

## CHAPTER 5 REGULATIONS ON USE OF THE LENDING ROOM

### 1. Rights to open an account in the Lending Room.

1.1. The Lending Room services can be used by:

1.1.1 full-time and extramural AGH University students

1.1.2. full-time and extramural students of other state universities in Cracow

1.1.3 full-time students of state schools (colleges) of higher professional education which have signed a contract of cooperation with AGH University

1.1.4 AGH University employees

1.1.5. employees of research institutes, state colleges, state universities and public educational institutions of Cracow

1.1.6. employees of other research institutes, state colleges, and state universities provided they live permanently or temporarily in Cracow

1.1.7. doctoral AGH University students

1.1.8. doctoral students of other state universities or colleges in Cracow

1.1.9. postgraduate AGH University students

1.1.10. AGH University trainees

1.1.11. foreign students participating in the Mobility of University Students Program

1.1.12. retired AGH University employees

1.1.13 college, university and secondary school libraries, research institutions and establishments of Cracow

1.1.14 other users on the basis of an agreement between their employing institution and the AGH University Main Library; detailed rules in such cases are set by the Director of the Main Library.

### 2. Formalities for opening and updating an account

2.1. Each user has an electronic account and in case of non-electronic loans - a "traditional" (paper) account.

Loans and other operations related to one's electronic and traditional account shall be made solely on the basis of a library card, Electronic Student Card (ELS), Electronic Doctoral Student Card (ELD) or Electronic Employee Card (ELP). Ordered books can be collected by another person provided an appropriate written authorization and the user's library card has been submitted.

2.2. A condition for opening and updating an account for users mentioned in point 1.1. is having a library card or ELS/ELD/ELP, completing and signing a registration form thus confirming acceptance of Main Library rules and permission for the registration of electronic transactions in computer records (see the relevant appendage). The user is also obliged to show an identification card or passport.

2.3. Students and doctoral students of AGH and other universities in order to open or validate an account in the Lending Room, apart from the conditions referred to in point 2.2., are required to submit a student card valid for the current academic year.

2.4. A condition for a postgraduate AGH University student getting a valid library card is apart from terms referred to in point 2.2, submitting an application by the Manager of Post

Graduate Studies to the Lending Room (appendage G) including a list of post graduate students.

2.5. Users mentioned in point 1.1.10, apart from conditions referred to in point 2.2. are obliged to submit a statement signed by their academic supervisor (appendage H).

2.6. Users mentioned in point 1.1.11, apart from conditions referred to in point 2.2. are obliged to submit a statement signed by an employee of the Centre for International Students (appendage M).

2.7. Users mentioned in point 1.1.12, apart from conditions referred to in point 2.2. are required to submit a senior citizen card.

2.8. In case of interlibrary loans (point 1.1.13.) in order to open or update an account, the following documents are required:

- a library card
- a statement (appendage I).

2.9. An account in the Lending Room is valid for the academic year, in which it was opened or updated (but not later than until 31st October each year).

2.10. AGH University employees and students can update their accounts for the next academic year from 1st September each year, and students from other state universities in Cracow from 15th November each year.

2.11. Accounts of persons or institutions who violate Regulations of the AGH University Main Library or other libraries will not be updated.

2.9. In order to settle up with the University a confirmation of the settlement of liabilities to the Main Library on a circulation card is required.

### 3. Lending regulations

3.1. In the Lending Room one can:

- lend and return books from the basic book collection “P” ordered online or on paper order slips
- return books from the multiple copy book collection “W”, checked out oneself in the Self Access Zone.

3.2 The following types of publications cannot be lent outside the Main Library:

3.2.1. journals

3.2.2. special collections, i.e. standards, patent descriptions, cartographic documents, doctoral dissertations, corporate literature

3.2.3. archival copies

3.2.4. items from reference collections

3.2.5. dictionaries or encyclopedias

3.2.6. rare or expensive books

3.2.7. albums or loose-leaf publications in ring binders

3.2.8. books with numerous maps and illustrations (over 10, not included in the paginated text)

3.2.9. books published before 1945

### 3.2.10. restricted publications.

These library materials can only be used in reading rooms.

3.3. Libraries mentioned in point 1.1.12. can borrow books published after 1900 and doctoral dissertations. They cannot borrow current journal issues, journal issues and cartographic collections published before 1945, special collections (with the exception of doctoral dissertations), and publications mentioned in points 3.2.3. - 3.3.6. and 3.2.10.

3.4. Restrictions listed in point 3.2. may be partially or wholly suspended for a specified period of time in case of disabled users provided they present an appropriate document; the decision on making available to them collections mentioned in point 3.2 is taken each time by the Manager of the Circulation Department in consultation with the Director of the Main Library.

### 3.5. Lending limits and return /renewal dates

3.5.1. Lending limits and return /renewal dates are determined, depending on the user category, in a separate announcement of the Director of the Main Library.

3.5.2. One user cannot borrow two identical books.

### 3.6. Postponement of return/ renewal dates

3.6.1. At a user's request return/ renewal dates can be postponed.

- in case of books borrowed electronically from the basic book collection the first five renewals can be done by the user.
- in case of books borrowed electronically from the multiple copy book collection only the first renewal can be done by the user.
- for further renewals one is obligated to submit the request, presenting the borrowed books in the Lending Room.
- in case of the first five renewals of books borrowed in a traditional way (requesting books by filling up a paper order slip) one is obliged to declare one's request to the Lending Room in person, by phone or mail.

3.6.2. A return date cannot be postponed if:

- the borrowed book has been requested by another user
- the user's electronic or traditional account has been blocked.

## 4. Damages, penalties and fees

4.1. In case of a user's failure to meet return dates of library materials charges are levied for each day of delay according to the list of fees and services.

The amount of the charges is set by the Rector, after consultations with the Library Council, at the request of the Director of the Main Library. Information about charges is made public by the Director of the Main Library in the form of a list displayed in a place where it is noticeable in the Lending Room, at the information desk, and in the reading rooms.

4.2. Failure to meet the return date results in blocking the account in the Lending Room. An account is also blocked if:

- the user reports the loss of a library card, ELS, ELD or ELP
- the user does not notify the library about a change of address of residence or work
- the user violates other provisions of these regulations
- another library or agenda of the Main Library requests so.

4.3. Unlocking the account comes after removing the reason for blockade.

4.4. In case of damage or failure in returning the borrowed book, the decision about the way of repairing the damage is taken by the Manager of the Circulation Department, in accordance with the principles set out in Chapter 1 point 3.13.

4.5. If the user fails to meet the obligations set out in the Regulations, the Main Library can take a legal action. The amount of the financial equivalent is settled by the Manager of the Circulation Department, in accordance with the calculations of the Inventory Control Commission of Library Collections.

4.6. In random cases when the damage, destruction or failure to return the borrowed book was for reasons outside the user's control, the Manager of the Circulation Department, after considering the matter on the basis of the user's written explanation, may partially or totally exempt the user from obligations to repair the damage or loss.

4.7. In case of circumstances unforeseen in these Regulations, all decisions are made by the Manager of the Circulation Department, after consulting the Director of the Library.