

REGULATIONS

FOR ACCESS TO THE COLLECTIONS AND PROVISION OF INFORMATION SERVICES OF THE LIBRARY AND INFORMATION SYSTEM OF THE WARSAW UNIVERSITY OF TECHNOLOGY

GENERAL PROVISIONS

§ 1

1. These Regulations for Access to the Collections and Provision of Information Services of the Library and Information System of the Warsaw University of Technology (hereinafter referred to as the “**Regulations**”) apply to all units forming together the Library and Information System of the Warsaw University of Technology.
2. In the Regulations, the following words and phrases have the following meaning:
 - 1) **Library** – any unit of the WUT Library and Information System;
 - 2) **MLWUT** – the Main Library of the Warsaw University of Technology together with its branches and library outlets (libraries at students’ halls of residence);
 - 3) **specialist libraries** – libraries within faculties, institutes, chairs, general studies departments or other WUT units;
 - 4) **library item** – a publication in any format (printed, electronic, microform) or non-published material stored and/or accessible at or through the Library under these Regulations;
 - 5) **document authorising its holder to use the Library** – an electronic student’s card issued by WUT, a **library card** issued by a library or any other document issued by a competent WUT unit or other competent institution;
 - 6) **library card** – any of the types of documents authorising their holders to use the Library [issued for example to WUT employees] that facilitate the identification a user in the system;
 - 7) **library account** – personal details of a Library user, their status and authorisations in the integrated library system as well as the current status and history of borrowing/return transactions concerning library items;
 - 8) **borrowing period extension** – an approval of the extension of the original borrowing period obtained before the expiry of the original due date;
 - 9) **reservation** – a registered request for an item temporarily borrowed by another user; the user is placed on a waiting list for the first available unit of the item in the location selected by the user;
 - 10) **user status** – a definition of the type of user’s authorisations to use the Library collections [e.g. right to borrow item outside the library, borrowing limit];

- 11) **Library and Information System of the Warsaw University of Technology** – the Main Library of the Warsaw University of Technology and specialist libraries operating within the University, hereinafter referred to collectively as the **System**;
- 12) **user** – a person using the Library under an authorising document and in compliance with these Regulations;
- 13) **open stacks** – a part of a Library where users are allowed to pick library items from shelves themselves;
- 14) **loan** – making a library item available for taking it outside the Library or using it at a reading room;
- 15) **short-term borrowing** – a borrowing with the period limited to 7 days;
- 16) **inter-library loan** – lending a library item from a library's own collection to another library or borrowing an item from another library as requested by an authorised user;
- 17) **request** – an indication in the integrated library system or on the printed library slip of the library item that the user wants to borrow the item or use it on-site at a reading room;
- 18) **integrated library system** – the electronic system consisting of the central catalogue of collections of WUT libraries and database of library accounts.

§2

1. Only one library account per user is allowed in the libraries of the System covered by the integrated library system.
2. The updated list of WUT libraries covered by the integrated library system of the University is available at MLWUT, on its website and at all specialist libraries.

§ 3

1. Personal data of users collected in the System is protected pursuant to the Act on Protection of Personal Data of 29 August 1997 (consolidated text: Journal of Laws 2002, No. 101, item 926 as amended).
2. The scope of personal data collected in the System is defined in the Statute of WUT.
3. Users shall update their personal data, including their required contact details, on an on-going basis.

§ 4

1. The rules of using collections loaned to MLWUT or specialist libraries are defined in the provisions of respective loan agreements and notified to users in separate communication.
2. The general rules of using electronic documents made available by MLWUT are defined in §19. The Regulations for use and accessing specific electronic collections governed by agreements with their provider or originator shall be notified to users in separate communication: at MLWUT, on its website and at all System units.

Fees

§ 5

1. The use of collections and services provided by the libraries covered by the System is free of charge, subject to sub-section 2 below.
2. The libraries charge fees as per the price list for:
 - 1) making ordered reprographic and digital copies and print outs from computer systems;
 - 2) exceeding the borrowing period for library items beyond the due date;
 - 3) information services ordered by users referred to in § 6(1)(1-7) and provided outside the libraries [up to the amount of actual expenses];
 - 4) information services ordered by users referred to in § 6(1)(8-12) and provided outside the libraries and at the libraries;
 - 5) didactic services provided as per order placed by WUT units.
3. The amounts of the fees referred to in sub-section 2 and payable to MLWUT are specified in the list of fees laid down by the Rector by approval of the request submitted by the Director of the Main Library.
4. The list of fees for a specialist library is laid down by the head of the WUT unit, in which the library operates.

