Ordinances of the Director of Academic Library of Vistula University

§ 1

1. The document allowing Readers to use the Library services is valid Vistula University student card with a barcode sticker obtained during the registration at the Library.
2. The fee of the registration is 5 PLN.
3. In case of losing or destroying the barcode sticker a Reader is obliged to pay a registration fee again for obtaining a new barcode.

§ 2

1. Publications can be lent for 30 days.
2. If the loan is overdue a Reader is obliged to pay a penalty fee of 1 PLN for each day of delay (for every publication)
3. In case of losing, destroying or damaging the publication (partly or whole) the Reader is obliged to pay suitable equivalent or buy back the publication
4. A Reader who did not reimburse the fees cannot borrow the next publication and his/her circular letter wouldn't be signed.

§ 3

1. Publication returned by a Reader will stay available for other Readers for 7 days and after this time could be lend to the same Reader
2. Transfering the publication to the account of other Reader requires producing this publication to library staff and the presence of this Reader at the library (for singing the book identification card). Transfering is not possible in case the publication has been booked by somebody else before.

§ 4

1. For interlibrary loan a Reader is obliged to place a deposit of 80 PLN for every document requested.
2. If the loan is overdue the deposit would not be returned.

§ 5

The Academic Library of the Vistula University is not responsible for things left behind by Readers in the Reading Room or Library vestibule.

§ 6

1. Copying service is available only according to applicable law.
2. The Library would not copy/scan any materials that could be recognized as cheat sheets, notebooks, handwritten notes or documents (papers) destroyed (bend) to the extent that hinders copying/scanning process.

Director of the Academic Library
of Vistula University

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mgr Łukasz Batory