*Annex to the ordinance No. 117/2024/2025 of the Rector of the Adam Mickiewicz University in Poznan*

 *of July 14, 2025*

**RULES AND REGULATIONS GOVERNING THE USE OF THE LIBRARY AND INFORMATION SYSTEM OF THE ADAM MICKIEWICZ UNIVERSITY IN POZNAN**

1. **General provisions**
2. The libraries of the Adam Mickiewicz University’s library and information system are thereafter called “libraries” or “library” within the meaning of Section 83 (1) of the AMU Statue.
3. The libraries provide access to their collections at the following locations:
	1. on the premises of libraries in the reading rooms;
	2. by library lending;
	3. via the computer network (applicable for electronic resources);
	4. through the interlibrary lending (out-of-town interlibrary loans) for readers and other libraries from outside of AMU library and information system.
4. Within the meaning of these regulations the “library card” is understood to mean:
	1. for students – mobile student ID (Polish: mLegitymacja) the Electronic Student ID card (Polish: ELS); for PhD students – the Electronic Post-Graduate Student ID card (Polish: ELD), registered in the library computer system;
	2. for other users – Reader’s Card bearing the logo of the Poznan Foundation of the Scientific Libraries (Polish: PFBN).
5. Library collections can be accessed with a valid library card or the Visitor’s Card. The library account can be activated at the library – on the basis of the personal ID or valid student/PhD student ID card, or following verification of employment in AMU or the Polish Academy of Science (Polish: PAN), the Institute for Western Affairs (Polish: IZ) and the Institute of National Remembrance (Polish: IPN), upon payment of the registration fee and acknowledgment of the terms set out in these Rules and Regulations and Information clause for users of the AMU libraries in Poznan. All the formalities related to registration and renewal of the library account should be completed in person.
6. When registering with the library it is necessary to complete and sign the Reader’s Declaration of the Adam Mickiewicz University Libraries in Poznan. Subject to the requirements according to Section 83 (3), of the Statute of the AMU, the following personal data should be provided in the declaration: surname, name, middle name (if applicable), PESEL number, library card number, student ID number (ELS), address for correspondence, and e-mail address. To enable the library to send information about request fulfillment, reminders about the impending due date of borrowed materials and electronic reminders, the reader is expected to provide his or her e-mail address. To further facilitate the contact with the library, the user may give their telephone number.
7. Libraries activate library accounts for:
	* 1. academic staff members, PhD students and students of AMU;
		2. other individual and institutional users – in accordance with the detailed rules

 and procedures specified in individual libraries.

