

Organizational Regulations for the Main Library of the University of Economics in Katowice

General provisions

§ 1

1. The Main Library is a university-wide organizational unit of the University of Economics in Katowice (hereinafter referred to as the University), which carries out scientific, teaching and service tasks and serves as a generally accessible scientific library.
2. The Main Library is part of the Scientific Information Centre and Academic Library (hereinafter referred to using its Polish acronym CINIbA). In the scope of activity referred to in clause 1, the provisions of the University's statutes, University's organizational regulations, these regulations and the internal Regulations of the Scientific Information Centre and Academic Library, specifying the organizational structure, which constitutes Annex No. 1 to these Regulations shall apply.
3. The Main Library is the basic unit in the University's library and information system, which also includes:
 - a) the Specialist Library, functioning within the structure of the Main Library,
 - b) libraries belonging to other organizational units.
4. The Main Library is supervised by the vice-rector responsible for science.
5. The Main Library is responsible for organizing workspace and resources for academic and teaching work of University's employees, in particular:
 - a) collecting, updating and protecting collections in accordance with the scientific, teaching and information needs of the academic community and the directions of research taking place at the University,
 - b) documenting and popularizing the scientific achievements of the University's research and teaching staff,
 - c) record keeping, processing, storing, binding and providing access to collections.
6. The Main Library coordinates the functioning of the University's library and information system in the following areas:
 - a) financing the purchase of book collections and bookbinding for selected collections,
 - b) technical training and methodological advice,
 - c) choosing IT solutions and overseeing the proper operation of the library computer system.
6. Financial resources for the purchase of books and magazines are determined:
 - a) by the Faculties from the funds for statutory activities - maintaining the research potential of the Faculty,
 - b) in the material and financial plan of the University from funds for teaching activities.

Director of the Main Library

§ 2

1. The Main Library is managed by its Director , whose tasks include in particular:

- a) organizing work and supervision over the employees of the Main Library, Specialist Libraries and libraries belonging to other organizational units of the University,
 - b) submitting to the Rector an annual report on the substantive activities of the Main Library after the end of each academic year,
 - c) developing a material and financial plan for the Main Library,
 - d) supervising the proper use of funds and assets according to the regulations,
 - e) ensuring professional development and training for the Main Library employees,
 - f) coordinating the functioning of the University's library and information system.
2. In the absence of the Director of the Main Library or if they are unable to carry out their duties, the duties shall be performed, in the first instance, by the Head of the Department of Access to Collections and Scientific Information, and in the second instance, by the Head of the Department of Collecting, Updating and Processing of Collections.
 3. The Director of the Main Library can be a person with a degree in a discipline related to the given scientific library, a qualified librarian or a qualified scientific documentation and information worker.
 4. The Rector, after consulting the Senate, hires the Director of the Main Library.
 5. The employment contract with the Director of the Main Library is terminated after consulting the Senate.

Library council

§ 3

The Main Library cooperates with the library council - a Rector's advisory body. The tasks of the library council are set out in the University statutes and its mode of operation is specified in the council regulations set forth by the rector's ordinance.

The structure of the Main Library

§ 4

1. Organizational units of the Main Library consist of departments and sections.
2. The Main Library structure consists of:
 - a) Department for Collecting, Updating and Processing of Collections,
 - b) Department for Access to Collections and Scientific Information:
 - Bibliometrics, Documentation and Computerization Section,
 - Loans, Magazines and Open Collections Section,
 - c) Department for Specialist Libraries, which includes:
 - Library of the Faculty of Business, Finance and Administration in Rybnik,
 - Library of the Faculty of Economics,

- Library of the Faculty of Finance and Insurance,
 - Library of the Faculty of Computer Science and Communication,
 - Library of the Faculty of Management.
 - The position of Coordinator of Specialist Libraries,
 - IT position for organization, securing and servicing of access to library information systems of Specialist Libraries and Research and Teaching Centres,
- d) Independent Section for the Monitoring and Selection of Collections.
- e) Centre for History and Tradition of the University of Economics in Katowice
3. The internal organizational units within the Main Library are created, modified and dissolved by the Rector at the request of the Director of the Main Library.
4. The scope of activities of the organizational units within the Main Library are specified in § 5-9.

