

Regulations of Using the Collections of the University of Zielona Góra Library

Zielona Góra, 12 October 2021.

1. 1. About the library

1. The library information system of the University of Zielona Góra includes:
 - a. the University of Zielona Góra Library located at al. Wojska Polskiego 71, campus B, building A-23 (65-762 Zielona Góra),
 - b. Art Library. Branch of the University of Zielona Góra Library, located at ul. Wiśniowa 10, Institute of Visual Arts, building A-24 (65-517 Zielona Góra).

1. 2. General Provisions

1. The regulations are valid from 12 October 2021. They are available in all organizational units of the Library open to users and on the website at <https://bu.uz.zgora.pl/informacje/regulaminy>.
2. Whenever the regulations refer to:
 - a. University – it is understood as the University of Zielona Góra,
 - b. Library or University Library – it is understood as the University of Zielona Góra Library and its branch.
3. The regulations apply to the entire library information system of the University.
4. Library users are required to read the content of these regulations and comply with the provisions contained therein.
5. The right to use the Library's collections is granted to the employees, students, doctoral students, participants of postgraduate studies and training courses, retired employees of the University of Zielona Góra as well as individuals from outside the University on the terms and conditions set out in these regulations.
6. Persons with special needs, including those with disabilities, can receive the support of an assistant librarian in accessing collections and library services according to the Regulations. Contact: wolnydostep@bu.uz.zgora.pl, tel. **68 328 21 67**.
7. The Library collections can be used:
 - a. inside the library - in free access zones and reading rooms,
 - b. outside the library – after checking out at the circulation desk or at self-service check-out stations in the free access zone
 - c. as interlibrary loans,
 - d. via a computer network – for electronic network resources.
8. In order to use the Library's collections, the borrower must present the following documents :
 - a. electronic student card (Electronic Student Card or Electronic Doctoral Student Card) if the borrower is a University student or doctoral student and their mobile version – mStudent Card (mLegitymacja)
 - b. contactless library card with a barcode – if the borrower is a University employee, participant of postgraduate studies and training courses, a retired University employee or a person from outside the University.
9. An electronic student card is a library card for students and doctoral students. To use the reader's account in the Integro catalogue, you must provide your library card number printed on

the back of your student card and create a password when logging in for the first time; it can be done at the circulation desk in the University Library.

10. The library card is valid:
 - a. for students – until they finish university,
 - b. for doctoral students - until they finish their doctoral courses or doctoral school,
 - c. for participants of postgraduate courses or training courses - until they finish their course,
 - d. for employees – as long as they are employed at the University,
 - e. for retired university employees – for undefined time limit,
 - f. for individuals from outside the University – for 5 years.
11. The electronic student card can be used in self-service stations to check out and return books from the Library free access zone, provided that the card has been activated at the circulation desk.
12. The holder of the electronic student card is automatically registered at the library.
13. Other readers can be registered at the circulation desk of the University Library (al. Wojska Polskiego 71, campus B, building A-23):
 - a. University employees are registered after confirming their identity in the employee database or when they provide documents that prove their employment status,
 - b. participants of postgraduate courses and training courses are registered after the lists of participants have been provided to the library and the participant shows their id card or provides a proof of being enrolled in postgraduate or training courses,
 - c. others are registered after providing their id cards.The reader must register and pick up the library card in person at the circulation desk after presenting their id card.
14. The library card may not be transferred to third parties.
15. Personal data collected in the Library are processed only for the purposes specified in the Act of July 20, 2018, Law on Higher Education and Science and the Statute of the University of Zielona Góra and are protected in accordance with the Act of May 10, 2018 on personal data protection. The rules for the processing of the reader's personal data resulting from the GDPR are set out in the information clause for the user of the University Library available on the website <https://bu.uz.zgora.pl/informacje/regulamin> and in the library buildings.
16. The Library collections can be used by the library card holder after the reader accepts the provisions of these regulations.
17. The library users are obliged to inform the library immediately about the change of name, place of residence, field of study and type of study, also about the loss of the card.
18. Using the library collections cannot violate the provisions of the Act of February 4, 1994 on Copyright and Related Rights, or the Act of July 27, 2001 on the Protection of Databases.
19. University Library users have the right to make free scans on self-service copiers and send them via e-mail to their mailboxes. They can also make photocopies with their own digital camera. This does not apply to standardization and patent materials described in chapter 5.4 of the regulations, concerning the Regional Centre for Standardization and Patent Information, and special collections described in chapter 5.3 of the regulations, as well as collections in poor technical condition.
20. Copying parts of books is subject to restrictions resulting from the applicable provisions of the Act on Copyright and Related Rights. The copied parts can be used in accordance with the

