

Scanning on request service

1. Within the scope of "scanning on request"— named later as "Service"— the Main Library offers scans of:
 - a) a singular article from hard copy journals,
 - b) a singular chapter from hard copy monographs,
 - c) excerpts from monographs, which mustn't exceed 50 pages.
2. Scanning is free of charge.
3. The scope of the Service does not include scanning of:
 - a) special collections,
 - b) collections in bad condition,
 - c) collections larger than A3 format.
4. Scanning of the collections mentioned in point 3. is possible in the Digital Department of the Main Library, according to the "Price of Library Services".
5. Orders are executed immediately, in the sequence of their appearance in the system and the time of their being executed depends on the number of orders.
6. Orders should be placed exclusively from the email address registered in the library system or in the University of Gdansk Domain. Orders sent from a different email address will not be executed.
7. Orders placed on Saturdays and Sundays or on days when the Library is closed will be executed as soon as the first working day after having been placed; orders placed from Monday through Friday after noon will be executed not earlier than on the following working day.
8. In the scope of the service it is possible to place order for:
 - a) up to two (in a single term) and up to four copies (monthly) mentioned in point 1. (students and Phd students)
 - b) up to six (monthly) copies mentioned in point 1. (faculty and staff).
9. In case of scanning for educational needs, the number of copies available is 8.
10. Orders for scanning should be emailed to: skany_bug@ug.edu.pl.

11. While ordering the service, it is necessary to include the following information:

- a) the reader's first and last name, the library card (or electronic ID) number,
- b) (when applied to journals): the title, the issue number, the author's name and the title of the article, library classification, pages for scanning,
- c) (when applied to excerpts from books): the author's name, the title of the book, the date and place of publication, the call number or classification of the book, additional information helping to identify the span of text to be scanned, eg. the number of pages.

If scanning is a part of the didactic process, it should be mentioned as well.

12. Librarians inform the reader about having received the order and email them when the copies are ready or inform them about the accessibility of the items.

13. Any further information concerning the Service can be obtained via **konsultacje online**, email: skany_bug@ug.edu.pl or under the phone number: **58 523 32 56/ 58 523 32 40**.