

Annex no. 1 to
„Rules and regulations on the provision of access to the
collections of and the use of the services of the Library of
Wroclaw Medical University”
(Order no. 57 /XVI R/2023
of the Rector of Wroclaw Medical University
of 12 April 2023)

Rules and Regulations of the Special Collections Reading Room

I. General rules

§ 1

1. All interested persons can use the Special Collections Reading Room for research and teaching purposes.
2. Special collections include the following: old prints, manuscripts, iconographic collections (e.g. bookplates), medals, social life documents (DŹS) as well as books and journals published before 1945, doctoral theses and typescripts of Ph. D. theses.
3. Doctoral theses and typescripts of Ph. D. theses that are unavailable in the university repository (PPM) can be used in the Special Collections Reading Room after requesting them in advance.
4. The reference collection is available to use on site in the Special Collections Reading Room.
5. The library reserves the right to refuse to make an item available due to the state of preservation of the collections or when the item's digital copy is available.
6. The Director of the Main Library may issue a special permission to make special collections available on site or for an external loan for the purposes of exhibitions, research or preservation at the written request of interested parties, which will be regulated by a separate contract regarding the security of the collections.

II. Order regulations

§ 2

1. Users of the Special Collections Reading Room are obliged to:
 - a) report to the librarian on duty all of the personal materials that they bring to the reading room,
 - b) sign the visitors' book in a legible manner,
 - c) take the seat indicated by the librarian on duty.
2. The library materials that are made available for the library user are entrusted to the library user's care. When receiving 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.
3. A librarian determines the number of the library materials that can be made available at one time.
4. It is forbidden to leave unattended the special collections provided. Library users are obliged to report to the librarian on duty when leaving the reading room.
5. Requests for the materials located in the Special Collections Stores need to be submitted 1 day in advance. If the requested items are available, it is possible that the requests will be fulfilled on the same day. Requests submitted 1 hour before the closing of the Special Collections Reading Room will be fulfilled the next day. Other requests, e.g. for the materials from the main library stores or for the reference collection items, are fulfilled on the same day.

§ 3

1. The range of available reprographic services 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. Scanning special collections is only possible for the purposes of research, teaching, publishing or exhibitions after receiving permission from an employee of the Department of Special Collections or the Director of the Main Library. Each special collection item shall be considered separately.
3. In order to receive permission, it is necessary to submit a request through an online form available on the library's website or directly in the Special Collections Reading Room.

III. Final provisions

§ 4

1. In matters not covered by these rules, decisions are taken by an employee of the Department of Special Collections or the Director of the Main Library.
2. Failure to comply with these rules shall result in the loss or restriction of the right to use the collections.