk* available on the University Library website.
5. The University Library provides an access to licensed electronic resources:
 - a. at the University of Gdańsk from the computers registered in the university computer network or from mobile devices after the user's being authorized in EDUROAM,
 - b. outside the University of Gdańsk, exclusively to University of Gdańsk academic staff, students and PhD students.
6. Detailed procedures concerning the use of electronic databases subscribed by the University Library are stated in *The Regulations of using the Library of the University of Gdańsk electronic resources*, available on the University Library website.

§ 7

Individual Study Rooms

1. The Main Library offers Individual Study Rooms for the University of Gdańsk researchers, PhD and last year students.
2. The procedures for using the rooms mentioned in par. 7 point 1. have been specified in *The Rules of using the Individual Study Rooms*, available on the University Library website.

§ 8

The Reader's rights and obligations

1. In the University Library the Readers have the right to:
 - a. an access to the resources and services within the scope and on the bases stated in the Circulation Regulations at the Library of the University of Gdańsk,
 - b. professional and thorough help provided by the librarian both in the University Library and by means of online channels (mobile phone, e-mail et al.), within the libraries opening hours,
 - c. be provided with complete and up-to-date information on the collections and services provided by the University Library, the rules of using the collections and services as well as on all the changes in the functioning and the working hours of the Library and of the specialised libraries included. This information is provided by means of the University Library channels of communication with the Reader, especially, via the University Library website,
 - d. suggest introducing modifications of the Library functioning and its offer within the range of the collections and services as well as other regulations and procedures applicable in the University Library.

2. The University Library Readers are obliged to respect the Regulations of Circulation and other regulations and rules applicable in the Library, especially the following ones:
 - a. respecting the rules of public order, social coexistence and personal culture, generally accepted in public places as well as the order regulations valid in the University Library,
 - b. treating the University Library collections as well as its equipment and with due care and taking care about their condition,
 - c. respecting the prohibition of taking the University Library collections as well as the items belonging to the Library out of the Library building, without previous complying with the formalities,
 - d. checking their library account status and returning the borrowed books on time,
 - e. respecting the validity of the library account and updating personal data, especially, the second name, correspondence and email address,
 - f. in the case of the University of Gdańsk students undergoing the online library training finalized with a positive test, not later than June 30 of the first academic year,
 - g. settling the library account every academic year until September 30; while finishing studying or working at the University of Gdańsk, the University students, PhD students and academic staff are obliged to get the confirmation of having no overdue items on their library account,
 - h. reporting to the librarians or the University Guard members all the irregularities in the functioning of the University Library as well as all warning events at the Library site, especially, persons behaving in a dubious way and unattended items, such as bags, umbrellas or other personal belongings.
3. Not complying with the above mentioned rules (§ 8, point 2) may lead to:
 - a. temporary blocking of the library account on the basis of the decision issued by the Director of the University Library,
 - b. being called to leave the University Library and in case of not doing so, undertaking special actions, stated in the Order Regulations, by the University Library Guard,
 - c. undertaking a legal action according to the rules and procedures applied at the University of Gdańsk and commonly valid legal regulations.
4. Not respecting the due date for returning the books, mentioned in § 8, point 2 d, results in the following consequences:
 - a. receiving the reminders via emails, while possible disruptions in sending them do not result in invalidation of the consequences for not complying with the due date for returning the books, including the fine,
 - b. displaying the information about the arrears in payments with regards to the University Library on the student's portal,
 - c. charging a fine according to the current Price List,

- d. blocking the library account — in the case of the University of Gdańsk academic staff or the University students, also blocking the access to the University of Gdańsk electronic resources,
 - e. undertaking a legal action in case of avoiding to return overdue books or to pay the fine for overdue items.
5. In case of damaging or losing a borrowed copy, the Library may demand from the Reader purchasing the same edition of the copy and if it is impossible, purchasing a copy pointed out by the University Library or returning the costs of fixing/ purchasing the damaged/ lost item.

§ 9

Final resolutions

1. Resolving issues not regulated by the above Regulations is made by the Director of the Library of the University of Gdańsk.
2. The Regulations come into being with the date of being signed.