permitted personal use, including for teaching purposes or scientific activities.

21. Readers can use their own portable computers in the Library.

22. General rules for requesting items:

Readers are obliged to:

- a. handle the collections and property of the Library with care,
- b. report deficiencies and damages to the collections, equipment, objects and rooms to the library employees on duty,
- c. behave in a manner that corresponds to the dignity of a scientific institution,
- d. leave coats, briefcases, bags and equipment in the cloakroom or in lockers,
- e. take personal belongings from the lockers before the library closes,
- f. remain silent in rooms and study areas,
- g. eat meals only in designated areas,
- h. use mobile phones only outside study areas,
- i. respect the recommendations of the library employees on duty,
- j. follow the safety rules in the Library

23. The library holds no responsibility for items left in the lockers.

24. Users are required to empty the lockers before the University Library closes on a given day. In the event of failure to comply with this obligation, the locker may be opened and searched by the appropriate services of the Library, and the items will be deposited at the circulation desk.

25. Lockers are intended only for storing coats, bags, briefcases, backpacks, etc. when using the Library's collections and services. Hazardous and illegal materials must not be stored there. The locker may be opened and searched by the appropriate services of the Library, if its contents raise suspicions.

26. If the alarm gate is activated by the user, the librarian has the right to inspect the materials, items or equipment taken out from the library and the user is obliged to show them.

27. Persons who do not comply with the regulations may be temporarily suspended from the rights of the reader or may permanently lose their right to use the Library's collections and services.

28. A Library employee may refuse the user the right to stay on the premises of the Library and to use the Library's collections and services if he or she poses a threat to public safety and order or violates generally accepted norms of behaviour.

29. The reader has the right to appeal to the Director of the Library in matters not specified in the regulations.

2. Loans

1. Books can be borrowed from the library warehouse and the free access zone.
2. Registration of loans takes place in the library computer system, hereinafter referred to as the library system.
3. The library system can be used to request, reserve, renew, borrow and return books, according to their status.

4. Items labelled with BO or BU location symbols cannot be requested, reserved or renewed in the library system.
5. The library system will send emails to inform the borrower that:
 - a. the book is ready to be collected,
 - b. the reservation is confirmed,
 - c. the reservation must be changed into request,
 - d. the book is soon due,
 - e. the fine is applied when the book is overdue,
 - f. the book has been returned.
6. Books can be borrowed after presenting a valid library card or a valid electronic student card (ELS, ELD, mStudentCard). This does not apply to individuals from outside the University, who can use the library's collections, including warehouse collection, only inside the Library.
7. Books from the University Library's free access zone can be borrowed at self-service stations only if an electronic student card or a contactless library card is used.
8. Items from the warehouse can be borrowed and returned only at the circulation desk.
9. Items from the University Library's free access zone can be:
 - a. borrowed and returned at self-service stations,
 - b. returned in the drop box.
10. The following items cannot be borrowed and taken outside the Library building:
 - a. books published before 1950,
 - b. books in poor physical condition, regardless of the year of publication,
 - c. open access collections intended to be used only inside the University Library, marked with a red dot with the exception described in point 11,
 - d. newspapers and magazines,
 - e. special collections, rare and valuable books.

These items can be used in the library; if they are books and magazines from the library warehouse, they must be ordered in advance.

