

Rules and regulations on the provision of access to the collections of and the use of the services of the Library of Wrocław Medical University

I. Preliminary provisions

§ 1

1. The following document sets out rules on the provision of access to the collections owned by Wrocław Medical University, hereinafter referred to as WMU, as well as to the materials acquired contractually and through inter-library loans.
2. Library users are obliged to familiarise themselves with these rules and to observe them.

§ 2

1. The unified WMU library and information system, hereinafter referred to as the library, is comprised of:
 - a) the Main Library and its Branch Library,
 - b) libraries of other organisational university units, referred to as special libraries.

§ 3

1. The library collections are available:
 - a) to use on site:
 - in the Silent Study Zone
 - in the Open Access to Books Area
 - in the Open Access to Periodicals Area
 - in the Special Collections Reading Room (the rules of the Special Collections Reading Room are set out in Annex no. 1 to this document)
 - in individual and group study rooms

- in Branch no. 1
- b) through individual loans:
- at the Circulation Desk
 - in the Open Access to Books Area by using the self-service checkout machines
 - in Branch no. 1
- c) through web access in accordance with the existing contracts,
- d) through various types of access in accordance with the copyright law and the existing licence agreements.

§ 4

1. The use of library collections is free of charge, subject to point 2.
2. The library may charge fees for:
 - a) library card activation, returns of overdue items, destroying or damaging of library items, and deposits on loanable items,
 - b) providing library services.
3. The amount of fees is determined by the Director of the Main Library. The price list constitutes Annex no. 3 to this document.

§ 5

1. The Main Library provides access to 11 individual study rooms as well as 6 group study rooms for up to 4 or 8 people.
2. The study rooms can be used by the students, Ph.D. students and employees of WMU who hold a valid electronic ID and have been registered with the Central Authorisation System. The study rooms are available during the opening hours of the Main Library.
3. The rules on the use of the study rooms are set out in Annex no. 2 to this document.

II. General provisions

§ 6

1. Library users shall observe the rules of social intercourse and propriety that generally apply in public places.

2. Library users shall observe the order regulations and use the library items and equipment with which they have been provided in a respectful manner.
3. It is forbidden to smoke or vape on the library premises.
4. Library users shall leave their outer clothing, backpacks, briefcases, bags, umbrellas etc. in the cloakroom or lockers before entering the library premises. Library staff have the right to refuse access to the library to those who do not comply with these rules.
5. It is forbidden to bring animals to the library except for therapy and assistance animals.
6. It is forbidden to bring food or beverages to the library premises, except for water in closed transparent bottles.
7. Library users shall maintain complete silence in the Silent Study Zone, the Special Collections Reading Room and in the individual study rooms.
8. It is forbidden to move any of the furniture and equipment owned by the library.
9. It is forbidden to disconnect library computers from the network and connect library users' own devices in their place. It is also forbidden to disconnect peripheral devices (mouses, keyboards etc.) from the library computers and connect them to library users' own devices.
10. Used library materials should be put away onto the designated trolleys or returned to the librarian on duty. It is forbidden to put the used library materials away onto the bookshelves on one's own.
11. In the event that a library user triggers alarm in the security gates, the library staff have the right to inspect the materials, items and equipment that the user is taking out of the library, which the user is obliged to show.
12. The library shall not be responsible for users' personal belongings left unattended.
13. Persons who threaten public safety and order or who break the generally accepted norms of behaviour may be asked to leave the library premises.
14. Filming, taking photographs of or otherwise recording the library premises or collections requires permission of the Director of the Main Library.

§ 7

1. The collections of the Main Library held in the library stores can only be used after requesting them through the electronic library catalogue.
2. Requests are fulfilled within 2 hours.
3. If the requested items are not collected within 7 days, the request is automatically cancelled and the user's account is blocked. To unblock their account a library user must contact the library.

