

Rules of using the book collections

REGULATIONS FOR USING OF LIBRARY COLLECTIONS IN THE SPECIALIST LIBRARY OF THE UNIVERSITY OF ECONOMICS IN KATOWICE

LIBRARY OF THE FACULTY OF BUSINESS, FINANCE AND ADMINISTRATION IN RYBNIK

CHAPTER I

GENERAL PROVISIONS

§ 1

The Specialist Library of the University of Economics (SLoUE) in Katowice provides collections collected by the following libraries:

- in Katowice:

- Library of the Faculty of Economics,
- Library of the Faculty of Finance and Insurance,,
- Library of the Faculty of Informatics and Communication,
- Library of the Faculty of Management,

- in Rybnik:

- the Library of the Faculty of Business, Finance and Administration inn Rybnik (Polish acronym: BS BFIA).

2. The rules of using the collections in the Specialist Libraries of the University of Economics in Katowice specify detailed terms and conditions and rules of:

- making printed and electronic resources available on site,
- borrowing collections for external use,
- use of SLoUE equipment and devices.

3. Specialist Libraries perform scientific, educational and service tasks.

4. Specialist Libraries operate in an integrated library and information system, which includes the Main Library of the University of Economics and the Library of the University of Silesia.

CHAPTER II

RIGHTS AND OBLIGATIONS OF READERS USING THE SPECIALISED LIBRARIES

BORROWING COLLECTIONS FOR EXTERNAL USE

§2

1. The following persons shall have the right to borrow collections:

- the UE research and teaching staff,
- the UE students of the 1st,2nd and 3rd cycle studies,
- students of the UE post-graduate programs,

- other UE staff,
- other persons entitled on the basis of the consent of the Director of the EU Main Library.

2. Registration in the Reader's identification system is the basis for acquiring rights to borrow collections:

- in the case of employees – with an electronic employee card or an electronic library card issued by the Scientific Information Centre and the Academic Library (CINiBA),
- in the case of students - electronic student card,
- for UE post-graduate students, certification of participation in a collective list drawn up and notified to the SL by the Deans Offices of the relevant UE faculties,
- for other persons, placing on the list of those entitled on the basis of the consent of the Director of the Main Library of the UE.

3. The condition for using the SLoUE Loan Services is to have a reader's account in the computer system. In order to create an account, it is necessary to:

- fill in and send the "Reader Registration" form online ([www.http://bg.ue.katowice.pl/zapisy do biblioteki/rejestracja Czytelnika](http://bg.ue.katowice.pl/zapisy%20do%20biblioteki/rejestracja%20Czytelnika)),
- sign the reader's declaration and authorize the data in person within 14 days from the date of sending the form to the SL or CINiBA Lending Library,
- when authorizing the data, it is necessary to produce:
- in the case of the UE staff, an electronic work card or a valid employment certificate and ID card,
- in the case of UE students, a valid electronic student ID card,
- in the case of EU post-graduate students and persons entitled on the basis of the consent of the Director of the ML - identity card.
- SL in Rybnik registers only employees and students of the Faculty of Business, Finance and Administration WB BFiA.

[powyższy punkt: BS BFiA w Rybniku prowadzi zapisy wyłącznie pracowników i studentów WB BFiA.]

4. The reader shall be obliged to notify the SLoUE Lending Libraries of each change of:

- name,
- the address of permanent residence,
- e-mail address,
- the field of study.

§3

The reader shall lose the right to use the Lending Library:

- in the case of employees - on the day of termination of the employment relationship,
- in the case of students of the 1st, 2nd, 3rd cycle studies, postgraduate students and persons authorized on the basis of the consent of the ML director - if the validity of the account has not been extended for another period or on the date of graduation.

§4

The liquidation of the library account shall take place after the obligations towards all Libraries of the integrated library and information system have been settled.

