**RULES AND REGULATIONS GOVERNING ACCESS TO AND USE OF THE COLLECTIONS OF POZNAŃ UNIVERSITY LIBRARY**

1. **Registration and revalidation of the User’s account**
2. The collections and services of the University Library (BUP), henceforth called the Library, are available to library users with a valid library card (Electronic Student ID, Electronic Post-graduate ID and User’s Card) or a Visitor’s Card.
3. Registration and updating of the library account can be made at the Circulation Department, Information Desk, or online.
4. The requirement for setting up an AMU library card for research and academic staff members, PhD students and students of the higher education institutions grouped in the Poznań Foundation of Scientific Libraries is the prior activation of the account at their home universities. Staff members of the Polish Academy of Sciences, Western Institute and Institute of National Remembrance are obliged to present documents proving their employment.
5. Each library card is valid for the current academic year, and its authorisation is valid until October 31 the following year. The Visitor’s Card is valid for 48 hours and can be issued only once every 6 months.
6. Registration costs and costs of revalidation of the library account are listed in the List of Fees of the University Library.
7. Those library users who have consented while registering with the Library to receiving organisational and promotional information from the University Library via e-mail shall be notified about relevant training sessions, conferences and other educational or cultural events.
8. **Reading rooms**
9. Library resources are made available at the following reading rooms:
10. The Humanities Reading Room;
11. Social Sciences Reading Room;
12. Nova Reading Room. Comics and Newspapers Reading Room;
13. Special and Local Studies Collections Reading Room;
14. Researchers’ Reading Room.
15. All users are entitled to use reading rooms A-D after presenting authorised and valid library card or Visitor’s Card.
16. Researchers Reading Room is available exclusively to research staff members.
17. Children under 14 can access the collections in reading rooms but must be directly supervised by a parent or guardian of minors who should have a valid library card.
18. Children over 13 are allowed to access the collections in the reading rooms after enrolment at the library with their legal custodian present, who has consented in writing to the child’s unassisted work at the library.
19. The following library materials are made available in reading rooms:
	1. titles from reference collections,
	2. works from the main stack room and other external stack rooms available after a prior request,
	3. works delivered through Interlibrary Loans service.
20. All types of items from the special collections and the Local Studies resources can be accessed for personal inspection exclusively on the premises, in the Special and Local Studies Collections Reading Room.
21. Items from the stacks can be ordered to reading rooms electronically or by making requests on call slips.
22. On completing a request for library materials to reading rooms through the online request system, the user is notified accordingly in the online account (in the “catalogue” tab) and/or by an e-mail message.
23. Deliveries of library materials from the external stack rooms take place on the indicated day of the week.
24. Delivered library materials remain available for 6 days.
25. Library items requested to reading rooms online will appear on the Loans page for 7 days. Then the items will return to the stacks.
26. At the reader’s request, the return time may be extended for the requested items that aree made available in reading rooms.
27. The requested works will be made available in the reading rooms only. Items can be taken out of the reading rooms only for photocopying on the premises of the library or checked out in the overnight loans scheme. Detained rules and regulations for overnight loans are defined in item III.d and III.e.
28. The following library material are not made available for photocopying:
	1. all prints in poor state of preservation;
	2. bound newspapers;
	3. book publications and journals published until 1953 (with exception of prints in good state of preservation – for research purposes only and with the consent of the head of the Circulation Department);
	4. doctoral dissertations.
29. Electronic resources and microfilmed documents (microfilms, microfiches) are made available in reading rooms that are equipped with appropriate technical facilities. Original copies of microfilmed or digitised works are not made available.
30. Users will be charged for photocopies of prints and print-outs of electronic resources. Free digital copies can be made using appropriate facilities on the premises of the Library.
31. Copies of microfilms, microfilm and microfiche prints can be made exclusively by the Library’s Digisation Unit at the request.
32. Printed doctoral dissertations, submitted and defended at AMU until November 2009, can be made available exclusively on the premises of the Library. Doctoral dissertations in electronic form are stored and made available online via the AMUR institutional repository.
33. Personal photography of works using a digital camera may be permitted under certain circumstances and with approval of a librarian on duty. Photography of doctoral dissertations is not permitted.
34. **Circulation of library materials. Checking books out**
35. Library resources can be checked out in the following check-out modes: standard, special, deposit-based, recommendation-based, overnight, and deposit-based overnight.
36. Books that are available in the library system can be requested via the online catalogue.
37. Books that have not been processed and are absent in the library system but are available for circulation can be requested in reading rooms by filling in request slips, or via the Library’s digital card catalogue. Following the book preparation, which may last up to three working days, they can be picked up at the circulation desk.
38. Librarians, at the request of the reader, can procure a print out of all of the reader’s current loans.
39. The reader is obliged to check his/her own library account in the online catalogue under the tab “User’s Account”.
40. The following groups of readers are entitled to take books from the University Library on loan:

|  |  |  |  |
| --- | --- | --- | --- |
| **READER’S GROUP**  | * research and academic workers, PhD students;
* research and academic workers, doctoral students (PFBN);
* research workers: PAN, IZ, IPN;
* retired research and academic workers of the above institutions
 | * AMU students;
* librarians, AMU non-academic staff members (including retired workers);
* PFBN students;
* librarians from other Poznań-based libraries
 | * academic staff members, PhD students and students of other universities in Poznań (outside PFBN);
* others
 |
| **TYPE OF RESOURCES**  | **Check-out mode/rules for circulation** |
| **Fiction published after 1951** | standard/10 vols./90 days | standard/10 vols./30 days | deposit loans, recommendation-based5 vols./30 days |
| **Books from the Stacks published between 1918-1970** | special/20 vols./365 days | ----- | ----- |
| **Books from the Stacks published after 1970**  | standard/20 vols./365 days | standard/10 vols./30 days | deposit loans, recommendation-based5 vols./30 days |
| **Books from Students Library** (excluding copies marked “not for circulation”) | standard/10 vols./30 days | standard/10 vols./90 days | deposit loans, recommendation-based5 vols./30 days |
| **Books marked “not for circulation” from Student Library**  | overnight loans/5 vols./1 night | overnight loans/5 vols./1 night | ----- |
| **Books from reference collections in reading rooms, marked “not for circulation” from the Stacks**  | overnight loans/5 vols./1 night | overnight loans/5 vols./1 night  | deposit overnight loans/1 vol./1 night |

**III. a. Standard loans**

1. Book loans in the standard check-out mode and return of library materials can be done in the Circulation Dept.
2. Eligible users entitled to check out books in the standard mode as well as detailed rules and regulations for the loans are delineated in item III. 6.
3. The following books can be checked out in the standard mode:
	1. books from the Stacks published after 1970;
	2. fiction books from the Stacks published after 1951;
	3. books from the Student Library (Circulation Department) – available on the premises immediately and without prior order.
4. Requested library materials pick up can be done in person or through the agency of an authorised person, who should produce the requesting user’s library card.

**III.b. Special loans**

1. Book loans and the return of library materials in the special mode can be made in person at the service desk in the Circulation Department.
2. Groups of users entitled to check out books in the special mode and the detailed rules and regulations for loans are delineated in item III. 6.
3. Checking out books in the special mode includes books from the stacks published between 1918 and 1970.
4. Requested library materials pick up can be done in person or through the agency of an authorised person, who should produce the requesting user’s library card.

**III.c. Short loans - deposit loans and recommendation-based mode**

1. Book loans and returns of library materials in the deposit-based loans or recommendation-based modes can be done at the Information Point or in the Circulation Department.
2. Groups of users entitled to check out books in the deposit-based loan mode and recommendation-based mode as well as the detailed rules and regulations for the loans are delineated in item III. 6.
3. The following books can be checked out in the deposit-based loan mode or recommendation-based mode:
	1. Books from the stack room published after 1970;
	2. Fiction books from the stack room published after 1951;
	3. Books from the Circulation Department – available on site without prior request.
4. The collection (pick up) of requested library materials is made in person after paying a refundable deposit, or upon presentation of a recommendation signed by a research staff member of AMU.
5. The amount of the deposit is determined by the librarian, taking into account the value of the book and the number of copies available in the Library's collection. The minimum deposit fee for one copy is 50 zlotys or its multiple number.
6. Checking out books in the overnight deposit-based mode is possible half an hour before the statutory closing time of the reading rooms, while the return of the library material can be done the following day at the Information Desk until the statutory opening time of the reading rooms.
7. Following the terminable (scheduled) return of library materials, and at the written request of the user submitted in person at the Information Desk, the deposit is handed back to the user.
8. Returning the borrowed library material no later than 3 days from the statutory return date and paying the fee for its untimely return will allow the reader to have his/her deposit returned. If this deadline is exceeded, the deposit will be forfeited to the Library.
9. The reader does not acquire ownership of the damaged or lost object.