III. The Silent Study Zone and the Open Access to Shelves Areas

§ 8

1. All interested persons have the right to use the library collections on site.
2. In the Silent Study Zone and the Open Access to Shelves Areas library users can:
 - a) access the Silent Study Zone collections by themselves,
 - b) access the collections in the Open Access to Shelves Areas by themselves,
 - c) use the collections from the Main Library stores,
 - d) use the collections brought from other libraries through the inter-library loans,
 - e) use their own materials,
 - f) use the computer workstations,
 - g) use their own computer and reprographic equipment (such as scanners and digital or video cameras) provided that they do not disturb other library users or break the law.
3. It is not possible to remotely request or reserve the collection items from the Open Access to Shelves Area.
4. It is permitted to move the library materials freely between the Silent Study Zone and the Open Access to Shelves Areas.

IV. Circulation

§ 9

1. The following are eligible for external loans in the Main Library:
 - a) students, Ph.D. students, postgraduate students and employees of WMU,
 - b) retired WMU research and teaching employees with the permission of the head of the Circulation Department or the Director of the Library,
 - c) medical professionals working in the Lower Silesian Voivodeship,
 - d) under the signed agreement, students and research employees of other public universities in Wroclaw starting from the second month of each academic year (November),
 - e) national and international libraries and institutions eligible for inter-library loans.

§ 10

1. The following are not available for individual external loans:

- a) materials in the reference collections,
 - b) materials in the Silent Study Zone,
 - c) materials in the Open Access to Books Area marked with a red strip,
 - d) journals (in the Open Access to Periodicals Area and the library stores),
 - e) prints published before 1945,
 - f) rare and valuable materials,
 - g) doctoral and Ph. D. theses of which the Main Library has only 1 copy,
 - h) original documents acquired through inter-library loans,
 - i) items that are damaged and require preservation.
2. The use of materials enumerated in point 1 is only possible on site.

§ 11

1. Documents authorising external loans are: library card, electronic student identity card (ELS), electronic employee identity card (ELP).
2. Activation of a library account is only possible in the Main Library. In order to activate and register in the system a document authorising external loans, it is necessary to fill in and sign a declaration (including consent to the processing of personal data and confirmation that the user has familiarised themselves with the rules and regulations), present proof of identity for inspection and pay a registration fee. The following documents are required in order to activate the library account:
 - a) students, Ph.D. students and postgraduate students of WMU– ELS,
 - b) WMU employees – ELP or certificate of employment if ELP is not available,
 - c) interns – internship booklet with stamped confirmation of the place of internship in the Lower Silesian Voivodeship,
 - d) university students from other institutions – ELS and home university clearance form,
 - e) research employees from other universities – certificate of employment from home university,
 - f) medical professionals – medical licence and current certificate of employment.
3. It is forbidden to transfer the rights as a library account holder (library card holder) to other persons.
4. The account is valid:
 - a) for students and Ph. D. students – for 5 years with the possibility of extension (verification is based on a student ID or a confirmation document issued by the dean's office),

- b) for postgraduate students – for 2 years,
 - c) for employees – for the period of employment at the university (with an obligation of renewal every 5 years),
 - d) for persons outside the university – up to 5 years, depending on the period of employment or education.
5. The owner of a library account is obliged to notify the library in person about the change of their surname, home address or the place of employment, as well as the field and type of studies.
 6. A fee is charged for the issuing of a library card to the persons listed in § 11 point 2 letters c–f in accordance with the price list. Also, WMU employees who do not have an ELP are charged with a fee.
 7. A fee is charged for the issuing of a duplicate library card in accordance with the price list.
 8. The owner of a library account is obliged to notify the library in person in the event of loss or destruction of documents authorising external loans.
 9. Before receiving a diploma or leaving the university, students, Ph. D. students and employees of WMU are obliged to settle their library account and receive a confirmation on their clearance form.

§ 12

1. The loaned library materials are entrusted to the library user's care. When borrowing the library materials a library user should check their condition in the presence of a librarian and report any noticed defects (highlights, annotations, mechanical damages, lack of something). Should there be any defects of the library materials noticed upon their returning, that had not been reported upon their borrowing, the library user will be materially liable for the noticed defects.
2. Library users are obliged to handle the loaned books in a responsible manner. It is strictly forbidden to: tear out or fold book pages, make highlights or marks, repair books on one's own, etc.

§ 13

1. Loans are registered in the library computer system.
2. Library collection items are available for external loans for a given period of time according to the user's status, i.e. for 3, 6 or 12 months, or in the case of books marked with a green strip – for 1 month irrespective of a user's status.