TERMS AND CONDITIONS OF USE OF A LIBRARY ACCOUNT

§ 6

1. The following persons may hold accounts in the integrated library system, provided that they present valid documents required to set up an account and listed in sub-section 2 below:
 - 1) WUT employees;
 - 2) students of doctoral studies at WUT;
 - 3) WUT students;
 - 4) students from exchange programmes, staying temporarily at WUT;
 - 5) students of post-graduate studies at WUT;
 - 6) participants of specialist programmes and other programmes held at WUT;
 - 7) retired WUT employees;
 - 8) persons without formal relationships with the University [e.g. employees of other research institutions temporarily staying at WUT, WUT doctoral students who are not participants of doctoral studies], subject to approval by the head of the Circulation and Stacks Department or a branch head, on an application (Attachment 1) for activation of a library account supported by the head of the WUT unit, in which the applicant carries out didactic or research activity without an employment contract, and upon presentation of a valid document with a photograph and address of residence;

- 9) students of the University of the Third Age, Children's University and other forms of education at WUT;
 - 10) individual users from outside WUT whose eligibility is based on an agreement between WUT and their parent organisation, provided that they have an active library account in their parent organisation or their eligibility to use MLWUT or specialist libraries is confirmed by the head of their parent organisation if it has not its own library;
 - 11) organisations involved in inter-library loans, subject to approval by the head of the Circulation and Stacks Department, on an application for activation of a library account submitted by the library and containing specimen signatures of persons authorised to pick up the loaned library items;
 - 12) users of collections at the Special Collections Department, subject to approval by the head of the Special Collections Department, on an application (Attachment 1) for activation of a library card and upon presentation of a valid document with a photograph and address of residence.
2. For establishing or extension of a library account in the WUT's integrated library system the following valid documents must be produced:
 - 1) student's card or card of a student of doctoral studies at WUT;
 - 2) card of a participant of studies / specialist programmes and other didactic courses held by WUT;
 - 3) list of participants of studies / specialist programmes and other didactic courses held by WUT including a list of students from exchange programmes staying temporarily at WUT provided to the Library by the WUT unit holding these courses;
 - 4) document certifying employment at WUT [e.g. a social insurance card, document issued / certified by a WUT unit];
 - 5) card of a retired WUT employee;
 - 6) card or any other document authorising its holder to use a library at their parent research organisation [university or college] that entered into an agreement with WUT on provision of library services;
 - 7) identity card with a photograph and address of residence – for persons using the libraries on-site.
 3. Users are identified in the integrated library system and premises of a library against documents authorising them to use the library.
 4. Specimens of documents authorising their holders to use the Library are approved by the Rector on a request submitted by the director of the Main Library.
 5. Specimen of documents authorising their holders to use specialist libraries are approved by heads of WUT units, in which these libraries operate, on a request submitted by the head of the specialist library.
 6. A MLWUT user registered in the integrated library system may have the following status:
 - 1) full — covers the following scope of MLWUT services available to the user:

- a) C — right to access MLWUT collections on-site including electronic documents available on-site,
 - b) W — right to borrow printed library items outside MLWUT [excluding library items referred to in §15(1)],
 - c) E — access to licenced electronic resources from any computer,
 - d) M — right to use the inter-library loan services provided by MLWUT,
 - e) I — right to borrow printed library items from organisations that have signed agreements with MLWUT on provision of library services subject to compliance with the respective library's Regulations for access to its collections;
- 2) basic — covers the following scope of MLWUT services available to the user:
- a) C — right to access MLWUT collections on-site including electronic documents available on-site,
 - b) W — right to borrow printed library items outside MLWUT [excluding library items referred to in §15(1)],
 - c) E — access to licenced electronic resources from any computer,
 - d) M — right to use the inter-library loan services provided by MLWUT;
- 3) electronic — covers the following scope of MLWUT services available to the user:
- a) C — right to access MLWUT collections on-site including electronic documents available on-site,
 - b) W — right to borrow printed library items outside MLWUT [excluding library items referred to in §15(1)],
 - c) E — access to licenced electronic resources from any computer,
- 4) limited — covers the following scope of MLWUT services available to the user:
- a) C — right to access MLWUT collections on-site including electronic documents available on-site,
 - b) W — right to borrow printed library items outside MLWUT [excluding library items referred to in §15(1)],
- 5) local — covers the following scope of MLWUT services available to the user:
- a) C — right to access MLWUT collections on-site including electronic documents available on-site;
7. A library account is active, subject to sub-section 8 below, for the period determined by:
- 1) data from the university's database of employees / doctoral students / students of WUT [e.g. record or hologram on the electronic student's card];
 - 2) expiration date of the authorisation to use MLWUT at the organisation with which WUT signed an agreement for users referred to in sub-section 1(10) above;
 - 3) expiration date of the account specified in sub-section 10 Table 1 below for users referred to in sub-section 1(7-9) and (11-12) above.

8. After the expiration of the period specified in sub-section 10 Table 1 below the library account shall be blocked unless the user produces in advance a document authorising them to use MLWUT or MLWUT obtains such data from another source.
9. Library account validity shall be extended upon presentation of a document certifying user's valid eligibility to request activation of the account or automatically on the basis of information possessed by WUT or by the organisation with which WUT has signed an agreement on provision of library services.
10. The statuses of different user groups, limits of borrowings outside MLWUT and maximum original account validity periods are specified in Table 1 below, subject to sub-sections 11 and 12 below.

Table 1

#	User type	Status / authorisations	Limit of borrowings in the integrated library system	Max. extension / account validity period
1.	WUT employees including: a) nominated employees and persons employed as professors	Full (C, W, E, M, I)	50 items	5 years
	b) other academic teachers	Full (C, W, E, M, I)	30 items	3 years
	c) employees who are not academic teachers	Full (C, W, E, M, I)	15 items	3 years
2.	Students of doctoral studies at WUT	Full (C, W, E, M, I)	20 items	2 years
3.	WUT students of the 1 st or 2 nd level studies (MSc studies)	Full (C, W, E, M, I)	20 items	2 years
4.	Students of post-graduate studies at WUT, specialist programmes and other programmes at WUT	Full (C, W, E, M, I)	5 items	1 year
5.	Students from exchange programmes	Basic (C, W, E, M)	10 items	1 semester
6.	Retired WUT employees including: a) nominated employees or persons employed as professors	Full (C, W, E, M)	30 items	3 years
	b) other academic teachers	Full (C, W, E, M)	15 items	2 years
	c) employees who are not	Full	5 items	2 years

	academic teachers	(C, W, E, M)		
7.	Persons without a formal relationship with WUT but with a record of activity at WUT	Electronic (C, W, E)	3 items	1 year
8.	Students of the University of the Third Age, Children's University and other form of education at WUT	Limited (C, W,)	3 items	1 semester
9.	Individual users from outside WUT whose right to use MLWUT is defined in an agreement between WUT and their parent organisation	Limited (C, W)	3 items	1 semester
10.	Organisations from the inter-library loan system	Limited (C, W)	10 items	1 year
11.	On-site users	Local (C)	0 items	1 year

11. Persons borrowing items on the terms specified in §14(2) [the first borrowing of a document purchased with funds for research work] have an increased limit of borrowings in the library system by the number equal to the number of items made available on this basis.
12. Students who study more than one major at WUT have an increased limit of borrowings in the integrated library system to 50 items.
13. The provisions of sub-sections 5-9 applicable to specialist libraries and their users, including the definition of groups of users authorised to use a specialist library, number of items borrowed at one time, maximum extension of the account validity period, shall be defined by the head of the WUT unit within which the library operates. Information on the applicable rules shall be communicated in a manner adopted in the unit [on the unit's website] and notified to MLWUT.