Department for Collecting, Updating and Processing of Collections

§ 5

1. The tasks of the Department for Collecting, Supplementing and Processing of Collections include:
- a) collecting and updating library collections (non-serial and serial publications) based on the choices made by the Department's employees and the wishes of the academic staff:
 - keeping a computer register of acquisitions,
 - accessioning (cataloguing) of books,
 - b) purchase of textbooks for students at the request of University's organizational units,
 - c) subscription to Polish journals for the Main Library, Specialist Libraries and University's organizational units:
 - ordering journals from a supplier selected via a tender,
 - ordering journals directly from the publishers,
 - keeping records of the journals, affixing stamps and distributing to individual organizational units,
 - inquiring about the missing issues with the suppliers,
 - financial settlements with the suppliers,
 - d) subscriptions to foreign journals for the Main Library and Specialist Libraries:
 - ordering journals from a supplier selected via a tender,
 - inquiring about the missing issues with the suppliers,
 - financial settlements with the suppliers,
 - e) annotation and substantive checking of invoices for the purchased books and journals,
 - f) recording the invoices in the SIMPLE system and forwarding them to the Public Procurement Office and the University's Finance Department,
 - g) running inter-library exchange:
 - receiving and recording received publications,

- sending out publications issued by the University and maintaining records in that matter,
- preparing reports on the numbers and value of publications obtained through inter-library exchange and received as donations,
- h) ongoing monitoring of expenditure on the purchase of items and ongoing cooperation with the Finance and Accounting Department of the University in this respect,
- i) participation in book trade fairs to get acquainted with publishing news and new publications,
- j) formal and factual processing of documents arriving at the Main Library using the PROLIB system and shared cataloguing rules within the NUKAT (Narodowy Uniwersalny Katalog Centralny, Union National Universal Catalogue):
 - copying records from the NUKAT catalogue to the local database,
 - creating new bibliographic descriptions for the NUKAT catalogue and after their approval by the NUKAT Centre, copying them to the local database,
 - modification of bibliographic descriptions in the NUKAT catalogue,
 - creating substantive description of the processed documents using subject headings in the KABA language,
 - creating extended subject entries in the KABA language,
- k) determining the SWD free access call numbers using a model based on the Universal Decimal Classification,
- l) assigning inventory numbers to the processed documents,
- m) creating and printing inventory books for individual types of documents,
- n) printing labels with bar codes and SWD and affixing them to prepared documents,
- o) consultations regarding the processing for the employees of the Specialist Libraries and the Library of Rybnik Centre for Science and Education ROND,
- p) substantive supervision over the formal and substantive processing of items in the collections of the Specialist Libraries and the ROND Library,
- q) preparation and forwarding of selected publications for bookbinding:
 - preparation of a draft contract with an external contractor,
 - keeping the Register of Public Orders carried out by the Main Library in relation to the binding of books and journals,
 - annotation, substantive control and recording of invoices for the bookbinding services,
- r) participation in conferences and training courses in the field of library science.

Department for Access to Collections and Scientific Information

§ 6

1. The tasks of the Department of Access to Collections and Scientific Information include:
 - a) providing a comprehensive information service for readers,
 - b) providing access to traditional and electronic collections,
 - c) keeping duty hours and providing information service for CINIbA users (providing substantive, catalogue, bibliographic, material and library

- information - based on available sources of scientific information, i.e. bibliography, catalogues, databases, websites and others,
- d) substantive supervision over the library collection,
 - e) creating and updating databases,
 - f) assistance in using technical devices - copiers, scanners, etc.
2. The tasks of the **Bibliometrics, Documentation and Computerization Section** include:
- a) organizing access to electronic scientific resources,
 - b) administration and management of databases available on the University's computer network,
 - c) documenting the scientific achievements of University's employees,
 - d) working with the Coordinator for Parametric Assessment and Positioning of University Faculties in the area of evaluation of the scientific achievements of University's employees,
 - e) working with the Specialist Libraries Coordinator to create and supply items for the University's doctoral dissertation repository,
 - f) substantive assistance in calculating bibliometric indicators for University researchers based on available sources,
 - g) recording of scientific citations within the BazEkon consortium,
 - h) indexing of scientific journals published by the University Publishing House in the reference databases of the Ministry of Science and Higher Education,
 - i) recording of publications in the Silesian Digital Library,
 - j) completing information queries,
 - k) preparing and conducting library induction classes for first-year students and training in the use of electronic sources of scientific information,
 - l) IT support for library processes,
 - m) cooperation with internal units of the University and external entities in expanding the information offered by the Main Library,
 - n) identification of information needs,
 - o) internal and external reporting related to the operation of the library and information system,
 - p) promotion of the Main Library by creating, among others, the library website,
 - q) participation in scientific conferences in the field of broadly defined scientific information.
3. The tasks of the **Loans, Storerooms and Open Collections Section** include:
- a) providing access to the library collections on site in reading rooms and via free access,
 - b) external loans, both individual loans and inter-library loans,
 - c) creating free access book collections and a reading room,
 - d) care of the collections of current Polish and foreign journals,
 - e) maintaining computer records of readers and loans,
 - f) processing book loans and renewals,
 - g) sending out reminders to readers exceeding the deadlines,
 - h) preparing reports on books lost by readers,
 - i) fulfilling readers' orders by searching for books and journals in storerooms and delivering the necessary materials to the loans desk and reading room,
 - j) receiving items into library storerooms based on enclosed documentation,
 - k) returning books and journals returned by readers to the collection,

- l) technical preparation of library collections for being accessed (affixing bar codes and magnetic strips),
- m) arranging collections in the storerooms in accordance with the call number order within the adopted layout,
- n) submitting applications in matters related to the selection of items,
- o) ongoing weeding of the library collections and checking of the call number system,
- p) analysis of the needs of readers and working with the Collecting, Updating and Processing Department in selecting the books for the collection,
- q) managing and generating statistics.

