

Regulations at the Library of the University of Gdańsk

On the basis of Article 88 of the Act from July 27, 2005 — The Law of the Higher Education and Science (165 (1365), with further amend.)— The Act on the Libraries from June 27, 1997 (85 (539), with further amend.) and par. 24 (2), of The University of Gdańsk Status, Organizational Regulations of the Library of the University of Gdańsk have been introduced and have the following form:

Chapter I General Resolutions

§ 1

1. The Library of the University of Gdańsk is a general university unit which functions as a research library providing service and serving research and didactic purposes.
2. The Library of the University of Gdańsk consists of the Main Library and specialised libraries, thus creating a unified library-information system.
3. The Library of the University of Gdańsk is an English version of Biblioteka Uniwersytetu Gdańskiego (UG Library).

Chapter II Library of the University of Gdańsk aims

§ 2

UG Library aims are as follows:

1. providing information concerning the collections and other knowledge resources,
2. collecting and completing the library collections according to the line of research and didactic purposes of the University of Gdańsk, in coordination with specialised libraries that are responsible for completing their collections,
3. processing, storing and conservation of collections, while obeying the applicable rules and norms,
4. organizing the circulation of collections and sources of information necessary for research, teaching and popularizing knowledge,

5. taking part in organizing research and didactic activity of University of Gdańsk teachers and students,
6. conducting workshops for teachers and students, with a special focus on the UG teachers and students,
7. conducting research in the field of library science and scientific information and bibliographic work,
8. cooperating with other domestic and foreign libraries, especially the NUKAT base (National Universal Central Catalog),
9. updating ways of serving the readers and updating the methods in the field of library work with the use of the global achievements in the field,
10. conducting administrative activity connected with the Library functioning.

§ 3

1. Those allowed to use the information-library system:
 - a) students, Phd students, post-graduate students and the University of Gdańsk teaching staff and academic faculty — access to the collections on spot and outside the Library, free of charge,
 - b) students, PhD students and teaching staff and academic faculty of other public and non-public higher schools within the UG Library capabilities and non-colliding with using the Library by other agents mentioned in point 1 — access to the collections on spot and outside the Library, under the conditions stated individually in agreements between the above mentioned universities and high schools and the University of Gdańsk,
 - c) other persons, within the UG Library capabilities and non-colliding with using the Library by other agents mentioned in point 1 — access to the collections on spot and outside the Library, on paying an annual fee, stated in the Circulating Regulations at the Library of the University of Gdańsk.

2. The detailed rules of the circulation of the Library collections as well as of the information activity of the Library are stated in the Circulation Regulations at the of the Library of the University of Gdańsk, presented by the Director to the Library Council for further consultation and approved by the Rector.

Chapter III

Managing of the Library of the University of Gdańsk

§ 4

1. The director of the UG Library, further named as the Director, rules the Library by means of two deputy directors and coordinates the functioning of the whole library-information system of the University,
2. The distribution of duties for the deputy directors as well as their competence in supervising the Library's organization units are stated by the Director.

§ 5

1. The procedure of assigning the Director and the deputy directors is stated in the UG Status.
2. The heads of the specialised libraries, departments, sections and workrooms are hired by the Rector upon the Director's request, for a term of office.

§ 6

Canceling the deputy directors may take place upon the Director's request or at the initiative of the Rector, after having been consulted by the Library Council.

§ 7

The Director:

- a) plans, organizes and supervises the work of the UG Library and reports its activity to the UG Senate,
- b) prepares the financial plans for the UG Library and is responsible for appropriate distribution of funds allowed to the Library,
- c) coordinates the realization of series and didactic and research activities of the Library according to the legal rules and the Rector's instructions,
- d) is a direct supervisor of the staff employed at the Library and is responsible for the distribution of duties for the Library employees,
- e) authorizes a detailed scope and distribution of the Library employees' duties,
- f) organizes and is responsible for the development and improvement of the Library staff,
- g) coordinates the activities and development of specialised libraries,
- h) periodically summons the meetings of the heads of the organizational departments of the Library,
- i) represents the Library in collegiate bodies of the University of Gdańsk.

§ 8

In the absence of the Director his duties are performed by an appointed deputy director who is responsible for the entire activity of the Library.

§ 9

1. At the University of Gdańsk there functions a Library Council as an advisory board providing opinion to the Rector.
2. The competence, membership and the procedures of assigning the members of the Library Council are stated in the UG Status and a detailed procedures of its functioning is stated by the Council Regulations, approved by the Rector.

Chapter IV

Internal organization of the Library of the University of Gdańsk

§ 10

1. The organizational units of the Library are: the Main Library, specialised libraries, departments, sections and specialist workrooms, coordinated by heads of particular units.
2. The organizational units of the Library are obliged to cooperate with fulfilling the duties imposed on the UG Library.
3. The organizational units of the Library are created, transformed and canceled by the Rector on the Director's request accepted by the Library Council.
4. The current organizational structure of the Library is presented in a document, "A List of Organizational Units of the UG Library".

§ 11

1. The heads of the specialised libraries, departments, sections and specialist workrooms are directly subject to a proper deputy director.
2. The scope of the heads of the specialised libraries, departments, sections and specialist workrooms duties is designed by the proper deputy director.
3. The heads of the specialised libraries, departments, sections and specialist workrooms act according to the duties and competence stated by the deputy director and approved by the Director. They especially:
 - a) are responsible for functioning of the unit,

- b) take part in taking personal decisions within the unit,
- c) are required to upgrade their employees' competence,
- d) cooperate with the heads of other specialised libraries and heads of substantive departments of the Library

§ 12

1. The Circulation Regulations at the Library of the University of Gdańsk and other important internal documents are introduced by the Rector on the Director's request, after having acquired the approval of the Library Council.
2. The Price List of the library services is introduced by the Rector on the Director's request.

Chapter V The Library Staff

§ 13

1. The University of Gdańsk information-library system staff includes: certified librarians, library service, IT specialists, technical employees, bookbinders, maintenance and administration and service employees.
2. The Library staff is hired by the Rector on the Director's request.

§ 14

1. The Library staff is required to:
 - a) perform the Library services and fulfill organizational, didactic and research Library duties ,
 - b) fulfill tasks ascribed to their position,
 - c) self-develop and self-improve,
 - d) take care of the safety of the Library property,
 - e) respect internal regulations.
2. The library-information staff's authority is regulated by the provisions of the act "The Law of the Higher Education and Science", The Act on the Libraries, Labor code and relevant legal acts.

Chapter VI
Final Resolutions

§ 15

1. Changes in the Regulations are performed in the adequate conditions laid down.
2. The Rector's resolution on introducing The Regulations of the UG Main Library — no 23/R/88, Sept. 30, 1988 — loses its operational effect.
3. The Regulations introduced by the Library Council on Jan. 9, 2007 and approved by the University of Gdansk Senate on Jan. 25, 2007 shall enter into force on March 1, 2007.

The List of Organizational Units of the Library of the University of Gdańsk:

1. The Main Library:

- Director
- Deputy Director
- Secretary's Office
- Acquisition Department
- Promotion and Information Services Department
- Bibliography and Bibliometrics Department
- Department of Cataloguing, Classification and Inventories
- Special Collections Department
- Digital Department
- Circulation Department
- IT Department
- Book Storage Department
- Bookbinding Section

2. Specialised Libraries:

- The Economic Library
- The History of Culture Library
- The Human Sciences Library
- The Neophilology Library
- The Law Library
- The Oceanography Reading Room