§ 7

1. An account in the integrated library system shall be activated:
 - 1) at any unit of the information and library system, upon the first visit of the user at a library covered by the integrated library system;
 - 2) upon presentation of a document certifying the eligibility to request an extension of the account validity period or change of the user status.
2. Activation of a library account includes:
 - 1) entry / validation of personal data;
 - 2) definition of the user's status and authorisations;

3. Upon activation of the account the user agrees to observe the Regulations applicable at MLWUT and rules applicable at specialist libraries which they are authorised to use.
4. Account blocking:
 - 1) is a suspension of provision of services of requesting, borrowing and extending borrowing periods for library items and the right to access the licenced electronic resources from any computer,
 - 2) may be activated if the user does not return the borrowed items on due date to:
 - a) MLWUT,
 - b) specialist libraries covered by the integrated library system,
 - c) specialist libraries **not covered** by the integrated library system if they provide the information on blocking the account to MLWUT,
 - d) other library [outside WUT] that the user is authorised to use under these Regulations;
 - 3) may be activated if the user violates §24 of these Regulations;
 - 4) is active until the user fulfils all their obligations resulting from the violation of these Regulations.
5. Each user, at any time, may check information on their library account [e.g. online] including the account expiration date, current borrowings, requests and reservations and special fees to be paid by them, if any. MLWUT has no obligation to send other notices in addition to those generated automatically by the system.

§ 8

1. It is not allowed to assign the document authorising its holder to use MLWUT to other persons. A document holder may authorise another person, in writing and for a definite period of time, to pick up items recorded on their library account. If the authorisation document is not submitted in person, the authenticity of the signature must be certified.
2. The holder of a document authorising the use of MLWUT shall notify MLWUT on any changes to their personal and address details recorded on the library account.
3. The fact of losing or destruction of a document authorising its holder to use MLWUT must be promptly reported to MLWUT (Attachment 2). A duplicate may be received upon submission of a written statement on the matter. The users shall be liable for any damages resulting from their failure to meet this obligation.

§ 9

1. Before leaving WUT, the fulfilment of user's obligations towards MLWUT and other libraries used by them under the rules specified in §20 must be confirmed on the user's clearance checklist form.
2. A user whose library account is deleted shall return their document authorising them to use MLWUT and specialist libraries to MLWUT or to the place of its issuance by a specialist library.

3. The rules of fulfilment of obligations and deleting a library account by users from outside WUT whose authorisations are based on §6(1)(10) above are specified in §20(2) and (3) below.

ACCESS TO COLLECTIONS

§ 10

MLWUT provides access to its collections:

- 1) on-site;
- 2) outside MLWUT, for persons having an active library account and status of a user authorised to borrow items outside MLWUT;
- 3) outside MLWUT, for libraries in the inter-library loan system,
- 4) over the computer network at workstations within MLWUT or on remote computers for users authorised to use this service under their status.

Access on-site

§ 11

1. MLWUT collections may be accessed on-site – at reading rooms and in the open stacks system described in §12 – by any interested person, against an identity document with a photograph.
2. The following collections may be accessed and used on-site in the following locations:
 - 1) at reading rooms and open stacks stockrooms – library items stored there, documents accessible on the Internet and user's own materials;
 - 2) reading rooms, library stockrooms or library workshops – after placing a **request** [see §13] – library items stored in closed stockrooms, subject to any reservations and objections made by the author:
 - a) manuscript-type documents including WUT students' degree papers,
 - b) WUT PhD theses;
 - 3) at the Special Collections Department, items from these collections may be accessed under the following rules:
 - a) only users who have active library accounts and produce a document authorising its holder to use MLWUT may access and use the special collections,
 - b) the number of library items from these collections made available to an user at one time is limited to 3 items,
 - c) originals of library items under special protection [e.g. items from the National Library Resource] are made available upon approval by the head of the Special Collections Department and against a filled in printed library slip with information on the purpose of use of the item,
 - d) the head of the Special Collections Department has the right to deny access to the original item due to its condition or offer a copy of the item when the stated purpose of using the original does not justify the access to the original item.

3. Persons using collections stored in locations referred to in sub-sections 2(2-3) above are required to leave a document authorising its holder to use MLWUT or any other identity document with a photograph at the desk of the librarian on duty.