The basis for account settlement is:

- in the case of employees – clearance slip,
- in the case of students of the 1st, 2nd, 3rd cycle studies - clearance slip,
- in the case of postgraduate students - information obtained from the dean's office of the relevant faculty about the imminent date of graduation,
- in the case of persons entitled on the basis of the consent of the Director of the ML – information obtained from the research and teaching staff who applied to the Director of the ML for permission to borrow.

The liquidation of the library account in the SL BFiA in Rybnik concerns only the employees of the SL BFiA in Rybnik.

§5

The EU Specialist Library shall not lend:

- a collection for use on-site, marked with a red stripe or, in the case of the Rybnik collection, an on-site collection (documents having the status of "accessibility - free access" or "for use on-site"),
- scientific journals,
- the daily press,
- CDs (except for SL BFiA in Rybnik).

§6

1. Loan limits in SLoUE in Katowice and Rybnik are not included in the loan limits in ML UE (CINiBA).

2. The limits and loan periods in force at SLoUE are as follows:

in Katowice:

- EU research staff - 50 books per 16 weeks (with the exception of books purchased from research funding, in which case the item can be borrowed for 52 weeks and extended three times for 52 weeks each),
- other EU staff - 10 books for 16 weeks,
- students, PhD students and post-graduate students of EU post-graduate programs - 10 books per 4 weeks,
- persons entitled on the basis of the consent of the Director of the ML UE - 5 books for 4 weeks.

- in Rybnik:

- EU research and teaching staff - 20 books for 16 weeks,
- other EU staff - 20 books for 10 weeks,
- students, PhD students and post-graduate students of EU post-graduate programs - 10 books for 8 weeks.

3. Readers can extend the deadline for returning borrowed books 3 times:

- in SL in Katowice 3 times, online, by phone, e-mail or in person,
- at SL of BFiA in Rybnik once, by phone, e-mail or in person.

4. An extension is possible where:

- no return deadline has expired for any of the borrowed books,

- the reader's account in the integrated library and information system is not encumbered with unpaid fees,
- the book is not reserved by another reader.

5. In justified cases, SLoUE may ask the reader to return the borrowed books before the deadline.

6. Books marked in the computer catalogue as "documents for rent" can be borrowed for use outside the premises.

Book lending is made through:

- free access to shelves, followed by the submission of selected publications to the on-duty librarian to register the borrowings in the reader's account,
- books available for lending through unrestricted access may not be ordered online through a computer catalogue or in any other mode.

Books intended for lending located in the Specialist Libraries Warehouse shall be borrowed through:

- placing an order on-line through a computer catalogue (SL in Katowice), in SL BFIA in Rybnik, traditionally with a librarian on duty,
- in exceptional cases, it is possible to place a traditional order using an order form in the Reading Room and Lending Library of the SL in Katowice (in this case, the priority of lending is given to the reader who placed an order for the same copy online through a computer catalogue).

Books borrowed from the SL collection in Katowice can be booked only online via the computer catalogue. In justified cases, the Library reserves the right to cancel the reservation made by the reader.

7. Books from the BS BFIA collections in Rybnik cannot be ordered, booked or lending period be extended online.

8. Books ordered from the Lending Library of the Specialist Library in Katowice are collected:

- at the earliest 1 hour after placing an order,
- no later than 7 days after placing an order - in case of failure to collect the ordered materials within this period, the reader's account is blocked for 14 days.

9. The borrowed documents shall be returned to the Lending Library of the SL, where the borrowings were made.

10. The owner of the library account bears full responsibility for the timely return of the borrowed documents.

11. Readers who have provided their e-mail address are sent messages via the computer system:

- about the approaching return date
- on the commencement of the calculation of the penalty for late return in the SL in Katowice

12. Specialist Library shall not be liable for any delay in returning borrowed library materials, regardless of the reasons that prevented the computer system from generating a reminder.