1. Activation of library accounts for institutional users can only be done at the University Library (Polish: BUP).
2. The rights resulting from having a library account are not transferable to third parties.
3. The user outside of AMU is obliged to immediately notify in person the library about any changes in the correspondence address, degree course and type of studies, affiliation to university or faculty. AMU student’s data is synchronized with the USOS web system. In the event of a lost library card, based on the application and relevant documents, the library updates the data or issues a duplicate card.
4. The costs of issuing a new card and re-registration, as well as damage resulting from negligence, shall be charged to the account holder.
5. **Availability in reading rooms**
	1. All members of the public are entitled to use the collections in the reading rooms based on the unexpired (valid) library card or the Visitor’s Card.
	2. Upon entering the reading room, mLegitymacja, Electronic Student ID card or Electronic Post-Graduate Student ID card should be presented to the librarian on duty, while the valid Reader’s Card or Visitor’s Card should be left with or handed over to the librarian. In the case of the Reader’s Card and Visitor’s Card, a document with a photo confirming the identity shall additionally be presented. Non-library-owned books should be reported to the librarian on duty.
	3. Items from the collections of the libraries are made available to readers in open access or are delivered from the stacks after a prior request order, or via the document delivery service of the Interlibrary Loans.
	4. At the request of the reader, the library reserves works previously requested. Books from reference collections in the reading rooms cannot be reserved.
	5. Original copies of printed materials microfilmed and digitised are not available for personal inspection in the reading rooms.
	6. Copying/reproducing non-published doctoral dissertations is not allowed.
6. **Library lending**
	1. Depending on the type of collection and rules for circulation, the following groups are entitled to take books from the University Library on loan :
7. **In the University Library:**
	1. AMU academic staff (including retired staff), PhD students:
		* books from the Stacks published in or after 1953, check-out mode: standard – 40 vols./365 days;
		* books from the Students Library (excluding copies marked “not for circulation”), check-out mode: standard – 10 vols./90 days;
	2. AMU students:
		* books from the Stacks published in or after 1971, check-out mode: standard – 20 vols./90 days;
		* books from the Students Library (excluding copies marked “not for circulation”), check-out mode: standard – 10 vols./90 days;
	3. AMU librarians (including retired librarians), AMU non-academic staff members (including retired staff members):
		* books from the Stacks published in or after 1971, check-out mode: standard – 40 vols./365 days;
		* books from the Students Library (excluding copies marked “not for circulation”), check-out mode: standard – 10 vols./90 days;
	4. academic staff, PhD students and students of PFBN; academic staff of PAN, IZ, IPN; retired academic staff of the above mentioned institutions; librarians of other Poznan-based libraries (outside AMU):
		* books from the Stacks published in or after 1971, check-out mode: standard – 20 vols./365 days;
		* books from the Students Library (excluding copies marked “not for circulation”), check-out mode: standard – 10 vols./90 days;
	5. academic staff members, PhD students and students of other universities in Poznan (outside PFBN); others (up to 5 vols. in total):
		* books from the Stacks published in or after 1971, check-out mode: deposit loans, recommendation-based – 5 vols./30 days;
		* books from the Students Library (excluding copies marked “not for circulation”), check-out mode: recommendation-based – 5 vols./30 days.
8. **In AMU organizational units libraries** (except the Faculty of Law and Administration Library):
	1. AMU academic staff (including retired staff), AMU PhD students; AMU librarians (including retired librarians), AMU non-academic staff members (including retired staff):
		* books published in or after 1946, check-out mode: standard - 150 vols./365 days;
	2. AMU students:
		* books published in or after 1946, check-out mode: standard - 60 vols./90 days;
	3. AMU non-permanent and grant funded employees, as well as external doctoral students:
		* books published in or after 1946, check-out mode: recommendation-based – 5 vols./30 days;
	4. others (outside of AMU):
		* books published in or after 1946, check-out mode: standard, deposit-loans – 5 vols./30 days.
9. **Faculty of Law and Administration Library**
	1. AMU academic staff (including retired staff), AMU PhD students; AMU librarians (including retired librarians), AMU non-academic staff members (including retired staff):
		* books published in or after 1971, check-out mode: standard - 150 vols./365 days;
	2. AMU students:
		* books published in or after 1971, check-out mode: standard - 60 vols./90 days;
	3. AMU non-permanent and grant funded employees, external doctoral students:
		* books published in or after 1971, check-out mode: recommendation-based – 5 vols./30 days;
	4. others (outside of AMU):
		* books published in or after 1971, check-out mode: standard - 150 vols./30 days.
10. Users may renew the loan period via online catalogue or in the library upon presenting the borrowed item, under the following conditions:
11. **In the University Library:**
	1. standard mode loans – 60 days renewal from the day it is made by the reader;
	2. deposit loans, recommendation-based loans – no renewal.
12. **In AMU organizational units libraries:**
	1. standard loans:
		* AMU academic staff (including retired staff), AMU PhD students; AMU librarians (including retired librarians), non-academic staff members (including retired staff – 360 days renewal from the day it is made by the reader;
		* AMU students – 60 days renewal from the day it is made by the reader.
	2. deposit loans, recommendation-based loans – no renewal.
13. Certain items cannot be checked out from the libraries, including:
	1. items from the special collections;
	2. items from the National Library Resources (Polish: NZB) and the Regional Library Resources (Polish: RZB);
	3. items from reference collections;
	4. newspapers and journals;
	5. non-circulating items;
	6. original printed copies of microfilmed or digitised works;
	7. certain dedicated collections due to their date of publication;
	8. non-published doctoral dissertations.
14. Requesting library materials should be done electronically online on the library’s catalogue website, via the digitised card catalogue or with a request placed traditionally with a call slip in the card catalogue.
15. Check-out items are registered exclusively electronically by their bar codes or the RFID label and the library card.
16. Upon checking out or returning library materials, the user should check the status of their library account and report any comments before leaving the library.
17. In justified cases, the library reserves the right to demand the return of books on loan before the end of the standard loan period, or upon checking out an item, stipulate an earlier due date.
18. All library users are required to return library materials on time. Users will be held responsible for exceeding the loan period. The libraries charge a fee (fine) for each day of delay, according to the “Fees and fines at the AMU library and information system”, attached as an annex to these regulations.
19. Readers shall receive e-mail reminders about upcoming return due dates of borrowed library materials.
20. Full responsibility for the timely return of borrowed materials is assumed by the library user. Non-receipt of reminders does not absolve users of the responsibility to return library materials by their due date or pay fines.