Open stacks Collection

§ 12

1. An MLWUT user has the right to use selected sections of the collections on the open stacks basis and under the following conditions:
 - 2) Library items located in a designated room shall be looked up, moved within the room, used on-site or borrowed by users in a self-service system;
 - 3) Items used on-site shall be left by users in designated locations without returning them to the shelf on their own;
 - 4) Users using the open stacks collections shall keep order in the browsed collections.
2. **Requests** for library items from the open stacks collection **may not be placed** if:
 - 1) they are available on the shelf;
 - 2) their borrowing period is limited in the Library catalogue to 7 days [short-term borrowing].
3. Library items from the Open stacks Collection borrowed temporarily by another user **may be requested**, excluding the items referred to in sub-section 2(2) [items with short-term borrowing period].

Requests

§ 13

1. Users may place requests with MLUT:
 - 1) electronically, in the integrated library system, if the item description contains the option “**Request**”; the request may be placed for items with the “on the shelf” status subject to §12(2) [open stacks collections] and for items borrowed by another user.
 - 2) on a **paper slip** if the item:
 - a) is accessible on-site at a reading room,
 - b) has the “on the shelf” status, “Request” option is disabled and location is not in the open stacks collections,
 - c) is not registered in the integrated library system.
2. Paper slips **may not be submitted** for library items available in the open stacks collections.
3. Requests on papers slips shall be accepted for processing not later than 30 minutes before closing the reading room.

4. Library items requested for borrowing or use on-site shall be stored until the requesting user reports at the site of delivery indicated in the integrated library system or by the Library employee on submission of the paper slip:
 - 1) no longer than 4 working days from submission of the request or delivery of the item if is delivered after returning it by another user;
 - 2) for students of extramural WUT studies and participants of post-graduate studies from WUT programmes held by WUT, no longer than 14 working days from submission of the request or delivery of the item if is delivered after returning it by another user.
5. In the integrated library system, requesting an item temporarily borrowed by another user means reservation of the item. The System will automatically notify the requesting user that the item is available, immediately after it is returned to the library. Upon the notification of the place of delivery the “reservation” status is changed to the “request” status for that item [see sub-section 4].

Loans outside the library

§ 14

1. The following rules govern the loans of library items outside MLWUT:
 - 1) the basic borrowing period is defined for each item in the integrated library system [library catalogue];
 - 2) the actual borrowing period may not exceed the date of expiration of the document authorising its holder to use MLWUT;
 - 3) for students of extramural WUT studies and post-graduate WUT studies the short-term borrowing period may be extended to 14 days;
 - 4) for inter-library loans, the maximum borrowing period is 60 days.
2. A library item that has been purchased with funds for research work [study work, implementation, a project] by a person eligible to have a library account under the rules referred to in §6(1)(1-7) and has been submitted by that person for registration at MLWUT may be borrowed once for a period equal to the period necessary to perform the work, for which it has been purchased and afterwards the period of any subsequent borrowing shall be equal to the basic borrowing period defined in the integrated library system [library catalogue].
3. The head of the Circulation and Stacks Department or a branch head may, in reasonable cases, request a return of borrowed items before the expiry of the original period.
4. The user may obtain approval of extending the borrowing period provided that the item is not requested by another reader:
 - 1) the borrowing period may be extended at a time by a period not longer than the original borrowing period defined for the item in the integrated library system;
 - 2) the user may, on his own or through a MLWUT staff, extend the due date for the borrowed item in the integrated library system three times without presenting the item;
 - 3) for further [beyond three] extensions of the due date, presentation of the borrowed item at MLWUT is required.

5. Items, for which the borrowing period is defined as less than 14 days are not subject to extension of the due date.
6. Users shall return borrowed items on or before the due date irrespectively of whether they receive a notification concerning the approaching due date or not.