3. The following external loan limits apply:
 - a) WMU students: 10 items for 6 months,
 - b) WMU Ph.D. students: 10 items for 12 months,
 - c) WMU research employees: 15 items for 12 months,
 - d) other WMU employees: 5 items for 3 months,
 - e) medical professionals: 5 items for 3 months starting from the second month of each academic year (November),
 - f) other users: 3 items for 3 months starting from the second month of each academic year (November),
 - g) in Branch no. 1 limits apply according to § 23.
4. In the period from 1 November to 30 June the loan limit for WMU students is raised. Information about the current loan limit can be checked after logging in to the library account or on the library's website.
5. Unless there is a reservation made by another library user, it is possible to renew the loan period up to three times.
6. In exceptional circumstances the library may require for a loaned item to be returned before the due return date or stipulate, when loaning, an earlier return date.
7. Library users are responsible for the condition of their library accounts and are obliged to verify the correctness of operations recorded in their accounts.
8. Library users are obliged to return books within the specified period or renew the loan period.

§ 14

1. Failure to return the borrowed library materials on time will result in the following consequences:
 - a) charging a fine in accordance with the price list which constitutes an annex to this document,
 - b) temporary suspension of borrowing rights until the fine is paid.
2. In justified cases, at the written request of the user, the Director of the Main Library may reduce or remit the fine.

§ 15

1. In case of loss or damage of the library materials library users are obliged to:
 - a) buy another copy of the same or newer edition or

- b) provide another publication or publications indicated by the library whose value is determined in accordance with point 2.
2. The real value of publications is determined by the library based on the analysis of antiquarian prices and current costs of purchasing of library materials.
3. The issues concerning lost books are solved by the head of the Circulation Department of the Main Library.

v. Inter-library loans

§ 16

1. The library provides users with access to books, journals and copies of articles obtained from other libraries.
2. Unavailability of the requested items in other libraries in Wroclaw is a prerequisite for accepting the request.
3. Original materials are made available for the period of 1 month or other period of time determined by the loaning library.
4. Organisational units of the Faculty of Pharmacy of WMU use the library services through Branch no. 1.

§ 17

1. The following are eligible for using the inter-library loan services:
 - a) students, Ph.D. students and employees of WMU,
 - b) other interested users.
2. A fee for the inter-library loan service is charged in accordance with the price list constituting an annex to this document.
3. The pricing policy assumes that the costs of obtaining or making materials available are covered. They may include:
 - a) the cost of copying or scanning,
 - b) postal charges or bank transfer costs,
 - c) charges for obtaining texts through electronic document distribution systems,
 - d) the price of the storage device in the case of some digital copies.

§ 18

1. Original documents obtained through inter-library loans are made available on site:
 - a) in the Main Library in the place designated by a librarian on duty,
 - b) in Branch no. 1.
2. Users become owners of the materials obtained as paper or digital copies.

VI. Providing access to electronic resources

§ 19

1. The library provides access to the following electronic resources:
 - a) subscription-based resources,
 - b) own databases created by the library,
 - c) multimedia publications.
2. Access to and use of non-public electronic resources is subject to licensing restrictions.
3. Licensed electronic resources of the library may be used on all computer workstations that are part of the WMU network and are authorised through the access management system.
4. Students, Ph.D. students and employees of WMU can use the licensed electronic resources on computers outside of the university network through authorised access after registering in the university's Central Authorisation System.
5. It is forbidden to transfer a user's own password for accessing the licensed electronic resources to third-party individuals.
6. The resources may be subject to other distributional restrictions determined by the producer or vendor in the licence agreements. Users are obliged to comply with these rules.
7. Making electronic and paper copies of the resources made available by the library is subject to copyright restrictions. Copying cannot be in the nature of commercial distribution or redistribution to users other than eligible users.
8. Bulk printing and copying of the content and making any changes or modifications to the resources made available is forbidden.