**III.e. Overnight deposit-based loans**

1. Overnight deposit-based loans and returns of library materials can be made in person in reading rooms.
2. Groups of users that are entitled to overnight deposit loans and rules detailed rules for users are specified in item 6.
3. The following items can be checked out in overnight deposit loan mode:
	1. books from reference collections in the reading rooms – directly available in the reading rooms;
	2. books from the stacks labelled ”not for circulation – reading room loans”;
	3. books marked “not for circulation” from the Student Library – available without a prior request.
4. Journals and newspapers, rare and costly items cannot be checked out in the overnight deposit loans procedure. When in doubt, the final decision on making a given book available to readers is made by the librarian on duty.
5. Borrowings of library materials are to be made in person after paying a refundable deposit, in cash only, the amount of which is determined by the librarian, taking into account the value of the book and the number of copies available in the Library's collection. The minimum fee for one copy is 50 zlotys or its multiple number.
6. Overnight deposit loans are possible throughout the week half an hour before the regular closing of the reading room, and returns - the following day at the Information Point or reading room, before the statutory opening hours of the reading rooms.
7. After the due date of return of the library material on loan according to overnight deposit-based procedure and at the written request submitted in person at the Information desk - the deposit will be returned.
8. Returning the borrowed library material no later than 3 days from the statutory return date and paying the fee for its untimely return will allow the reader to have his/her deposit returned. If this deadline is exceeded, the deposit will be forfeited to the Library.
9. The reader does not acquire ownership of the damaged or lost object.
10. **Return of library materials/ Checking in library materials**
11. All readers are obliged to return borrowed library materials on time. Exceeding the date due of each of the volumes in the standard, special, deposit-based and recommendation-based mode results in a fine accrued for each day of delay. The way the fine for untimely return of library material on loan according to the overnight mode is determined in item III.d.6.
12. The library does not charge a fee for the untimely return of library materials on closing days of the Circulation Dept.
13. Return of library materials and payment of fees for untimely return of library materials can be made in person or by an authorised person who should produce the requesting user’s library card. )
14. Readers who provide their e-mail address and give their consent will be informed by e-mail about the coming date due of borrowed library items on 7 and 3 days before the scheduled date of return.
15. **Electronic book requesting**
16. Remote requesting service is available to eligible registered readers with valid accounts and entitled to the service.
17. The option of ordering a book from the stack room is provided by the active "order/reserve" button at the item in the online catalogue.
18. The reader is notified by email when the document is available. Information on the loan status is also available in the reader’s online account.
19. The requested book is waiting for collection 6 days. After this time the request is automatically cancelled.