§ 15

1. The following items shall not be loaned outside MLWUT:
 - 1) library items located at a reading room or marked as “Reading Room Only”;
 - 2) special collections (iconography, norms, maps, manuscripts, items included in the national library resources);
 - 3) library items with the “Archival” status;
 - 4) items imported in the inter-library loan system;
 - 5) magazines and newspapers;
 - 6) manuscript-type documents, including degree theses,
 - 7) PhD theses;
 - 8) microforms;
 - 9) library items in poor condition;
 - 10) library items with a large number of tables, maps or drawings and files with loose sheets.
2. Borrowings registered in the electronic system are not confirmed by printed documents, except for those referred to in sub-section 3 below.
3. A library item of special value, i.e. an item recorded as a fixed asset of the University or unique for other reasons, may be loaned upon approval of the head of the Circulation and Stacks Department, head of the Special Collections Department or a branch head, under a special agreement executed on a form attached hereto as Attachment No. 3 and upon signing an agreement documenting that the item is on loan.
4. Users shall return the items borrowed outside the library to the location, from where they have borrowed them.

§ 16

1. Failure to return items on due date results in blocking the account pursuant to §7 and obligation to pay the fee referred to in §5(2)(2).
2. Failure to return items on due date to any WUT library covered by the integrated library system or any library used by the user under these Regulations results in blocking the user’s account at MLWUT pursuant to §7(4) [until the resulting obligations are fulfilled].

§ 17

1. Should a borrowed item be destroyed or lost the user shall deliver an identical item.

2. If the delivery of an identical item is impossible the user shall deliver, as a compensation of the loss incurred by MLWUT, other items defined by the head of the Circulation and Stacks Department or by the branch head.
3. The catalogue price of documents delivered as a compensation for MLWUT's loss shall not exceed:
 - 1) two times the price of the lost/destroyed library items in the book market;
 - 2) two times the average purchase price of items purchased by MLWUT in the last year calculated according sub-section 4 below when the price of the item in the book market is not known;
 - 3) three times the value of the library item if it was loaned pursuant to §15(3).
4. The average price of library item purchase defined separately for Polish and international items is available at MLWUT, on its website and at all units of the WUT's library and information system; it is updated each year in January.
5. The payment of liabilities referred to in sub-sections 1 and 2 above does not result in acquiring by the user the ownership title to the lost and later found document; the user shall be still required to return the item to MLWUT
6. The user who returns the found item is entitled to request a return of documents delivered by them as a compensation for the loss incurred by MLWUT and, in reasonable cases, a reimbursement of the cost incurred by the user, up to the amount equal to the value of items returned to the library.

Inter-library loans

§ 18

1. MLWUT participates in the system of inter-library loans for organisations under the following terms and conditions:
 - 1) MLWUT loans its own collections to libraries from outside WUT for the period defined in §14(1)(4) above [maximum 60 days] from the date of sending a dispatch;
 - 2) instead of loaning the original unit, MLWUT may, in consultation with and at the expense of the requesting party, make a copy of the item (according to the Act of 4 February 1994 on copyright and related rights, Journal of Laws 2006, No. 90, item 63, Article 28);
 - 3) unfulfilled one-off request forms shall be returned to the requesting library stating the reason of non-performance of the request; unfulfilled circular request forms shall be sent to other libraries;
 - 4) the cost of sending the requested items by ordinary mail shall be borne by MLWUT; the cost of the return mail shall be borne by the requesting party;
 - 5) regulations concerning the following matters apply to all libraries using the inter-library loan system: extension, subsequent loans, fees for exceeding the borrowing period or losing the loaned items, as specified in the Regulations.
2. For users referred to in §6(1)(1-7) [option M] MLWUT imports items from remote Polish libraries [excluding Warsaw-based libraries] and international libraries under the following rules:

- 1) from Polish libraries, only items that are unavailable at Warsaw-based libraries shall be imported; from international libraries, only items that are unavailable in Polish libraries shall be imported;
- 2) to Warsaw-based libraries that have signed relevant agreements with MLWUT inter-library slips are issued;
- 3) only written requests for inter-library loans for which the Department of Scientific Information of the Main Library, Warsaw University of Technology has certified that the requested item is not available at Warsaw-based libraries shall be processed.

