

Procedures for ordering items (via email) to the Scientific Information Reading Room and to the specialist libraries

1. Orders to the reading rooms should be sent to the following email addresses:
 - a. literatura@ug.edu.pl (to the Scientific Information Reading Room in the Main Library)
 - b. circ.be@ug.edu.pl (the Economic Library collections),
 - c. bhk@ug.edu.pl (the History of Culture collections),
 - d. bfh@ug.edu.pl (the Humanistic Library collections),
 - e. bneo@ug.edu.pl (the Neophilological Library collections),
 - f. bpraw@ug.edu.pl (the Law Library collections),
 - g. bocean@ug.edu.pl (the Oceanographical Reading Room collections).

While ordering books, it is required to write:

- the author, the title and the call number/classification number of the item (for ordering books),
- journal title, yearbook and numer (for ordering journals)
- the user's first and last name and the user's library card number.

The message should be entitled: "Order to the reading room".

2. When the order has been completed, the reader will be emailed the information regarding the possibility of using the books on site as well as the information about the copies currently unavailable.
3. Restrictions concerning the maximal number of persons who can use the reading room collections have been introduced. The numbers are as follows:
 - a. the Scientific Information Reading Room: 25 persons,
 - b. the Economics Library: 15 persons,
 - c. the Law Library: 20 persons
 - d. the Humanistic Library: 10 persons,
 - e. the Neophilological Library - 19 persons,
 - f. the History of Culture Library - 8 persons,
 - g. the Oceanographical Reading Room - 4 persons.
4. If all the seats are already occupied, more readers will not be served.