13. Specialist Library provides interlibrary loans.

§7

1. The reader shall be responsible for the condition of the borrowed work; any defects noted should be reported to the librarian at the time of loan.
2. All loans from the UE Specialist Library are registered by computer.
3. It is the Reader's responsibility to check his/her library account balance after each transaction. Any doubts should be immediately reported to the Lending Library of the SL.

MAKING THE COLLECTIONS AVAILABLE ON SITE

§8

1. In the UE Specialist Library, collections may be made available on site.
2. The collections gathered in the SL may be made available after the Reader has completed the formalities binding in the Library.

The user of the reading room is obliged to:

- leave outer garments, briefcases, bags, rucksacks, etc. in the changing room.
- remain silent.

3. Use of the collections on site shall be on a free-access basis. After using the collections, the Reader places the used library materials in a place designated for this purpose.

4. Library materials intended for use on site in the SL Warehouse in Katowice can be ordered on-line or on order forms.

On the same day, the Reading Room carries out orders placed no later than 1 hour before the closing of the SL.

5. Orders for doctoral dissertations and scientific research papers may be placed in person, by telephone or e-mail one day in advance. The above mentioned scientific papers may be used only on-site in the SL in Katowice, whereas doctoral dissertations - after the Reader signs an application in accordance with Regulation No. 59/14.

6. The Specialist Library makes doctoral dissertations available before public defense at the University of Economics in Katowice. Printed versions of the dissertations are available until the day of defense in the SL in Katowice, upon presentation of an identity document.

7. Doctoral dissertations are made available in a designated place in the SL in Katowice without the right to copy them.

8. Detailed rules of making doctoral dissertations available are regulated by the Rector's Regulation No. 59/14 on the rules of creating a database of doctoral dissertations and making them available in the Specialist Library of the University.

9. The reader may use materials brought with him/her after reporting them to the on-duty librarian.

10. Bringing materials intended for use on-site outside the Library without notice to the librarian on duty is tantamount to their misappropriation and is subject to the sanctions provided for by law.

11. Specialist Library allows the readers to reproduce documents on-site or externally. If the Reader reproduces documents externally, it is necessary to leave the identity document with a lending form with the librarian on duty.

USE OF DIGITAL RESOURCES

§9

1. In the Specialist Library it is possible to use:

- computer workstations generally operating in a protected university network,
- own laptops.

2. Computer stations in the SLoUE network are installed in order to make available sources of information necessary for the implementation of the study program and conducting scientific and research works, and in particular to use library catalogues and databases, scientific electronic journals and scientific Internet services distributed online within the UE network. Computer users are obliged to use them as intended.

3. Computer workstations for Readers are publically accessible and constitute an integral part of the Specialist Library.

4. Rules of procedure:

- access time to computer workstations is not limited, but in justified cases the librarian may ask for early termination of work,
- the librarian on duty shall assist in the use of the installed databases and electronic journals, but shall not be obliged to assist in the use of other programs and applications,
- any damage or malfunction of computers should be reported immediately to the librarian.

5. Users using their own equipment can use the wireless Internet. It is possible to access the following networks:

- unauthorized (without the possibility of using databases and services subscribed by the UE),
- authorized, which enables the use of databases on condition of authentication, i.e. entering the login and password.

6. Use of Internet access is at the sole risk of the user, who is responsible for the way in which he/she uses the account, including the textual content and other content of messages sent, including criminal liability.

7. Computer users in SLoUE are not allowed to:

- take action causing devastation or damage to library computers and equipment,
- make any changes in the configuration of library computers and interfere with the content of the collected data,
- upload and make available illegal content or content subject to intellectual property protection which does not concern the user.

8. The software available in the Computer Reading Room is subject to copyright and licensing restrictions. It cannot be copied or used for non-academic purposes.