Access to electronic documents

§ 19

1. Electronic documents, for which MLWUT purchased a licence or obtained the author's consent may be accessed from:
 - 1) computers and terminals available at MLWUT or from any computer registered in the University's network;
 - 2) user's own computer equipment via the local wireless network, under the terms and conditions defined by the WUT's Computing Centre;
 - 3) any computer in the WAN, for authenticated users who are authorised to obtain such access according to their status [§6(9), Table 1 option E].
2. The following rules apply to accessing the electronic documents:
 - 1) users shall use the documents for their own needs only – for research, didactic or educational purposes;
 - 2) repetitive multiplication contrary to the copyright law, storage on user's own media, redistribution of documents and reselling them are forbidden;
 - 3) making any changes or modifications to the accessed electronic documents or software are forbidden.
3. Any damages resulting from incorrect use of electronic documents or deliberate destruction thereof shall be borne by the user pursuant to §17 above .
4. Electronic documents on external media [CD, DVD] that may be accessed without limits defined in respective licences shall be loaned outside the Library on the same terms and conditions as printed items.

Individual loans from or to another organisation

§ 20

1. Users referred to in §6(1)(1-7) and (10) authorised to use MLWUT or other libraries under an agreement signed between WUT and the parent organisation of the library shall observe the provisions of these Regulations and the regulations for access to collections of that organisation.

2. A user from outside WUT who has activated a library account at MLWUT and lost their eligibility to use MLWUT granted by their parent organisation – i.e. does not meet the requirement referred to in §6(1)(1) – shall:
 - 1) fulfil their obligations towards MLWUT;
 - 2) notify MLWUT on termination of their eligibility to use MLWUT and closing [deleting] their library account;
 - 3) return the library card if it was issued by MLWUT.
3. A MLWUT user who is authorised to individually borrow items from other libraries [authorisation defined in §6(9), Table 1, option I] shall obtain, on their clearance checklist form, a confirmation that they have fulfilled their obligations towards the libraries, in which they had activated library accounts.
4. An organisation with whom WUT has signed an agreement on sharing the collections may specify additional conditions of using their collections by users from WUT and such conditions shall be communicated to them by MLWUT according to sub-section 5 below.
5. The updated list of organisations, **from which** users are eligible to request activation of a library account at the Library and the list of organisations, **in which** users referred to in §6(1)(1-6) may activate library accounts are available at MLWUT, on its website and at all units of the System.

Information services

§ 21

1. MLWUT provides, free-of-charge, information services covering the collections available in the library and information system of the Warsaw University of Technology and, as far as possible, also the collections of other libraries, excluding the services listed in §5(2)(3-4).
2. MLWUT carries out, free-of-charge, training and didactic activity in use of the available sources of information, excluding the services referred to in §5(2)(5).
3. Information services provided at MLWUT do not include compilation of reference literature lists for degree theses.

Reprographic services

§ 22

1. Users may order or make on their own reprographic or digital copies of parts of documents stored at MLWUT – for their own research, didactic or educational needs.
2. MLWUT has the right to deny making copies of a library item due to the condition of the original material or its other unique features that may limit the copying possibilities.
3. Manuscript-type documents [including degree theses] and PhD theses may be copied only to a limited scope (title page, Contents, Summary, Introduction), subject to reservations referred to in §11(2)(2).
4. Copies of library items may be used only for the user's own needs: for research, didactic or educational purposes. Repetitive multiplication contrary to the copyright law, storage

on user's own media, redistribution of these materials and reselling them are prohibited (pursuant to the Act of 4 February 1994 on copyright and related rights, Journal of Laws 2006, No. 90, item 631).

§ 23

1. The rules for accessing the collections and provision of information services defined in §10-19 and §21-22 apply respectively to accessing the collections of and provision of information services by specialist libraries, subject to sub-section 2 below.
2. On request of the head of a specialist library, the head of the respective organisational unit may lay down rules for accessing the collections of and provision of information services by the specialist library that are different from the rules defined in §11-15, §18-19 and §22.
3. The rules of accessing collections of and provision of information services by specialist libraries laid down by the head of the respective organisational unit shall be communicated on the unit's website. The unit head shall inform MLWUT about the adoption of different provisions than those contained in these Regulations.