Department for Specialist Libraries

§ 7

1. *The tasks of **the Department of Specialist Libraries** include:*
 - a) collecting, processing and providing access to the collections in the Specialist Library functioning within the structure of the Main Library,
 - b) providing information service for readers in the Multimedia Reading Room,
 - c) training users in the skills needed to use traditional and electronic information sources,
 - d) creating and managing a university repository and providing access to collections in the repository, e.g. doctoral dissertations and materials necessary for classes (e.g. textbooks).
2. The tasks of the Dean of the Faculty, related to the functioning of the Specialist Library, include:
 - a) managing the development of the Specialist Library,
 - b) determining, in consultation with the heads of departments, the desired scope of the book collection (sufficient for all scientific, research and teaching areas covered by the Faculty),
 - c) defining technical and economic principles resulting from the reorganization of libraries,
 - d) defining, in consultation with the Director of the Main Library and the Specialist Library Coordinator, the general principles for the functioning of the library,
 - e) planning and allocating, in consultation with the Director of the Main Library and the Specialist Library Coordinator, appropriate funds for the purchase of books and journals).
3. The tasks of the **Specialist Library Coordinator** (apart from those taken over from the Department of Departmental Libraries), subordinated within the structure of the University to the Director of the Main Library:
 - a) organizing training for the library staff and providing instructions,
 - b) defining the scope of tasks and activities for employees in the Specialist Library,
 - c) conducting regular assessments, applying for promotions, prizes, bonuses and awards,
 - d) participation in the creation, functioning and improvement of the University's library and information system,
 - e) cooperation with faculty deans and heads of departments as well as heads of dean's offices in the areas pertaining to book selection and functioning of the libraries,

- f) defining the rules for using the Specialist library collections, organizing opening hours for users, creating a system for cover,
 - g) cooperation with the Department for Collecting, Updating and Processing of Collections of the Main Library on planning and monitoring expenses for the purchase of books and journals and keeping records of library materials by funding sources,
 - h) book price negotiations (with bookstores, suppliers, publishers),
 - i) working with the Department for Collection, Updating and Processing of Collections of the Main Library in the matter of journal subscriptions for the Specialist Libraries, keeping journals' accession files, distributing journals between Faculties' organizational units, preparing reports on the operations of the Specialist Libraries.
4. The tasks of **the Information Technology Officer responsible for the organization, security and access to library information systems of Specialist Libraries**, subordinated within the structure of the University to the Manager of the Main Library and the Specialist Libraries Coordinator, include:
- a) organising, securing and providing access to library information systems of Specialist libraries and research and teaching Centres - installation, configuration and modification of:
 - workstations for library employees and readers, peripheral devices for library employees, as well as diagnostics and basic service; technical and substantive assistance in the operation of IT equipment and library software, as well as choosing and securing appropriate consumables,
 - applications that support secure connection of library workstations with relevant CINIbA library system software, drivers, certificates, etc.
 - b) IT administration of library servers supporting the Bibliography and OPAC module and access to library software in CINIbA, as well as system administration of the Bibliography and OPAC module, operated autonomously (outside of CINIbA) by the University's Main Library,
 - c) consultations and arrangements with relevant CINIbA units, in particular regarding compliance of local hardware and application solutions used in libraries with CINIbA's IT requirements, as well as providing information on changes in the list of IP numbers of equipment authorized to connect with the CINIbA servers.

Independent Section for the Monitoring and Selection of Collections

Independent Section for the Monitoring and Selection of Collections are set out in the **Regulations on the monitoring of the library and information system of the University of Economics in Katowice**, constituting Annex 2 to these regulations.

§8

Centre for History and Tradition of the University of Economics in Katowice

§9

The tasks of the Centre for History and Tradition of the University of Economics in Katowice are set out in the **organizational Regulations of the Centre for History and Tradition of the University of Economics in Katowice**, which constitutes Annex 3 to these Regulations.

Final Provisions

§ 10

1. The Director of the Main Library may appoint task forces from among the Main Library employees to improve ongoing tasks fulfilment or to complete tasks beyond the scope of existing organizational units.
2. The scope of duties for department managers is defined and approved by the Director of the Main Library. The scope of duties for department employees is developed by department managers and approved by the Director of the Main Library.
3. Department managers are responsible to the Manager of the Main Library for the tasks set for the relevant organizational unit.

§ 11

1. The Regulations apply from the date of entry into force of the Rector's ordinance implementing these Regulations.
2. Any changes in these Regulations shall be made using the same procedure as applicable to their introduction.