11. The collection referred to in section 10.c. can be borrowed overnight one hour before closing of the Library on self-service devices. The service is intended for students, doctoral students and employees of the University. Books must be returned by 10:00 a.m. on the next working day to the drop box or on the self-service device. Failure to meet the return deadline will be charged a fee of PLN 5 for each day of delay.
12. Books from the warehouse collections must be requested in the Integro catalogue on <https://opac.bu.uz.zgora.pl/integro/catalog> and collected in person at the circulation desk.
13. In special cases (illness, disability, emergency situations), requested books can be collected at the circulation desk by another person if he/she has been given an official authorization (see Annex 1 to these Regulations).
14. Loans and returns from the free access area are registered on the reader's account and confirmed by the library system.

15. The reader is responsible for the reader's account and is obliged to check if all operations registered on the account are correct. Any doubts should be immediately reported at the circulation desk.
16. The book is transported from the drop box to the free access zone in up to 30 minutes.
17. Books ordered from the warehouse are available in less than 30 minutes.
18. Loan limits:
 - a. University students and University employees - 16 books,
 - b. doctoral students - 18 books,
 - c. University teachers - 25 books,
 - d. participants of postgraduate courses and training courses - 8 books,
 - e. retired University employees - 5 books,
 - f. readers from outside the University - 10 books to be used only inside the library.
19. Readers from outside the University may use the Library collections only inside the library building.
20. The loan limits are for both the University Library and the Library of Art.
21. The loan period of the book is:
 - a. standard – 6 weeks,
 - b. short-term – 7 days,
 - c. overnight.
22. The reader may renew the books borrowed from the warehouse three times through the Integro catalogue or at the circulation desk unless:
 - a. they have been reserved by another reader,
 - b. any of the books are overdue,
 - c. the reader's account has been blocked.
23. The books must be returned in due time.
24. If the book is overdue a fine of 0.30 Polish zloty is applied for each day the book is overdue.
25. For short-term loans (for 7 days) a fine of 1 Polish zloty applies for each day the book is overdue. For overnight loans a fine is 5 Polish zloty for each day overdue.
26. Fines for overdue loans shall be paid to University [bank account](#). The fines are calculated by the Library computer system, which can be confirmed with a print-out.
27. In exceptional circumstances, fines below 10 Polish zloty may be paid in cash at the check-out desks. Payments below 5 are recorded on the collective list in the presence of the reader. When paying fees of 5 zloty up to 10 zloty, the reader receives a payment confirmation generated from the computer system.
28. If the reader does not return books in due time or does not pay the fine the reader's account shall be blocked until the arrears towards the Library are settled.
29. If the book has been lost or damaged, the reader is obliged, after consulting the head of the loan department, to buy the same book or a book indicated by the librarian, or to pay the triple current market value of the book or the triple antiquarian value of the book.

30. The reader does not acquire ownership of the damaged publication after settling their obligations towards the Library.
31. Employees leaving the University, students, doctoral students, participants of postgraduate studies and training courses who finishing their courses/studies are obliged to return the borrowed books to the Library, respectively on the last day of employment or after completing their courses at the University.
32. The reader shall treat the books with the right care. Before borrowing the reader shall check the book's condition before it is borrowed. Any noticed damage (e.g. underlining, missing pages, etc.) shall be reported at the circulation desk.
33. The library shall send a request to return the books or shall pursue its claims accordingly with generally applicable provisions of law, in particular in accordance with the provisions of the Civil Code. The costs for this are borne by the reader.

3. Using the collections in the library

1. Inside the library, readers can use:
 - a. the collections from open access areas,
 - b. the collections located in specialized reading rooms and selected organizational units of the Library,
 - c. the warehouse collections after requesting through the Integro catalogue,
 - d. their own materials.
2. All Library users have the right to use the collections inside the Library, provided that they comply with these regulations.
3. The following markings inform how the open access collections can be used in the University Library:
 - a. a red dot indicates that the item is available only inside the library (in the computer catalogue they are marked as the BU location) with the exception described in section 2 point 11,
 - b. items without a red dot can be checked out (in the computer catalogue they are marked as the BO location).
4. In the free access zone the reader has a free access to the collections. Readers search for the items on their own. After using the item it must be left in trolleys. Readers must not put books back on the shelves.
5. At the reader's request, librarians help in searching for items in specific areas and provide the necessary information.
6. Items that can be read only in the library may be taken to the free access zone with the consent of the librarian on duty.
7. In the free access zone, readers can choose where they want to read.

