

# **RULES AND REGULATIONS OF SHARING COLLECTIONS OF THE LIBRARY OF CARDINAL STEFAN WYSZYNSKI UNIVERSITY IN WARSAW**

## **General provisions**

### **§1**

1. These Regulations define the rules for using the collections of the Library of Cardinal Stefan Wyszyński University in Warsaw (hereinafter the UKSW Library) and are available on the UKSW Library website.
2. Users will be notified by e-mail of any change to the Regulations.
3. A user with an account in the integrated library system accepts these Regulations electronically in the USOS system, which implies acceptance of all obligations arising from them. In special cases, acceptance of the Regulations in paper form is permitted.
4. It is not permitted to pass on access data to third parties. The account holders in the integrated library system are fully responsible for sharing their account details with others.
5. The collections and equipment of the UKSW Library are the public weal and need to be respected. Detailed information specifying the rules and manner of using the collections, services, and equipment are made public in the form of announcements available in the Library and on the Library's website.
6. The use of the collections and services of the UKSW Library is free of charge, subject to section 7 and § 7 section 9 of these Regulations.
7. The UKSW Library charges fees for library services, which are regulated by the UKSW *Library Price List of Fees and Services* and *The Price List of Digitizing Services performed by the UKSW Library Digitisation Laboratory*.
8. The rules for using electronic resources are specified in the terms of the licence granted to the Library and the internal regulations of the UKSW Library.
9. The rules for providing access to collections on deposit in the UKSW Library may be specified by separate regulations.

## **Access to collections**

### **§2**

1. The UKSW Library makes its collections available to students, doctoral students as well as the UKSW employees, and - as a public research library - to other interested readers who can only use the Library's resources on the spot or through interlibrary loans.
2. The right to use the collections and services of the UKSW Library is acquired after accepting the provisions of these Regulations.
3. The right to full use of the collections is granted by a library card. The function of a library card is performed by:
  - 1) a valid UKSW Electronic Student/Doctoral/Academic Staff ID Card,
  - 2) **UKSW Access Card** (UKSW employees only) – after activation in the Library,
  - 3) Postgraduate Student Card,
  - 4) mStudent ID Card (service within the mObywatel application - gov.pl portal) of a UKSW student,
  - 5) Warsaw City Card or another Mifare card for retired UKSW employees, research and teaching staff employed under civil law contracts, visiting professors, or based on a studentship certificate to attest one's participation in courses organised by the UKSW, - the so-called deposit account valid for one year or for the duration of the contract for visiting professors,
  - 6) an Electronic Student/Doctoral/Employee Card or a Warsaw City Card of a reader of a library that is a member of the Warsaw Reciprocal Borrowing Programme (hereinafter the SWW – BiblioWawa), whose data has been entered into the SWW application by the home library. This document entitles the user to borrow from the collections of the UKSW Library until the end of the validity of the user's account in the SWW. This document does not authorise the use of electronic databases and interlibrary loans of the UKSW Library.
4. It is prohibited to surrender to or use the student/doctoral student ID or library card by third parties; the exception is for the UKSW students with disabilities, whose library card may be used by persons authorised by them. The authorisation should be recorded in the ALMA library system.
5. In case of difficulties in determining the reader's identity, the UKSW Library reserves the right to verify the reader on the basis of a document with a photograph.

6. Documents listed in section 3 entitle users to:

- 1) have their own account in the computerised library system,
- 2) use the collections on site,
- 3) borrow collections outside the Library,
- 4) use of electronic databases (except for section 3 point 6),
- 5) interlibrary loans (except of section 3 point 6).

7. The user is entitled to have only one account in the integrated UKSW library system.

8. Persons who do not have an account in the integrated library system or the documents listed in section 3 order and use the collections in the reading room on the basis of orders sent to the reading room.

9. A separate institutional account in the integrated library system is established for one year for libraries cooperating within interlibrary loan and requires renewal.

