

## **Regulations of the Faculty of Education Library**

### § 1

Regulations on using the Faculty of Education Library of the University of Warsaw collections are introduced, further referred to as the “regulations on using the collections”.

### § 2

The regulations come into force on the day of approval by the Faculty Council.

#### **I. General provisions**

### § 3.

- 1) Library of the Faculty of Education of the University of Warsaw, further referred to as “Library”, is part of the Library and Information System of the University of Warsaw.
- 2) Library performs scientific, didactic and service tasks.

### § 4

The provisions of these regulations apply to service activities carried out in the following forms:

- 1) Providing access to printed collections, electronic sources and doctoral dissertations at the library premises,
- 2) Lending collections outside the Library,
- 3) Interlibrary Loan,
- 4) Preparing secondary documents in accordance with applicable copyright law.

### § 5

The collections of the Library are available to all visitors, who are required to read the content of the regulations and comply with its provisions.

### § 6

Basic Library tasks are carried out by Integrated Library System - VIRTUA.

## § 7

The Manager determines the detailed rules of using the library's collections not included in the regulations.

## **II. On-site access**

### § 8

Using the collections in the Reading Room is possible for:

- 1) University of Warsaw students, doctoral students, students of postgraduate programs and employees – after presenting a valid library card to the librarian on duty and entering the visit book,
- 2) Users from outside the University of Warsaw - after presenting ID card to the librarian on duty and entering the visit book

### § 9

Readers using the collections on-site are required to:

- 1 leave their coats, umbrellas, bags, backpacks, briefcases and other items indicated by the manager in the cloakroom,
- 2 inform the librarian on duty of any publications that are not the property of the Library and present them when leaving the Library premises,
- 3 return library materials undamaged and report any noticed damages to the librarian on duty,
- 4 respect the ban on smoking, consumption of foods and drinks,
- 5 respect copyright law,
- 6 respect the ban on taking library materials outside,
- 7 keep silence.

### § 10

The collections in the Reading Room are available in the Open Stacks.

### § 11

Collections stored in the Closed Stacks are made available in the Reading Room after placing the order. After use, they should be returned to the librarian on duty.

§ 12

Faculty teaching staff can borrow up to 5 books from the reading room to be used in class. Books must be returned the same day.

§ 13

Electronic sources available in the Library can be used on the computers in the Reading Room.

§ 14

The Reading Room makes available doctoral dissertations with the rights of a manuscript.

### **III. Borrowing outside the Library**

§ 15

Borrowing is possible for:

- 1) University of Warsaw students, doctoral students, students of postgraduate programs, research and teaching staff, librarians, administrative and technical staff on the basis of a valid library card.
- 2) The number of borrowed books and the period for which they are made available depends on the status of the reader registered in the library card of the University of Warsaw Library.
- 3) If a specific item is required, the library has the right to limit the number of items borrowed or the period of their use.

§ 16

- 1) Users are entitled to borrow books beyond Library after receiving library card from University of Warsaw Library or activating an Electronic Student Card (ELS), Electronic PhD Student ID (ELD) or an Electronic Employee ID (ELP).
- 2) The library card may not be made available to third parties.
- 3) Loss or damage of the library card must be reported immediately to the University of Warsaw Library.

§ 17

- 1) The borrowed book should be returned within the time limit set by the library computer program.

2) Failure to return the borrowed materials will result in the program blocking the user's account and charging a penalty fee for each item borrowed. The amount of the penalty fee is regulated by separate regulations (Rector's Order)

#### § 18

- 1) Readers should look after borrowed materials.
- 2) In the event of damage or loss of the borrowed book the reader is required to provide an identical item.

#### § 19

- 1) Readers completing their studies or terminating their employment are required to return the borrowed materials.
- 2) The reader's account is settled with electronic clearance slip.

#### § 20

Library does not loan:

- 1) materials from the Reading Room (exception § 12),
- 2) materials published before 1950,
- 3) materials marked with the symbol: "cim",
- 4) journals,
- 5) publications in poor condition.

### **IV. Interlibrary loan**

#### § 21

- 1) Using the Interlibrary Loan is possible for Faculty of Education employees, students, doctoral students and students of postgraduate programs:
  - a) if the materials are not available in Faculty of Education Library, University of Warsaw Library or in other Warsaw libraries
  - b) the ordering party bears the costs related to bringing the materials to the library
  - c) documents brought from other libraries are available only in the Reading Room.
- 2) Research and development centers are entitled to Interlibrary Loans after opening an account in the library or submitting the reverse.
- 3) Borrowing materials from foreign libraries is run by the University of Warsaw Library.

## **V. Provision of secondary documents in accordance with applicable copyright law**

### § 22

- 1) The Library may accept a copy of the work for on-site use by the library only with the written consent of the copyright holders.
- 2) The Library accepts only those materials that it does not have in its collections.
- 3) The Library honors all rights reserved by publishers.

## **VI. Responsibility for non-compliance with the regulations**

### § 23

- 1) Users violating the regulations may be deprived of the right to use the Library.
- 2) The decision to deprive this right is made by the library manager.

### § 24

The decision of the Library Manager may be appealed against to the Dean of the Faculty of Education of the University of Warsaw.

## **VII. Final provisions**

### § 25

Resolution of disputes and matters not provided for in the provisions of these regulations is the responsibility of the Library Manager.