4. Interlibrary Loans

1. The University Library enables the employees, students and doctoral students of the University to use the collections of other libraries through interlibrary loans. In order to use the Interlibrary loan services the reader must be a member of the Library.
2. Interlibrary Loans are an intermediary in importing books, copies of articles and other available materials from Polish and foreign libraries.
3. Only materials that are not available in Zielona Góra libraries are imported from other libraries in Poland, and only materials that are not available in Polish libraries can be imported from foreign libraries.
4. The costs of material reproduction, foreign shipments, vouchers and additional costs determined by libraries, e.g. book insurance, are borne by the reader.
5. Up to 10 library items can be ordered at a time.
6. Items imported from other libraries can be used only inside the Library for the period determined by the lending library and according to the rules it established.
7. The reader cannot extend the deadline for returning items borrowed from other libraries.
8. Interlibrary loans do not apply to:
 - a. items printed before 1945 (or before other dates specified by libraries),
 - b. special collections, rare and valuable items,
 - c. newspapers, magazines (photocopies or scans can be sent for fee),
 - d. dictionaries, encyclopedias, bibliographies,
 - e. Polish publications issued abroad,
 - f. album publications,
 - g. publications available in one copy.
9. Requests shall be placed on Integro catalogue <https://opac.bu.uz.zgora.pl/integro/catalog>.
10. Requested items are imported within 2 - 4 weeks from another Polish library, items requested from foreign libraries are imported within 4 - 8 weeks.

5. Using the Library collections and services

5. 1. Reading Room for Multimedia and Music Collections

1. In the reading room you can get access to:
 - a. music prints,
 - b. sound items (LP records, CDs, audio cassettes),
 - c. audiovisual items,
 - d. electronic items (e-books, e-journals and databases).
2. Anyone can get access to the collections in the reading room.
3. The staff and University students may check out for research and teaching purposes:
 - a. sheet music and scores - for the period of 6 months. The student cannot borrow more than 10 music publications,

b. sound documents - for 2 weeks.

4. Particularly valuable sheet music and scores are available only inside the library.

5. The staff and students of the Institute of Modern Languages, the Institute of German Philology and teachers and lecturers of foreign languages may borrow materials for learning foreign languages for a period agreed with the librarian.

6. The music equipment is operated by the librarian, and in exceptional cases also by the reader, after prior consultation with the librarian. Use headphones when listening to music.

5. 2. Reading Room for Current Magazines

1. In the reading room, you can get access to current magazines, magazines in the warehouse collections ordered via a computer or card catalogue - Integro, e-journals and databases.
2. The waiting time for magazines ordered from the warehouse is up to 30 minutes.
3. Magazines ordered from the warehouse are kept in the reading room for 3 days.
4. At the latest the requests for magazines from the warehouse are accepted 1 hour before the closing of the reading room.
5. The reader may order no more than 5 items at a time. Subsequent orders can be placed after returning the previous items.

5. 3. Special Collections Department

1. Special collections are available to the employees, doctoral students and students of the University of Zielona Góra, as well as institutions and individuals from outside the University for research, teaching, publishing and exhibition purposes.

2. The collections are available in the laboratories of the Special Collections Department or in the Reading Room for Special Collections.

3. The head of the Special Collections Department may grant consent to the loan of a given document (e.g. books, maps, graphics or posters) to University employees and scientific or cultural institutions for scientific, educational or popularizing purposes.

4. Special materials can be scanned for teaching, research, and popularizing purposes, in accordance with the Act on Copyright and Related Rights, with the prior consent of the head of the department. Each item requires individual consideration.

5. For long-term loans, the signature and stamp of the authorized person representing the institution that borrows the library materials are required. The list of borrowed materials is prepared in the form of a protocol, which is signed by the director of the Library and the head of the Special Collections Department on the part of the Library of the University of Zielona Góra.

6. Responsibility for the damage or loss of the borrowed item is fully borne by the borrowing person

or institution. If the item has been lost or damaged the Library shall claim payment based on the antiquarian price of a given item.