10. The holder of an account in the integrated library system may authorise a named person (excluding non-UKSW users of the SWW) to collect or return library materials. From the e-mail account indicated in the library computer system, an e-mail should be sent to the address of the lending room of the UKSW Library (depending on the place of collection/return: Dewajtis or Wóycicki Campus).

11. Persons authorized to use the UKSW Library listed in section 3 point 5 must pay a deposit of 50 PLN per copy before borrowing library materials. The deposit should be paid to the indicated bank account of the University.

12. The deposit shall be refunded by the Bursar's Office after the payment of liabilities to the UKSW Library, at the request of the deposit user sent, by e-mail to the address of the lending room. The designated librarian requests the Bursar's Office to return the deposit within three days of receiving the request.

## **Library loans. General rules**

### **§ 3**

1. The UKSW Library provides access to its collections:
  - 1) on site,
  - 2) through loans outside the Library,
  - 3) through interlibrary loans,
  - 4) in the case of electronic resources via a computer network.
2. The UKSW Library provides users with self-service scanners in its reading rooms.
3. The UKSW Library does not permit photocopying or scanning of the following library materials:
  - 1) special collections (manuscripts, old prints, graphic, musical, cartographic collections, documents of social life, rare prints),
  - 2) books and periodicals published before 1950,
  - 3) bibliophile copies,
  - 4) scientific dissertations (doctoral theses) as well as master's and bachelor's theses,
  - 5) bound periodicals larger than A4 format,
  - 6) documents whose poor condition does not allow making copies,
  - 7) bound books and periodicals whose spines may be damaged during copying,
  - 8) publications with a clear disclaimer not allowing the copying of all or part of them.
4. It is permitted to take photos of the collections with the one's own digital camera (without using a flash), except for unpublished diploma theses, only on site and with the consent of the librarian on duty. Copyright regulations apply to the production of secondary documents.
5. People with disabilities, pregnant women, veterans, anti-communist opposition activists and people repressed for political reasons are served out of turn.

## Library loans on site

### §4

1. The collections of the UKSW Library can be used on-site in the reading rooms.
2. To use the collections in the reading rooms of the UKSW Library, the user presents a document (traditional, electronic or on electronic devices) to the duty librarian, who enters the data (name, surname, university, or faculty if the user is from the UKSW, start and exit time) for statistical purposes in a protected file.
3. Library materials kept in stacks should be ordered to the reading rooms by electronic means (users with an electronic account) or on traditional call slips for users from outside the UKSW and in the situation when the ordered library materials do not have a bibliographic description in the library system.
4. Orders placed in the reading rooms are accepted no later than 30 minutes before closing time of the reading room. Not more than 10 orders are processed at a time.
5. Materials made available from the stack must be returned 10 minutes before the reading room closes.
6. Works delivered to the reading room may, at the user's request, be reserved for seven days. Materials not used within one week are returned to the stack.
7. Materials brought from other libraries within interlibrary loan are accessed in the Humanities Reading Room or the Law Sciences Reading Room, depending on the user's indication.
8. Access to old prints and manuscripts (excluding diploma and PhD theses) is specified in the *Regulations for the Access to Old Prints and Manuscripts*.
9. Access to special collections (graphic, music, cartography, documents of social life, rare prints) is only possible on site.
10. Access to periodicals is only possible in the reading rooms at the library points indicated in the catalogue.
11. Paper copies of bachelor's, master's and doctoral theses can only be used in the Reading Rooms on the Dewajtis Campus. Since 2009, these theses have been registered electronically in the Archive of Diploma Theses (APD) and made available on specially prepared terminals or workstations in the Theological-Canonical Reading Room. In order to obtain access, it is required to submit an application to the Director of the UKSW Library with a recommendation from the thesis supervisor or institution (with

a stamp). A specimen application form is available on the Library's website. It is not possible to copy any part of the text on any recording medium.