21. To users who are behind the return date of library materials or with outstanding fines for late return of books, the library shall send electronic or traditional notices and reminders.
22. Evasion of the return of overdue works monitored and outstanding overdue fines may result in suspension of the reader in the rights to use traditional and electronic services, with the possibility of referring the matter to legal proceedings.
23. 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) from the libraries cooperating within the Poznan Foundation of Scientific Libraries (PFBN), can be obtained on library clearance slips in any library of the system. Clearance certificates are issued to PhD students and students of the institutions of higher education grouped in the PFBN. Electronic clearance slips for AMU students and doctoral students are issued by the libraries of individual AMU organisational units in the USOSweb system.
24. **Out-of-town interlibrary loans**
25. Libraries offer an interlibrary loan and document delivery service to obtain materials from libraries across Poland and abroad. Applicants need to have unexpired library card and no outstanding loans or fines on overdue items borrowed from the libraries.
26. Users from Adam Mickiewicz University are required to:
	1. cover the costs of obtaining library materials, based on invoices issued by the supplying library, as well as to pay postal charges in the event that requested publications are not used;
	2. participate in the costs involved in postal/parcel services in the case of unusual orders and requests exceeding the annual cost limit.
27. Users from outside Adam Mickiewicz University are required to cover the costs of obtaining library materials as a part of out-of-town interlibrary loan in accordance with “Fees and fines at the AMU library and information system”.
28. Resources from libraries can be made available to other libraries (ordering/requesting library) in the form of non-returnable copies of originals. The ordering library assumes full responsibility for the borrowed materials.
29. The requesting library is obliged to make the borrowed items available only on its premises.
30. The borrowing period of the original is determined by the supplying library. In justified cases, the period may be extended at the request of the ordering library.
31. The requesting library is obliged to return the ordered originals on time by insured or registered mail.
32. Libraries may provide the ordering libraries with printouts of articles from their electronic resources, unless the license agreement states otherwise.
33. If the provisions of these Regulations are violated, the ordering library temporarily loses the right to use the library collections through interlibrary long-distance lending. The term of losing the rights is defined by the supplying library.
34. **E-resources (The rules and regulations governing the use of electronic resources and access to web-based content)**
35. Remote access to AMU licensed electronic resources is granted exclusively to AMU employees, PhD students and students with valid library account. Other users may access electronic information resources on-site at the library, in accordance with the licensing terms.
36. In the event of login difficulties, users should contact the library to verify the validity of the account.
37. Users are allowed to:
	1. make a single copy of an article to an electronic medium (USB drive or external hard drive) or make a photocopy of it, for educational and research purposes only;
	2. create individual collections of documents needed for research, including printing and saving them to an electronic device. Such a collection can be created only for a limited period of time when it is needed for educational and research purposes.
38. Users are not allowed to:
	1. create digital and printed copies of articles and periodicals on a mass scale and store them without the research purpose;
	2. redistribute journals or periodicals, as well as their sections, to third parties (unauthorised users) in any form, in exchange for money or free of charge. The only exception is the interlibrary exchange scheme (in printed form only) and the exchange of materials between researchers, if it is not on a regular basis;
	3. publish and republish any number of sections from articles in their original or altered form without citing the source or with the infringement of their copyrights;
	4. make access to the electronic resources to third parties (unauthorised users) available by IP authorisation or by disclosing the login and password data (with remote access);
	5. make use of the licensed electronic of resources for commercial purposes (other than research-related) by AMU staff members and students.
39. The actual use of electronic resources of the AMU library and information system means accepting the rules and regulations set out in section V.
40. **Library deposits**
41. As part of the AMU library and information system, in justified cases, it is possible to lend particular continuous or serial publications to other libraries that form the library and information system, in accordance with and subject to the terms and conditions set forth in deposit agreements between libraries.
42. **Obligations and responsibilities of the User . Code of Conduct.**
43. Library users are required to comply with all applicable laws, policies, and rules set forth in these Regulations as well as the principles set out therein, in particular with respect to books on loan and library property.
44. Failure to comply with the regulations as well as taking items from the collections outside of their premises without necessary formalities, is strictly prohibited and may result in suspension of the user in the rights to use traditional and electronic library service, and may result in a request to the court for sanctions.
45. Users of reading rooms are requested to leave their outer clothing, umbrellas, briefcases, bags, and handbags (regardless of their size) in the cloakroom. The librarian has the right to refuse admission to the reading room to those, who do not comply with the above mentioned rules.
46. In the reading rooms users must not create excessive noise or consume food. Before entering reading rooms, mobile phones should be put in the mute mode.
47. The user bears full financial responsibility for the loss of the items on loan and for any damage found on their return.
48. In the event of a damage to a book or loss incident, library policies in regard to lost, damaged or overdue materials apply. The user, after the consultation with the library manager of a respective library (head of the library’s circulation department) is required to provide an identical copy of the damaged book or a bound double-sided photocopied copy of the lost item (with the original format preserved), or, should the need arise, provide the library with some other valuable appropriate titles that are in line with the acquisition policy of the Library.
49. The costs of a reproduction of a lost or damaged item by the Library Digitisation Unit are listed in the “Fees and fines at the AMU library and information system”.
50. When assessing material losses resulting from the loss or destruction of library material, the market price is taken into account with additional regard to the rarity of the work.
51. By settling liabilities towards the library, the reader does not acquire ownership of the damaged or lost object.
52. Detailed rules for making library materials available in individual libraries and current messages are to be announced to users.
53. The terms and conditions for library resources to be made available for commercial purposes are determined each time individually by the director of the University Library or the head of the faculty library in consultation with the dean or head of the relevant superior unit.
54. Comments and conclusions regarding the operation of libraries can be submitted directly, by standard post or e-mail, to the person managing a given unit.