

**Ordinance No 4/2019 issued by the Library of the University of Gdańsk Director on Oct. 1, 2019, on using the computer network at the Library of the University of Gdańsk**

1. Using the UG Library computer network is possible via:
  - a. computer stands connected to the University of Gdansk stationary computer network, later called the Library computer stands, connection through the wireless Eduroam network on the basis of a valid certificate. Detailed information on using the Eduroam network at Gdańsk University is available under the following address: <http://eduroam.ug.edu.pl>
2. The Library computer stands serve assisting educational and research processes as well as using available didactic sources.
3. Any changes made in the systematic configuration, hardware or software, including installing any software by individuals, is strictly prohibited.
4. Any irregularities in the working of the hardware or functioning of the software should be immediately reported to the librarian on duty.
5. Computer stands allow an access to:
  - a. on-line Library catalog,
  - b. e-resources and data bases,
  - c. particular internet sites.
6. At several computer stands — placed in the Scientific Information Reading Room, the Law Library, the Economic Library, the Human Sciences Library, and the Neophilological Library unlimited internet access is available — only for persons possessing a valid library account the Library.
  - a. Before using the computer stands one is obliged to show the librarian their valid library card/ electronic ID to have the access unblocked.
  - b. A person using a computer stand with unlimited internet access bears from now on the responsibility for any activities undertaken by themselves or a third party on the computer, until signing off.
  - c. In case of a high demand on the access to the internet, the time allotted to the individual internet user may be limited; the minimal time guaranteed is 30 minutes.
  - d. Stands with unlimited Internet access shall be used strictly for educational and research purposes.
  - e. At the end of using the computer stand with unlimited internet access, the person using the computer is obliged to remove all saved data and sign off of the network.
7. Access to the resources mentioned in point 5. is free of charge.
8. Individuals who have the right to use the computer stands mentioned in point. 6 are the following: the UG faculty and staff, the UG students and PhD students, academic staff and students of

other higher schools doing a research train or teaching at the University of Gdańsk and — in case of free sears — other persons interested substantively in the Library collections.

9. A librarian on duty decides each time about the accessibility of the computer stands.

10. The up-to-date list of domains mentioned in point 5c. is available under the following address: <http://bg.edu.pl/listadomenbug>.

11. Individuals mentioned in point 8. may report to the librarian the addresses of the websites to be added to the list mentioned in point 10. Such addresses will be verified by the Library staff for their educational or research character as well as by the IT staff for potential dangers resulting from using them in the Library network; in case of no contraindications, they will be included in the list mentioned above.

### **Ordering rules**

12. The Library network belongs to the University of Gdańsk network and is subject to its regulations.

13. The network and computer stands users are obliged to obey the rules in force, the Library regulations, ordering rules, the UG Network Regulations, the present regulations and the ethical rules, especially while behaving that does not put individuals or the institution at risk of material or moral damage.

14. Against these who infringe the above rules, the librarian on duty or the IT staff has a right to prevent them from further using the Library computer network or the Library computer stands and undertake actions mentioned in the Library ordering rules in force.

The above ordinance comes into force on being signed. Instantaneously, the Ordinance No 2/2019, issued on Jan. 17, 2019, loses its force.