12. In the case of using bachelor's, master's or doctoral theses by a reader, the librarian on duty in the reading room enters the data (name, surname, university, or faculty if the user is from the UKSW, title of the thesis/theses, start and exit time) for statistical purposes and copyright protection in a secured file.
13. It is forbidden to take materials used in the reading rooms outside the reading room without prior permission from the librarian on duty.
14. It is forbidden to bring large bags, shopping bags, backpacks or outdoorwear into the reading room.
15. Eating meals in the reading rooms is not allowed.
16. All users may use the computers intended for them, located in the Library.

### **Loans outside the Library. General rules**

#### **§5**

1. Loans outside the UKSW Library are carried out by the following lending offices: Local and Interlibrary.
2. Users with an account in the library system (except for the users mentioned in § 2, section 3, point 5) may independently renew the loan period of a borrowed item if it has not been overdue or another user has placed a hold on it. In accordance with the UKSW Library's *Regulations for the Access to the Collections*, the total loan period cannot exceed the sum of the days of the statutory loan and the 30-day renewal period (see Table 1). The renewal is available 7 days before the scheduled return date and is allowed up to one day before this deadline. The first renewal in the library system is allowed for 30 days. A subsequent renewal is allowed according to the information from the library system in one's library account depending on the date of the first renewal. The sum of the renewal periods may not exceed 37 days.
3. In justified cases, a renewal may be obtained by contacting the Lending Room by email. The borrowers should provide the librarian with their surname and first name and UKSW ID from USOSweb. The borrower applying for a renewal by email should receive a reply stating the applicable deadlines for returning books. Sending a request for an extension to the Library is not equivalent to a book renewal.

4. The Library has the right to set an earlier deadline for the return of particularly sought after materials. Then, the return deadlines specified in § 6 section 3 do not apply.
5. Failure to meet the return deadlines entails:
  - 1) Suspension of the right to borrow from the collection outside the UKSW Library until the liabilities to the Library are settled,
  - 2) A fine (see § 5 section 5),
  - 3) Notifying the home library in the case of a non-UKSW reader using the UKSW Library collection within the SWW.
6. The fine for one overdue item is 0.50 PLN for each day of delay. The fine is calculated automatically by the library computer system.
7. The user of the UKSW Library acknowledges the fine and the possibility of pursuing it in court that has jurisdiction over the seat of the UKSW.
8. The fine is to be paid to the University's subaccount within 7 days of the return of the library materials.
9. Faculty, doctoral students, undergraduate students, and administrative staff may compensate the Library for the overdue library materials by purchasing/transferring publications indicated by an authorized employee of the Library to the collections of the UKSW Library. The value of the purchased books cannot be lower than 50% of the fine. This applies to users whose overdue fine exceeds 40 PLN.
10. When the user, for financial reasons, is not able to purchase books as indicated in section 8, in exceptional cases it is allowed to perform work for the benefit of the UKSW Library. The person who undertakes to work off the accrued fines must have the necessary competence to perform the assigned tasks. The number of hours to be worked is determined by an authorised employee of the UKSW Library.
11. The user may request a refund of the overpayment by sending an email to the address of the lending room. The designated librarian applies to the Bursar's Office for a refund of the overpayment within three days of receiving the request. Refunds of overpayments can be requested up to three years after the date of payment.

## Lending collections outside the Library. Local Lending Room

### §6

1. The Local Lending Room lends library materials to the persons and libraries listed in § 2 on the basis of requests.
2. Requested copies must be collected at the Local Lending Room within three days.
3. The categories of readers, the loan period, and the maximum time for which library materials are loaned are specified in Table 1:

Table 1

Categories of users	Time (number of days)				Deposit
	Number of volumes	Loan	Renewal	Max loan period with renewal	
Full-time Student	10	30	30	60	
Part-time / Extramural Student	10	42	30	72	
Student studying more than one course (after having the request application accepted by the Library Director)	15	30	30	60	
Doctoral Student	20	90	30	120	
Students with disabilities (on presentation of a certificate from the Office for Persons	10	90	30	120	



with Disabilities of UKSW)					
Academic Teacher	25	180	30	210	
Postgraduate Student	5	42	30	72	
Students of the courses organized at the UKSW	5	42	30	72	<b>50 PLN per one volume</b>
Administration Employee	10	30	30	60	
Library Employee	25	180	30	210	
Managers	30	180	30	210	
Rectors	30	365 (1 year)	30	395	
Retired UKSW employees; External Doctoral Students related to the UKSW by a supervisor	5	30	30	60	<b>50 PLN per one volume</b>
UKSW Employees on civil law contracts	5	30	30	60	<b>50 PLN per one volume</b>
Users of the Warsaw Reciprocal Borrowing Programme (SWW – BiblioWawa)	5	30	30	60	

4. A student with a disability status has the right to authorise another person to borrow books on his/her behalf. Such authorisation is granted each time for the academic year. Readers are required to provide the Library with the completed authorisation in paper or electronically ([wypożyczalnia@uksw.edu.pl](mailto:wypożyczalnia@uksw.edu.pl)), together with a certificate of disability

issued by the UKSW Office for Persons with Disabilities. When books are collected for the first time, the authorised person's data will be verified.

5. Library materials purchased from research projects are lent to the beneficiaries of these projects outside the limit - the project completion date is the deadline for returning the borrowed copies.
6. The following items are not available for loans outside the library:
  - 1) library materials available only on-site,
  - 2) works included in the reference book collections of reading rooms and studios,
  - 3) newspapers and magazines,
  - 4) books published between 1801 and 1950,
  - 5) objects in poor condition, unframed offprints, and small-volume prints,
  - 6) special collections,
  - 7) microfilms,
  - 8) restrictions referred to in section 6. points 1, 3, 4 may be suspended for a limited period (up to three days) for persons with disabilities upon presentation of a certificate from the Office for Persons with Disabilities UKSW. These persons also have the right to order free scans of selected excerpts of library materials from the UKSW Library collections in accordance with the applicable copyright regulations.

## **Interlibrary Loan**

### **Borrowing materials from other libraries**

#### **§ 7**

1. In its reading rooms, the UKSW Library supplies and makes accessible materials from other libraries in Poland and abroad to UKSW employees, undergraduate and doctoral students who have an active account in the computer library system and who do not have any charges for overdue library materials.
2. Only materials that are missing from Warsaw libraries are brought from Polish libraries; materials that are not available in Polish libraries and held as electronic full-text material are brought from foreign libraries.

3. A reader's request must be placed on the correct order form, according to the template available on the Library's website.
4. A user can place a maximum of 3 orders at a time.
5. The processing time for orders is:
  - 1) 1-3 weeks if materials are brought from a Polish library,
  - 2) 1-3 months if materials are brought from a foreign library.
6. Publications obtained via interlibrary loan are made available in the reading rooms.
7. The loan period of a library collection is determined by the lending library (usually 30 days).
8. Borrowing books from Polish libraries is free of charge.
9. Costs related to interlibrary loan requests are specified by the *UKSW Library Price List of Fees and Services* available on the Library's website or on the basis of an invoice issued by the lending library.

## **Interlibrary Loan**

### **Lending of the Library's collections to Polish and foreign libraries**

1. The UKSW Library lends its own collections to Polish and foreign libraries for 30 days. The borrowing libraries should make the UKSW Library's collections available only in their own reading and study rooms.
2. The ordering library is fully responsible for the borrowed materials.
3. The following materials are not eligible for interlibrary loan:
  - 1) Library's materials marked "On-site only",
  - 2) newspapers and magazines,
  - 3) objects in poor condition, unframed prints, and small-volume prints,
  - 4) works essential to the UKSW teaching process,
  - 5) large-format works,
  - 6) bachelor's, master's, and doctoral theses,
  - 7) microfilms.