5. 3. 1. Access to doctoral dissertations

1. The original copies of doctoral dissertations defended at the University or defended at other universities donated by their authors are kept in the University Library in the Special Collections Department.
2. Doctoral dissertations written as part of the proceedings initiated by April 30, 2019 shall be available to interested persons in the Reading Room for Special Collections for 10 days before the planned defence. Doctoral dissertations prepared as part of the doctoral proceedings initiated after 1 October 2019, will be available before the defence in the Public Information Bulletin of the University.
3. Doctoral dissertations are registered in the library database and can be searched in the Integro catalogue at <https://opac.bu.uz.zgora.pl/integro/catalog>
4. With the consent of the authors, doctoral dissertations defended at the University of Zielona Góra or at other universities are presented at the Repository of the University of Zielona Góra at <https://zbc.uz.zgora.pl/repozytorium> (see item types: doctoral dissertations).
5. Doctoral dissertations are available to the staff, students and doctoral students of the University as well as other persons from outside the University for research and teaching purposes.
6. In order to access doctoral dissertations a valid student card or library card must be presented.
7. The reader gets access to a doctoral dissertation only for reading in the Reading Room for Special Collections, upon prior request.
8. Requests for doctoral dissertations are carried out during the working hours of the Special Collections Department.
9. The use of doctoral dissertations is subject to the Act on Copyright and Related Rights.
10. The reader is obliged to fill in the reverse and the form in which the purpose and date of using the dissertation shall be described.
11. After using the dissertation, the reader hands it over to the librarian on duty.
12. Interlibrary loans of doctoral dissertations are possible only in special cases if the head of the Special Collections Department gives a consent.

5. 4. Regional Centre for Standardization and Patent Information

1. The Regional Centre for Standardization and Patent Information implements the provisions of the standardization information security policy based on the Information Security Management System according to the PN-EN ISO / IEC 27001 standard.

2. The collections of the Regional Centre for Standardization and Patent Information are available to the staff, students and doctoral students of the University as well as readers from outside the University.
3. Materials are searched and made available by the librarian at the reader's request. The collections of the Regional Centre for Standardization and Patent Information are available to the members of the Library.
4. The librarian makes copies of fragments of standards (tables, drawings, charts) at the request of the employees, doctoral students and students of the University only for teaching and research purposes.
5. The librarian makes copies of patent descriptions for all interested parties.
6. The librarian copies the materials listed in points 4 and 5, section 5. 4. free of charge, on copy paper provided by the reader.
7. Readers of the Regional Centre for Standardization and Patent Information are not allowed to use cameras or recording devices.

5. 5. Zielona Góra Digital Library

1. The library provides remote access to digital resources created on the basis of its own collections and art collections, materials received from the employees of the University and other libraries and scientific institutions, in compliance with the copyright law.
2. The library resources are available for free at <https://zbc.uz.zgora.pl>
3. The digital resources are made available in full or limited access, in accordance with the provisions of licence agreements concluded with authors and publishers, and the provisions of the Act on Copyright and Related Rights.
4. The Library's digital resources can be used only in accordance with the copyright to digitized works.

5. 6. University Repository

1. The Repository provides digital versions of the works constituting the scientific, research and teaching achievements of the employees and doctoral students of the University of Zielona Góra.
2. The Repository resources are available for free at <https://zbc.uz.zgora.pl/repozytorium>
3. The resources of the Repository are made available in accordance with the provisions of licence agreements concluded with authors and publishers, as well as the provisions of the act on copyright and related rights.
4. The Repository digital resources can be used only in accordance with the copyright to digitized works.

5. 7. Digital Museum of the University of Zielona Góra

1. The Digital Museum of the University of Zielona Góra provides collections on history of the University.
2. The Museum collections are available for free at <https://zbc.uz.zgora.pl/muzeum/dlibra>
3. The resources of the Museum are made available in accordance with the provisions of licence agreements concluded with authors and publishers, as well as the provisions of the act on copyright and related rights.
4. The Museum digital resources can be used only in accordance with the copyright to digitized works.