VII. Medical scientific information and bibliometric services

§ 20

1. The Main Library provides medical scientific information and bibliometric services for students, Ph.D. students and research employees of WMU as well as to other persons engaged in research activities. The services are free of charge and are provided by the Department of Scientific Information and Library Promotion, the Department of Bibliography and Bibliometrics and Branch no. 1.
2. The range of services includes: searching for, compiling and making available information on medicine and related sciences; support in using print and electronic sources of information; providing bibliographic and bibliometric information; providing training on the use of the library resources and medical scientific information to students, Ph.D. students and employees of WMU.
3. The Department of Bibliography and Bibliometrics of the Main Library records on Polish Platform of Medical Research of WMU current research output of employees and Ph.D. students of WMU that has been published in the final form appropriate to the publications concerned and Ph.D. dissertations prepared at WMU. Recording of earlier publications (among other things, prior to WMU employment) requires permission of the head of the department.
4. The Department of Bibliography and Bibliometrics of the Main Library and Branch no. 1 prepare various bibliometric analyses of research output for the needs of the university, its organisational units as well as employees and Ph.D. students, in accordance with the following rules:
 - a) bibliometric analyses are prepared for the purpose of assessment of the research output as defined in the relevant university regulations and orders,
 - b) bibliometric analyses are prepared on the basis of the database Polish Platform of Medical Research of WMU. Analyses are prepared on the basis of a publications list provided by the author in the case of incomplete data in the database or for persons who are not employees or Ph.D. students of WMU.

VIII. Computer workstations

§ 21

1. All persons interested in medical scientific information have the right to use the library computer workstations.

2. The computer workstations shall only be used for research and teaching purposes.
3. It is forbidden to use the computer workstations:
 - a) for commercial purposes,
 - b) for actions infringing the copyright of creators and owners of software or data,
 - c) for other actions in breach of the law.
4. It is forbidden to install additional software and make changes to existing configuration settings.
5. Library users can archive session results on their own data storage devices free of charge. Eligible users can print for a fee using the Central Printing System.
6. In case of violation of these rules, the librarian on duty has the right to immediately terminate a user's session.
7. Library users should report any malfunctions of the hardware, software etc. to the librarian on duty.
8. During the training sessions that are held in the multimedia room the computer workstations located there are unavailable to users not attending the sessions.

IX. Central Printing System

§ 22

1. The possibility of copying library materials is regulated by the Act of 4 February 1994 on Copyright and Related Rights (Dz.U. 1994 nr 24 poz. 83, z późn. zm.) as well as the licence agreements on access to scientific resources signed by WMU.
2. The Central Printing System that is available in the Main Library consists of self-service multifunctional devices and the cash deposit machine.
3. Only students, Ph.D. students and employees of WMU can use the system devices, after registering with the Central Authorisation System.
4. ELP or ELS is required to use the Central Printing System.
5. The Central Printing System can be used for:
 - a) copying,
 - b) scanning,
 - c) printing out files from a computer,
 - d) printing out files from a USB flash drive (PDF files only).

6. Copying and printing with the Central Printing System is a paid service and requires funding one's account in the system in advance by means of the cash deposit machine. Fees for using the system are specified in the price list. Scanning and sending documents electronically is free of charge.

X. Branch of the Main Library

§ 23

1. The library collections are available to use on site or through external loans.
2. All interested persons have the right to use the library collections on site.
3. The following are eligible for external loans:
 - a) employees of the Faculty of Pharmacy units:
 - from the collections of the Faculty of Pharmacy units – 10 items for 12 months,
 - items with WF location – 5 items for 3 months,
 - b) students and Ph.D. students of the Faculty of Pharmacy:
 - items with WF locations – 5 items for 3 months,
 - c) students, Ph.D. students and employees of other WMU faculties:
 - items with WF locations – 5 items for 3 months,
 - d) retired research and teaching employees of the Faculty of Pharmacy with the permission of the Director of the Library,
 - e) national and international libraries and institutions eligible for inter-library loans.

XI. Final provisions

§ 24

1. In matters not covered by these rules, decisions are taken by the Director of the Main Library. The Director's decision may be appealed to the Rector of WMU.
2. Failure to comply with these rules shall result in the loss or restriction of the right to use the library. In justified cases, users may be held liable for damages.
3. Comments and requests concerning activities of the library may be submitted to the Director of the WMU Main Library.