PENALTIES FOR NON-COMPLIANCE WITH THE RULES RELATING TO THE USE OF COLLECTIONS

§10

1. Non-compliance with the principles and methods of using of SL collections and services may include in particular:

- failure to meet the deadline for returning borrowed books and other library materials,
- making available to other persons of an electronic employee card or a student card or student card (if it was the basis for signing up for lending services),
- failure to notify about the loss of the above mentioned documents (if they were the basis for signing up for the lending services of the SL).
- failure to settle accounts with the lending services of the SL after graduation or termination of employment or in case of persons who have acquired the right to use the lending services of the SL on the basis of ML Director's consent.
- damage, destruction, loss or theft of library collections by the Reader,
- theft or damage to the SL equipment..

2. Failure by the Reader to comply with the principles and methods of using the collections and services of the SL shall result in the application of the sanctions set out below.

§11

1. The owner of the library account is responsible for the destruction or loss of library materials. He/she shall be obliged to deliver immediately:

- an identical copy or, if this is not possible, its equivalent in form:
- any other copy in which the Library is interested, subject to the consent of the Director of the ML or a person authorized by him/her.
- payment of the amount specified in the Rector's Order currently in force.

Lost or damaged library materials can be paid for:

- in the case of materials borrowed from the SL in Katowice - in cash at the Lending Library of the SL in Katowice, at the University's cash desk or by bank transfer to the University's account;
- in the case of materials borrowed from the SL BFIA in Rybnik - at the University cash desk or by bank transfer to the University's account.

The proof of payment at the University cash desk must be submitted to the appropriate Lending Library of the SL.

2. Theft, damage to collections or equipment of the Library shall result in:

- order the user to pay the costs of repairing any damage suffered by the Library, including the costs of repairing or replacing the damaged equipment (the amount of damage shall be determined by the head of the appropriate branch),
- the introduction of a timely or indefinite ban on the use of the SL collections and services,
- notifying the University authorities of the fact.

3. Improper behavior in the Library and illegal use of licensed databases and the UE information networks may result in:

- temporary or permanent deprivation of the right to use the collections and services of the Library,
- notifying the University authorities and other units of the UE library and information system about the fact,
- charging the user with the obligation to repair any damage incurred by the University.

4. Late return of books borrowed from the SL in Katowice shall result in:

- the obligation to pay a fine calculated according to the rates specified in the price list of the ML UE,
- blocking the reader's account for 14 days,
- order to pay the costs of sending reminders.

The fee for late return of borrowed books can be paid in cash at the Lending Library of the SL, at the University cash desk or by bank transfer to the University's account. An UE employee in Katowice may agree to deduct the amount due from the remuneration.

Refraining from returning borrowed library materials and being overdue may result in periodical depriving the Reader of the right to use the Lending Library of SLoUE.

CHAPTER III

FINAL PROVISIONS

§12

1. The Director of the Main Library shall be responsible for resolving any matter not covered by these Rules, any applicable specific regulations, and any disputes relating to the use of the collections and services of the Specialist Library. The Director shall act on a written request from the person concerned or on an ex-officio basis. The decision of the Director may be appealed against to the Rector of the University of Economics in Katowice, which shall be submitted through the Director of the Library, within 14 days from the date of receipt of the decision.
2. The Regulations enter into force on 19 January 2017.
3. The opening hours of the Specialist Library shall be notified to the Readers. Temporary suspension or limitation of service activity shall be preceded by an appropriate announcement on the website.
4. Comments and proposals concerning the SLoUE activity may be submitted directly to the Director of the Main Library or to the coordinator of the Specialist Library.
5. As of the date of entry into force of these Principles, the Regulations on Access to Collections in Departmental Libraries of the University of Economics in Katowice, introduced pursuant to Resolution No. 47/2014/2015 of the Senate of the University of Economics in Katowice of 30 April 2015, shall become null and void.
6. Any changes to these Regulations of using the collections of the Specialist Library shall be published on the website www.bip.ue.katowice.pl and changes concerning fees for late return of borrowed books shall be published on the website www.ciniba.edu.pl in the section: price list of LUS and ML UE.