ORDER REGULATIONS

§ 24

1. Users shall observe and follow: these Regulations, order regulations applicable at the Warsaw University of Technology, and comments and directions from the staff of MLWUT and specialist libraries.
2. Within the library premises, users shall behave in a way reflecting the dignity and nature of the institution.
3. During the stay at a library, users shall present a document authorising its holder to use the library or a valid identity document with a photograph on every request of the library staff.
4. At the libraries, smoking and eating meals is strictly forbidden.
5. Drinking beverages is allowed only within designated and marked areas.
6. Users accessing the collections on-site shall:
 - 1) leave outer garment, backpacks, briefcases, bags etc. bigger than 40x30x15 cm at the university's cloakroom or in the library locker designated by the librarian on duty;
 - 2) leave a document authorising its holder to use the library or an identity document with a photograph at the desk of the librarian of duty if they use a library locker;
 - 3) empty the locker and return the key before closing the library;
 - 4) keep silence.

VIOLATION OF THE REGULATIONS

§25

1. Taking the library's property other than borrowed items out of its premises results in revoking the authorisation to use the collections. WUT employees, doctoral students and students may be subject to proceedings leading to imposing a penalty for breach of order or a disciplinary penalty.
2. Any violation of these Regulations by the user may lead to:
 - 1) admonition of the user by library staff;
 - 2) removal of the user from the library by library staff;
 - 3) temporary revoking the authorisations defined in the user's status under a decision by a branch head or the head of the Circulation and Stacks Department;
 - 4) sending information on violation of the Regulations to the user's manager by the MLWUT Director.
3. The sanctions defined in sub-section 2 above may be imposed in combination with one another and this Regulations does not waive or preclude the possibility of other sanctions resulting from the generally applicable provisions of law.
4. Decisions made under subsections 2(1-3) may be appealed by the user within 7 days, respectively, to the MLWUT Director or to the head of the specialist library and decisions made under subsection 2(4) may be appealed, respectively, to the Rector of WUT or to the head of the basic unit, in which the specialist library operates.

FINAL PROVISIONS

§26

1. Users objecting the decisions of a manager/head of: the Circulation and Stacks Department, Special Collections Department or branch who were denied access to MLWUT or specialist libraries have the right to appeal against such decisions within 7 days, respectively, to the Director of the Main Library or to the head of the specialist library, and then, respectively, to the Rector of WUT or the head of the basic unit, in which the specialist library operates.
2. These Regulations are available at MLWUT, on its website and at all units of the WUT's library and information system.
3. These Regulations enter into force as of the day of their publication.

Warsaw,
(date)

**APPLICATION FOR A LIBRARY CARD
authorising its holder to use the collections of¹**

Family name.....

Given name.....

PESEL

Address of residence

Tel. e-mail.....

Name and number of the identity document /
document authorising its holder to use the Library

Authorisation expiration date

Parent institution / WUT unit

Substantiation of the application²
.....
.....
.....

Certification of authorisations by a WUT unit³
.....
.....
.....

signature

Approval by MLWUT

¹ Provide the name of the unit, to which the authorisation pertains.

² To be filled only by users from outside WUT applying for the authorisation to use MLWUT for the purposes related with their work at WUT without an employment contract and by persons applying for the authorisation to use the special collections at the Special Collections Department.

³ To be filled only by **WUT employees if they have no other document certifying their authorisation** and by users from outside WUT applying for the authorisation to use MLWUT for the purposes related to their work at WUT without an employment contract.

Declaration
concerning a lost document authorising its holder to use¹
/ replacement of an electronic student's card

Family name.....

Given name.....

PESEL

Address of residence

Tel. e-mail.....

Parent institution / WUT unit

I declare that I have lost the document authorising its holder to use
....., number:

I request a duplicate / I request registering in the integrated system the document with the
number:

Authorisation expiration date

Date:

Signature:

¹ Provide the name of the unit, to which the authorisation pertains.

(Stamp of the unit)

AGREEMENT OF LOAN OF AN ITEM OF SPECIAL VALUE

made on, between
....., hereinafter referred to as the “Borrower”,
represented by
.....

and the Warsaw University of Technology – Library, having its seat at
....., hereinafter referred to as the “Lender”, represented by
....., acting under power of attorney granted by the Rector
of the Warsaw University of Technology.

The Lender lends to the Borrower, for the period of, the following item:

Author:
Title:
Year and place of edition:
Call number:
Value:

By signing this Agreement, the Borrower acknowledges that the item has been handed over to them.

This Agreement has been made in two counterparts, one for each party.

Signature of the Borrower:

.....

Signature of the Lender:

.....