

# **RULES AND REGULATIONS OF THE VISTULA UNIVERSITY ACADEMIC LIBRARY**

## **GENERAL RULES**

### **§ 1**

Regulations contained herein define rules of access to collections owned by the Library, as well as to documents available through interlibrary loan service.

### **§ 2**

**1.** In order to use Lending Library collections, Readers have to produce their library card together with an ID containing a photograph. Only Vistula University students from all types of studies and staff members are entitled to use the Lending Library. Documents needed to register in the Lending Library are: valid student ID in case of students, and work certification in case of staff members. In order to use Reference Library collections Readers have to produce an ID with a photograph. The Reference Library is open to every person interested in the collections.

**2.** The library card exists in the form of a sticker attached to one of the following documents:

- student ID (in case of students),
- keycard (in case of academic teachers),
- electronic time card (in case of employees).

**3.** Institutions willing to make use of interlibrary loan, do so on the basis of order form and authenticated signature of the borrowing person.

### **§ 3**

**1.** The library card is used to identify Library Readers.

**2.** In order to establish a library account, one has to fill in a registration form and pay a registration fee. The fee is paid once and is non-returnable. The registration fee is set by the Library Managing Director.

**3.** Readers' personal details given in the registration form are exclusive property of the Library. They are not lent, sold, or in any way made available to any third party.

**4.** Library card is valid from the moment a sticker with a barcode on it is attached to the card.

**5.** Library card must not be shared with any other person. Such practice may result in being expelled from the Library.

6. The Library does not issue and does not acknowledge any authorization for a third party to borrow books. In special cases such requests will be examined by the Library Managing Director.
7. Owners of library cards are obliged to inform the Library about any changes in their personal details that could modify the contents of their registration form.
8. In case of loss or destruction of the library card, Readers should inform the Library about the fact as soon as possible. A duplicate barcode is issued after a written statement of the fact has been produced and the fee has been paid.

#### § 4

The following collections are available only in the Reference Library:

- Reference Library documents,
- newspapers and magazines,
- cimelia (special collection),
- scientific papers.

### REFERENCE LIBRARY REGULATIONS

#### § 5

1. All documents in the Reference Library are available only on the premises of the Library.
2. Readers are allowed to access the Internet for scientific purposes only. Non-scientific use of the Internet is not allowed and may result in suspending in rights of a Library user for a period of one semester.
3. The Library provides access to computerized catalogs. General help with the catalogs is provided by the librarian on duty.
4. All persons visiting the Reading Room are obliged to:
  - leave coats, jackets, bags, umbrellas, etc. in the cloakroom,
  - check at the desk and leave their library card or other ID,
  - show to the librarian any books and/or magazines brought into the Reading Room when entering and leaving,
  - request any documents not later than 15 minutes before closing,
  - signal any damage to the documents while borrowing and return documents in good condition, otherwise they will be charged for damages,
  - remain silent and behave orderly,
  - refrain from eating, smoking and making phone calls,
  - not bring any food or drinks,
  - observe photography restriction
- show the content of their bags to the Library staff if the door gate gives any signal.
5. In case of inappropriate behavior, the librarian has the right to expel the troublesome person from the Library.

## LENDING LIBRARY REGULATIONS

### § 6

In order to use the Lending Library, a person has to belong to one of the following groups:

- students of all types of studies at the Vistula University,
- students of post-graduate studies with doctorate seminars,
- full-time employees of the Vistula University,
- third party organizations (in accordance with the general rules of interlibrary loans).

### § 7

**1.** The following loan periods apply:

- full-time educational staff and candidates for doctor's degree: 6 documents for 90 days,
- administrative staff and students: 4 documents for 30 days (no prolongation allowed),
- interlibrary loans: 4 documents for 30 days.

**2.** In special cases, the Library Managing Director may alter the limitations.

**3.** Every book has to be returned by its due date. Failure to comply with the above regulations will result in a penalty fee being imposed upon the library account owner.

**4.** Time between returning and borrowing the same volume can not be shorter than seven (7) days.

### § 8

**1.** The document identification card and Reader's signature on it stand for the signing of a loan contract and thus make the Reader responsible for the document and its timely return, as stated in articles 714 to 719 of the Code of Civil Law.

**2.** If the loan becomes overdue, the Library charges Reader's account with a penalty fee as stated in Ordinances of the Library Director, for each day and each document, starting from the day after the return date.

**3.** Readers with liabilities of any kind can only use the Reference Library.

### § 9

**1.** In order to settle their account and meet any obligations, Readers ought to:

- return all documents loaned,
- buy back lost or damaged documents,
- send a remittance equivalent to the original value of a document, if buying it back is not possible,

– pay any penalty fees.

2. If any of the above conditions is not met, the Library cannot settle a Reader's account. Any rights of the Library infringed by a Reader will be claimed in accordance with the Law.

## § 10

Employees and students of the VISTULA University who end their working and/or study period are obliged to produce a circular letter in order to have their accounts successfully settled.

## INTERLIBRARY LOANS

### § 11

1. Only employees and students of the VISTULA University are entitled to benefit from an interlibrary loan service. They can use the service in person only, and only in libraries which have signed proper contract with the Vistula University Academic Library.

2. Interlibrary loans are performed on the basis of the Lending Library regulations.

3. For every document requested by means of interlibrary loan service, a deposit must be placed. The amount of the deposit is set by the Library Managing Director.

4. The deposit is lost when the loan period is exceeded.

## CONCLUDING REGULATIONS

### § 12

1. Failure to comply with any of the regulations will result in partial or complete suspension in the rights of Reader of the Library.

2. Decisions beyond the scope of the regulations, concerning access to Library collections, are made exclusively by the Library Managing Director.

3. Regulations are valid asinceacademic year of 2017/2018.

Regulations of the Academic Library of the VISTULA University in Warsaw

I hereby ratify:

Deputy Rector for Scientific Research Marta Götz, PhD, DSc