4. At the request of the ordering library, the UKSW Library may prepare a secondary document (copy, scan) of the requested work, in compliance with the provisions of copyright regulations, at the requesting library's expense.
5. Requests may be placed online by libraries with an institutional account in the integrated library system as well as by post or e-mail.
6. The cost of sending the requested items by post is covered by the UKSW Library, whereas the cost of return postage is covered by the ordering party.
7. Requests for Warsaw libraries are processed at the lending rooms of the UKSW Library.

**Users of the Warsaw Reciprocal Borrowing Programme (SWW – BiblioWawa) Users  
whose home library is the UKSW Library**

**§9**

1. The right to borrow library materials in libraries that are participants of the Warsaw Reciprocal Borrowing Programme (SWW) is granted to students, doctoral students, faculty and staff of the UKSW employed on the basis of an employment contract or appointment (hereinafter the UKSW employees) who have accepted the *Regulations for the Access to the Collections of the Library of Cardinal Stefan Wyszyński University in Warsaw*.
2. The document entitling the UKSW users to use the collections of the libraries of the Partners of the SWW Agreement is the Warsaw Academic Library Card (*Warszawska Akademicka Karta Biblioteczna: WAKB*), whose function, after registration in the SWW application, is performed by:
  - 1) electronic ID card – for students and doctoral students,
  - 2) the Warsaw City Card or electronic employee ID – for the UKSW employees.
3. A reader wishing to use the SWW is required to appear at the lending library room in person to register in the SWW application. The reader is required to declare that he/she is familiar with the SWW rules of and should sign a declaration of consent to the processing of their personal data collected for the performance of the SWW tasks in the SWW application, whose administrator is the University of Warsaw, based in Warsaw, ul. Krakowskie Przedmieście 26/28. Providing personal data is voluntary, and refusal

to provide it is tantamount to inability to use the SWW (Appendices No. 1 and 3 to the *Agreement on the establishment of the Warsaw Reciprocal Borrowing Programme*).

4. The expiry date for an account in the SWW application is October 31 each year. The validity of the account in the SWW application is extended for the next academic year at the request of the users, whose rights are always verified by a library employee. For temporary staff whose contract expires before October 31, the validity of the account in the SWW application is consistent with the end of the employment period. In the case of employees employed for an indefinite period, the validity of the account in the SWW application ceases on the date of stamping the UKSW clearance slip.
5. A user is entitled to have one account within the SWW.
6. The UKSW Library does not charge fees for user registration in the SWW application.
7. A UKSW reader using the SWW has the right to borrow library materials in the quantity and for the period specified in the regulations of each of the libraries included in SWW.
8. Users whose home library is the UKSW Library are required to strictly comply with the regulations governing access to the collections of the libraries included in the SWW library that they use.
9. SWW users whose home library is the UKSW Library have the right to borrow collections from SWW libraries upon completing all required formalities in person in the libraries of their choice.
10. Users whose home library is the UKSW Library are required to settle their reader account created in the local database of each SWW library whose collections they borrowed upon resigning from using the SWW library or settling the accounts with their own university/institution. This can be done in person at individual SWW libraries or electronically using the SWW application. Settlement with each library whose collections the reader used is a condition for receiving a stamp on the UKSW clearance slip.
11. The UKSW Library shall not be liable for the obligations of a user for whom the UKSW Library is the home library, incurred towards other libraries of the SWW.
12. Failure by users whose home library is the UKSW Library to settle accounts with the library whose collection they have used within the framework of the SWW results in the refusal of the UKSW Library to settle the clearance slip.
13. The UKSW Library has the right to suspend a user's account if it receives information from a library belonging to the SWW, which the UKSW user used, about non-compliance with the regulations of that library.

14. Users from the UKSW have the right to access their personal data processed in connection with the operation of the SWW.
15. Users whose home library is the UKSW Library have the right to withdraw their personal data from the SWW application, which is tantamount to resigning from their membership in the SWW, with the proviso that the SWW users' personal data is deleted from the SWW application after obtaining confirmation of no arrears to the SWW libraries they used. The user can do this in person at the lending rooms of the UKSW Library.
16. If the UKSW resigns from participating in the SWW, the users shall be required to settle accounts with each library whose collections they used before the expiry of the UKSW's membership in the SWW.