5. 8. Rules for the use of tools and electronic sources of information

1. The Library offers access to:
 - a. the Internet and Wi-Fi connection,
 - b. electronic sources of information offered by the Library's website (including network resources, the catalogue and the Library's own databases, Open Access sources),
 - c. software for searching digital resources (including EDS multi-search engines, A-Z lists, dLibra digital library software, BN digital),
 - d. software for people with disabilities (including hands-free and magnifying devices for people with visual impairments),
 - e. computers, scanners, audiovisual equipment.
2. The employees, doctoral students and students of the University may use the Library's electronic resources from library computers, university computers and personal computers through the [HAN \(Hidden Automatic Navigation\)](#) after access authorization.
3. Readers using the electronic resources of the Library shall follow the copyright law and the terms of the licence granted to the Library by the database owners and suppliers. The use of databases is allowed only for scientific, educational and teaching purposes.
4. Readers using electronic sources are not allowed to:
 - a. use the databases for commercial purposes,
 - b. download records on a large scale against the terms of the licence.
5. The librarian on duty can assist users in using the databases, but is not obliged to provide assistance in the use of other programs and applications.
6. When using library computers it is forbidden to:
 - a. destroy computer equipment and networks,
 - b. upload or distribute computer viruses,
 - c. install programs,
 - d. make changes to the hardware and software configuration,
 - e. infringe intellectual property and personal rights,
 - f. enter websites unlawfully, e.g. pornographic or offensive websites,
 - g. use hardware and software to send advertising content or for commercial activities.
7. Library computers intended for readers can be monitored.

8. Internet users are responsible for the content of messages sent that do not comply with the regulations. This may limit their rights to use the Library.

9. The Library may provide free scanning of minor works and fragments of larger works from its collections, at the request of the employees, doctoral students and students of the University - registered users of the University Library according to specified rules <https://bu.uz.zgora.pl/uslugi/zamawianie-elektronicznych-kopii-ze-zbiorow-bibliotecznych>

5. 9. Using library booths

1. All registered readers of the Library can use library booths. Priority is given to academic teachers and doctoral students, and then to students.

2. A valid student card or library card must be presented before using a library booth.

3. The booths reservations are managed by the Free Access Department.

4. Booths can be reserved for a maximum of two weeks. This time may be extended if there are no other people waiting. The assigned booth may not be used by other readers.

5. If the reader does not use the booth for an hour, the librarian has the right to cancel the reservation.

6. Each time after finishing work on a given day, the booth key must be given to the librarian on duty.

7. A one-day booth is made available without prior reservation to the first person who requests the booth on a given day.

8. When using the equipment and the Internet, the rules of using computer stations (described in section 5. 8) must be followed.

9. The reader can use library items and own computer equipment, items and materials in the booth. The library is not responsible for items left in the booth.

10. Materials from free access zone and reading rooms may not be left in the booth after leaving the booth on a given day, except for materials borrowed on the reader's account.

11. The reader is fully responsible for the library materials and equipment in the booth. The booth must be locked every time the reader leaves it.

12. If any materials or personal equipment are left in the booth after the allocated time of use, the booth shall be unlocked by a commission. Materials owned by the Library shall be returned to the appropriate departments of the Library, and the user's belongings will be left at the office of the head of the Free Access Department.

13. If the booth key is lost, the user of the cabin must bear the costs of replacing the lock.

6. Final provisions

1. The library may make temporary changes in access to collections and services, due to unforeseen circumstances, following the University recommendations in force.

2. The readers will be notified on the Library's website about any changes in the functioning of the Library introduced at times of risk.

Annex no 1 to the Regulations of Using the Collections of the University of Zielona Góra Library

Zielona Góra, date..... 20.....

AUTHORISATION TO COLLECT BOOKS FROM THE LIBRARY ON BEHALF OF THE READER

I, the undersigned:

Forename and surname

Student numer

hereby authorise

Ms/Mr

holder of the ID card no

to collect books that I requested from the Library of the University of Zielona Góra.

The authorisation is valid until

.....

Authorised person's signature

.....

Reader's signature