

Procedures for ordering and collecting books, including the library remoteLocker

1. The Reader places their order for books via the following emails:
 - a. wypozyczalnia@ug.edu.pl (the Main Library collections),
 - b. circ.be@ug.edu.pl (the Economics 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. wypo_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 give:

- the author, the title, the call number/classification number of the item
- the first name, last name and the library card number of the user.

If the reader would like to pick up the book in the library remoteLocker should write „Collection in the library remoteLocker” in the message.

IMPORTANT Collecting books from the library remoteLocker is possible exclusively for orders for the copies from the Main Library. In case for order for an item available in the reading room the collection of the order will be possible only in the Library building.

2. When the order has been completed, the reader will be emailed the information regarding the possibility of collecting the books as well as the copies currently unavailable.

IMPORTANT When justifiable, the Library may propose an alternative way of collecting the items ordered via the book dispenser, namely, in the main hall of the Library, during the Library working hours.

3. In the email, the date and hour for collecting the ordered books is appointed.

4. At the reader's request, another date for collecting the ordered items is appointed.

5. The fact of collecting the books is automatically pre-registered; in the case of collecting the books from the library remoteLocker, the fact is registered at the time of collecting them by the reader.

6. Not having been collected by the reader within the appointed time, the books are included in the Library collection on the next working day. As far as the library remoteLocker is concerned, the

inclusion of the books not collected by the reader is done directly after the librarian empties out the library remoteLocker, which takes place every morning. In order to borrow the withdrawn books, it is necessary to order them anew.

7. Collection of books is possible only in the library where they are stored.

8. After collecting the books, the reader is obliged to check their library account, which is possible on signing into the library catalog and if there is any non-compliance, to inform the librarian.