### **Warsaw Reciprocal Borrowing Programme (SWW – BiblioWawa)**

#### **Non-UKSW users**

#### **§10**

1. A non-UKSW user wishing to use the UKSW Library collection is required to register in person at the UKSW Library's Lending Rooms and sign a declaration of obedience to the UKSW Library's *Regulations for the Access to the Collections*.
2. Borrowing from the UKSW Library within the SWW is free of charge.
3. A non-UKSW user is entitled to a single loan of 5 copies with a 60-day renewal period.
4. Library materials ordered by SWW users must be collected within three days of placing the order at the lending room of their choice on both Campuses.
5. If the borrowed library materials are not returned on time, overdue fees are charged as specified in §5 section 5.
6. In the case of destruction of borrowed library materials, the provisions of §11 section 7 shall apply.
7. The UKSW Library has the right to notify the SWW user's home library of a user's failure to comply with the provisions of the the UKSW Library's *Regulations for the Access to the Collections*.

8. Prior to settling their account in the home library or upon resigning from using the SWW, the SWW users using the UKSW Library collections are required to settle their account in the UKSW library system. This can be done in person in the UKSW Library's Lending Rooms or electronically, using the SWW application.
9. If the UKSW resigns from participating in the SWW, each non-UKSW user shall be required to settle accounts with the UKSW Library before the UKSW membership in the SWW expires.
10. If a non-UKSW user's home library cancels its membership in the SWW, the non-UKSW user shall be required to settle accounts with the UKSW Library before the membership in the SWW of a user's home library expires.

### **Users' obligations and responsibilities**

#### **§11**

1. Users are required to comply with these Regulations, as well as the instructions and rules in force in the UKSW Library.
2. Users are required to provide and update their contact details (mandatory: correspondence address, email address), as well as inform the Library about a change in their status on their library account.
3. In accordance with the *Regulation of Studies at the UKSW*, the condition for admission to the bachelor's and master's examinations is the settlement of obligations towards the Library.
4. Before terminating their employment relationship with the University, UKSW employees are required to obtain from the Lending Room a confirmation on a clearance slip that they have settled their obligations towards the UKSW Library.
5. In the case of discontinuation of studies, the certification of the UKSW Library on the student's e-clearance slip is a condition for returning the submitted documents.
6. The user bears full financial responsibility for any damage to library facilities not disclosed at the time of borrowing the library materials and discovered upon their return.

7. In the case of damage to or loss of a borrowed/accessed work, the user is required to provide an identical copy and bear the binding costs if the work was bound or bear the costs in accordance with the UKSW Library *Price List of Fees and Services*. Charging in the system ceases when the indicated publication is returned to the Library.
8. If the work is found after some time, the user is still obliged to return it to the UKSW Library.
9. Taking the facilities owned by the UKSW Library outside its premises without complying with the formalities in force, destroying them, and failing to comply with generally accepted norms of social coexistence constitute a violation of these Regulations.
10. The violations of the Regulations listed in section 9 shall result in:
  - 1) a request to leave the Library immediately,
  - 2) temporary or indefinite deprivation of rights to use the account in the Library computer system,
  - 3) in the case of students and employees of UKSW - submitting a request to the relevant University authorities for punishment.
11. The above sanctions are not mutually exclusive, and these Regulations do not replace or exclude the application of generally applicable legal provisions.

## **Final provisions**

### **§12**

1. Matters not covered by these Regulations shall be decided by the Director of the UKSW Library.
2. Deviations from the requirements of the Regulations may only be applied in exceptional cases, with the special consent of the UKSW Library Director, in response to a written request.
3. The decision of the UKSW Library Director may be appealed to the Rector within 14 days of receiving the decision.