1. **Extension renewal of the due date of return**
2. Most materials are eligible for renewal. Users can extend the period of borrowing books remotely - in the online catalogue in the list of borrowings of the Reader's account or directly in the circulation department, after showing the books. Renewal requests by telephone will not be accepted.
3. Rules and regulations for extension of the date due (renewals):
	1. items on loan in the standard and special mode – two extensions, 30 days each;
	2. items on loan in the overnight, deposit-based, recommendation-based and overnight deposit-based modes – no extensions possible.
4. The extension of a borrowing can be possible 7 days before the date due (return date).
5. Renewal of a borrowed copy is only possible if:
	1. there are no outstanding fees, overdue fines or the reader’s account is blocked;
	2. there is no earlier reservation placed on the item in question by another library user.
6. **Electronic reservation services**
7. Items currently on loan can be reserved for loan electronically.
8. The option to reserve is provided by the active "order/reserve" button placed in the online catalogue next to the title (within 14 days before the due date of return).
9. The reader is notified by email when the document is available. Information on the
10. The returned book is waiting for the collection for 7 days. After this time, the reservation is automatically cancelled.
11. The reader cannot reserve copies that he or she has currently on loan.
12. **Library Clearance Statement. Clearance slips**
13. Electronic library clearance (a statement from the Library that a user's account has been closed in a regular manner and contains no outstanding loans or fines) for AMU students and PhD students is issued by relevant organisational AMU units in the USOSweb system.
14. The Library may issue a library clearance statement declaring that all obligations with the libraries cooperating within the framework of the Poznań Foundation of Scientific Libraries (PFSL) have been cleared and there are no arrears in payment or outstanding loans or fines to these libraries. Library clearance slips can be issued to PhD students and students grouped in the PFSL on the basis of a library card or ID card. Readers have the option of authorising a person who receives the library clearance statement on their behalf. The authorisation should be made in writing.
15. **Interlibrary loans**
16. For strictly scientific and research purposes, the University Library offers a document delivery service covering other libraries in Poland and abroad, excluding Poznań-based libraries, by way of interlibrary loans service.
17. All readers, except those using the Visitor’s Card, are eligible for interlibrary loans services.
18. The condition for delivering library materials from another library in Poland is a prior statement that they are not available in any other library in Poznań, and in the case of a library abroad - the lack of their availability in the resources of Polish libraries
19. **Access to Library’s computer network**
20. The computer network at the PUL is composed of work stations, peripherals and network devices. The network is part of the AMU-NET network administered by the AMU Center for Managing the Infrastructure and Telecommunications and IT Projects. Access to the network is offered to all users eligible for the use of the collections of the Library
21. PUL computer network is exclusively dedicated for research purposes. All users are obliged to comply with the appropriate legal regulations, accepted social behaviour, good practices and ethical norms.
22. Library’s users are entitled to:
	1. use personal computers intended for use of Library’s readers,
	2. use their own laptop computers or notebooks using the wireless EDUROAM network;
	3. access available electronic resources, as it is outlined in the “Rules and Regulations governing access to AMU library and information system”;
	4. save files to their own data carriers;
	5. make print-outs from the collection of the Library or the Internet (excluding collections protected by copyright) for a fee (detailed in the List of fees of the University Library”.
23. It is forbidden to use the computers of the Library for illegal or inappropriate purposes, in particular to:
	1. infringe good reputation of AMU;
	2. spread political, religious or other propaganda;
	3. download and promulgate pornographic, racist, criminal, hacker, or the like material;
	4. perform commercial activity;
	5. have unauthorized access to protected resources
	6. make available, copy and promulgate materials protected by copyright;
	7. infringe the security structure of the network, hack passwords, eavesdrop on other people or intercept information, and distribute computer viruses
24. It is also forbidden to:
	1. plug in one’s own computers to wired network;
	2. conduct any actions that may adversely affect hardware elements and software, or may interfere with the network;
	3. spread spam on the Internet;
	4. install computer programs on PCs
25. Instances of damaged or malfunctioning computers should be immediately reported to a librarian on duty.
26. Library staff members are entitled to:
	1. limit the volume of accessed resources and access time to computer stands;
	2. modify and remove data saved in work stations following the commencement of work by the user in a given day;
	3. monitor the user’s work, and in the case of violating the rules listed in item 4 demand the user to terminate this work and leave immediately the computer site.
27. In the case where the violation of the above rules inflicts material damages, the total responsibility is borne by the user in accordance with the relevant provisions of the Civil Code

1. **Services provided by the Research Information and Knowledge Transfer Section**
2. Advanced search queries are provided by the Library to academic staff members of the University.
3. Search queries for AMU academic staff members, with the exception of works performed within grants, are free of charge. Charges for executing library search queries for other academic staff members are determined according to the operative List of Fees of the University Library.
4. The Library provides free of charge information on its catalogue contents and verifies bibliographic data of items in its collections to users.
5. Library provides free of charge group training sessions on electronic information sources for its users. Dates for prospective training sessions must be earlier arranged with the Research Information and Knowledge Transfer Department.
6. **Final provisions**
7. Users that violate the provisions of the Regulations and the rules of use of PUL resources and services may be subject to sanctions in the form of temporary or total suspension or cancellation of access to facilities, services, and borrowing privileges.
8. If any reader does not abide by the library rules, the Library may issue a written warning notice twice.
9. A warning, in duplicate, signed by the librarian on duty and the reader, in the presence of another PUL employee, will be handed over to the reader and, for information, the head of the Circulation Department.
10. The third written reminder results in the temporary or total cancellation of the right to use the Library.
11. In matters not covered by these rules, the relevant provisions of the "Regulations for the use of the library and information system of the University of Adam Mickiewicz in Poznań "or the Statute of the Adam Mickiewicz University.