

Chapter 1

General information

The AGH University Main Library is an academic library available to general public. The Library performs functions listed in the Law on Higher Education of 27 July 2005 (published in Dziennik Ustaw 2012, item 572) and the AGH University Statute.

1. Functions of the AGH University Main Library

1.1. Participation in the organisation of scientific research and educational activity of AGH University employees and students through:

- the acquisition and supplementation of collections according to the trends in scientific research and educational and organisational needs of the AGH University
- collections preparation
- storing and conservation of the collections
- circulation of the collections and reprographic services.

1.2. Organizing and conducting activities in the field of information science and documentation of academic activity of the University

1.3. Conducting training for:

- AGH University students
- students of library science
- employees of the Main Library and other libraries

1.4. Essential supervision and co-ordination of activity of the AGH University branch libraries

1.5. Conducting research and bibliographic activity in the field of library and information science

1.6. Taking up other activities resulting from participation in the national library network

2. The Main Library structure

The structure of the Main Library is as follows:

- Acquisitions and Collection Development Department
- Collection Preparation Department
- Special Collections Department
- Reference Department
- Circulation Department
- Storing Department
- Branch Libraries & Inventory Control Division
- Computer Division
- Administration Division

The Library is managed by the Director, whose competence is specified in the AGH University Statute. The Director co-operates with the Library Council in setting general directions of the Main Library development.

The Director can appoint a Directorial Council as an advisory body. Organization units are run by managers.

3. Rules for collection circulation

3.1. The library collections can be:

- used in the library reading rooms
- borrowed outside
- borrowed via interlibrary lending services

3.2. In order to use the reading rooms it is necessary to present one of the following:

- an electronic student card (ELS)
- an electronic PhD student card (ELD)
- an electronic employee card (ELP)
- a library card
- a reader card

ELS, ELD, ELP, and the library card entitle to use the collections in reading rooms, and to borrow outside the library.

3.3. The library card can be obtained (activated) in the Lending Room. The reader card, entitling to use the library reading rooms, can be obtained (activated) in the Main Reading Room, the Lending Room, or at the Catalogue Information Desk. Readers using the library reading rooms once a year are obliged to obtain a reader card, valid for one day.

3.4. Users are required to treat the library materials, rooms and library equipment with care.

3.5. Using the reading rooms

The Main Library collections are available for general public in reading rooms, upon presentation of a valid library or reader card or a valid electronic employee, student or PhD student card.

Library materials which are available in reading rooms can only be used there. In exceptional cases a short-term lending may be possible upon consent of authorised employees of the Main Library. Detailed regulations regarding using the collections are given in the Rules and Regulations of use of respective reading rooms.

3.6. Using the lending room

Users who have a valid library account in the lending room can borrow the library materials outside. Requesting and renewing, sanctions in case of failure to meet the return date, damage or loss of borrowed library materials are explained in detail in Rules for the use of the lending room.

3.7. Using the interlibrary (long distance) lending

Library materials, not being in the possession of the AGH University Main Library or branch libraries or other libraries in Cracow, can be brought from other Polish or foreign libraries.

The imported materials can only be used in the Main Library reading rooms.

All Polish and foreign libraries and institutions holding a valid account at the AGH University Main Library can use interlibrary services. Interlibrary lending services are offered under the rule of mutuality, and the borrowing library is responsible for the borrowed materials (from the moment of shipment) and for the adherence to rules and requests of the library owning the borrowed materials.

The procedure is explained in the Regulations and rules for interlibrary (long distance) lending.

3.8. Using electronic sources of information

AGH University employees, PhD students, and students can use electronic sources of information:

- created in the Main Library and available on the intranet
- licensed and open-access online sources, available in the main library and on the intranet

Persons who are not the AGH University employees, students or PhD students can use electronic sources of information (provided license agreements allow it) exclusively in reading rooms, on computers assigned by the librarian on duty.

3.9. Licensed electronic sources made available by the library can be used solely for scientific or educational purposes.

3.10. Each of library units, on the request of another, can suspend the rights of use in case of users breaching these regulations.

3.11. Fees are collected for some of the library services. The fees and services are decided by the Rector, on request of the Director of the library, and after consulting the Library Council information regarding fees is given in the price-list available on the Main Library website.

3.12. The Rector, upon a faculty dean's or inter-faculty unit manager's request, can decide price-lists for individual branch libraries.

3.13. Responsibility for borrowed library materials

Users bear full responsibility for borrowed library materials. In case of damage, destruction or failure to return borrowed materials the user is obliged to repair the damage in the following way and order:

- buy the same or different item selected by the manager of the Circulation Department
- cover the cost of copying and binding the lost or damaged item

In case of a loss or damage of an especially valuable item the reader is obliged to pay the value of the lost item, multiplied according to a conversion rate decided by the Library Inventory Control Division.

4. Historical Collection

4.1. The Historical Collection in the AGH University Main Library consists of:

- antique books
- 19th century books on technical sciences
- books published from 1901 to 1945, with special consideration of fields of science taught at the AGH University
- selected journals published before 1945
- cartographic collections published before 1945
- Polish patent descriptions, and Polish standards published before 1945
- selected publications bearing valuable ownership marks, hand-written dedications, famous people's notes etc.
- other library resources of special historical value

4.2. Library materials which compose the Historical Collection are collected, recorded, and processed according to rules for respective categories of collections and kept in appropriate storage rooms. These collections are circulated according to rules set by the Director of the Main Library.

5. Users' appeals against the decision of managers of the Main Library departments, regarding circulation of collections, are considered by the Director of the Main Library.

6. Leaving the University, employees, PhD students, and students are obliged to settle all liabilities towards the library.

7. Failure to observe these rules can result in temporary or permanent suspension of the right to use the library collections and services.