

Rules and Regulations for using the Library resources of the Warsaw School of Economics

I. General provisions

§1

The Library of the Warsaw School of Economics, hereinafter referred to as the Library, constitutes the basis for the library and IT system of the School. It has scientific, didactic and service functions.

The system operates pursuant to Article 88 of the Act of 27 July 2005 Law on higher education (Journal of Laws Dz. U. no. 164, item 1365, as amended), with the Act of 27 June 1997 on libraries (Journal of Laws Dz. U. no. 85, item 539) and pursuant to the Statutes of the Warsaw School of Economics (Appendix to the Resolution no. 97 of the Senate of the Warsaw School of Economics of 19 April 2006).

§2

The provisions of the present Rules and Regulations relate to the service activity conducted in the following forms:

- 1) Providing access to printed resources and electronic sources on location; including: principles for granting access to diploma theses, MA theses and doctoral dissertations,
- 2) Lending resources for out-of-library study,
- 3) Inter-library borrowing,
- 4) Preparing secondary documents pursuant to the binding provisions of copyright law.

§3

The basic librarian activities and day-to-day reader service are conducted with the use of a computer Integrated Library System ALEPH.

§4

The library provides access to its resources on location to all interested parties, including persons who are not related to the Warsaw School of Economics, provided they are 16 years of age or older.

§5

All readers are obligated to become familiar with the contents of the Rules and Regulations and to observe them.

§6

Any persons violating the principles of the present Rules and Regulations may be temporarily or permanently deprived of the right to use the Library.

§7

The detailed information and internal rules and regulations specifying the principles of using respective Library agencies shall be established by the head of the relevant department in consultation with the director of the Library.

II. Providing access to resources on location

§8

The right to use the library materials in reading rooms, in the Scientific Information Department (Oddział Informacji Naukowej) and in the European Documentation Centre (Centrum Dokumentacji Europejskiej, CDE) shall be vested with:

- 1) Students, PhD students and participants of post-graduate studies at the Warsaw School of Economics and the employees thereof, upon presenting a proof of identity (student card, ID card) to the librarian on duty and entering their surname in the visitor book,
- 2) Persons not related to the Warsaw School of Economics, upon filling in the declaration in the General Reading Room, effecting a payment in the amount stipulated in the price list constituting an appendix hereto and receiving a reader card which is to be deposited with the librarian on duty together with a proof of identity, and upon entering their surname in the visitor book.

§9

Persons holding the Warsaw School of Economics Graduate Card shall be entitled to use the reading room, the Scientific Information Department and the European Documentation Centre without effecting the payment.

§10

Readers using the library resources on location shall be obligated to:

- 1) Leave their coats, umbrellas, briefcases, bags, including laptop bags and other laptop containers, rucksacks, suitcases etc. in the changing room,
- 2) Report to the librarian on duty all publications brought to the Library which are not its possession and present them upon leaving,
- 3) Return all library materials in unchanged condition and report any damages observed to the librarian on duty,
- 4) Observe the prohibition to smoke and eat,
- 5) Observe the prohibition to bring operating mobile phones and any electronic appliances interfering with the functioning of control gates into the library,
- 6) Observe the prohibition to copy fragments of books and magazines published before 1945 as well as works marked with the symbols: RM, RD, RK, CIM,
- 7) Observe the prohibition to remove any publications from the Library; any attempt of removing a publication constituting the property of the Library from the Library shall be treated as theft

and due consequences will ensue, which in the case of students may include expelling from the School,

- 8) Maintain silence.

§11

Library users shall have free access to the collection of books and magazines located on the shelves in reading rooms, the Scientific Information Department and the European Documentation Centre.

§12

Resources located in storage (books and magazines) shall be provided at the General Reading Room against an order submitted. Upon using, they must be returned to the librarian on duty.

§13

Electronic sources available at the Library may be accessed via computer workstations at the Scientific Information Department, the European Documentation Centre and the Computer Laboratory, subject to the stipulation that the Laboratory may be used solely by students, PhD students and participants of post-graduate studies of the Warsaw School of Economics as well as by employees of the Warsaw School of Economics.

§14

1. The right to use BA theses, MA theses and doctoral dissertations shall be vested with:
 - 1) Independent scientific staff of the Warsaw School of Economics as well as other universities and scientific institutions,
 - 2) Persons writing habilitation dissertations, on the basis of letters from the deans of colleges or faculties where the said theses are prepared,
 - 3) Persons writing their doctoral dissertations, on the basis of letters from their supervisors,
 - 4) Auxiliary scientific personnel, on the basis of letters from the heads of departments.
2. Any deviations from the above provisions may be applied solely in extraordinary cases upon the special consent of the director of the Library issued further to an application submitted in writing.
3. The theses stipulated under sec. 1 may be used solely on location in the General Reading Room and may not be copied.

III. Lending

§15

The following persons shall be authorised to use the Lending Facility:

- 1) Students, PhD students and participants of post-graduate studies of the Warsaw School of Economics,
- 2) Employees of the Warsaw School of Economics.

§16

1. Students, PhD students and participants of post-graduate studies of the Warsaw School of Economics shall be entitled to borrow publications solely from the resources of the Lending Facility. The abovementioned persons may borrow up to five books upon each occasion for the period of time specified by the Library of the Warsaw School of Economics, which shall amount to:

- 1) For students of day studies and extra-mural studies, up to two months,
- 2) For PhD students, up to two months,
- 3) For the participants of post-graduate studies, up to 1 month.

2. Upon the lapse of the stipulated period the books shall be returned to the Library.

3. If necessary, the period for which a book has been borrowed can be prolonged. Such a prolongation may take place twice for a given book borrowed by a given student. The condition precedent for obtaining a prolongation shall be the lack of Internet order for the given book.

§17

1. Internet orders shall refer solely to copies borrowed from the Resources of the Lending Facility.

2. Upon the performance of the order books shall be collected at the Lending Facility within three days; upon the lapse of the said period the order shall be annulled.

§18

1. Employees of the Warsaw School of Economics shall be entitled to borrow publications from the resources of the Lending Facility and the main library resources.

2. Each employee can at one time borrow up to ten publications for the following period of time:

- 1) From the resources of the Lending Facility, up to three months,
- 2) From the main library resources, if more than one copy is available, up to three months,
- 3) From the main library resources if only one copy is available, up to one month,
- 4) Should all copies of a given title be borrowed from the Lending Facility, the given title may be borrowed from the main library resources for the period of two weeks without the prolongation option.

The said periods may be prolonged twice in consultation with the Lending Facility (not applicable to pt. 4).

3. If there is a demand for a given title, the Library shall be entitled to apply for its return prior to the expiry of the lending period.

§19

1. Disabled persons shall be served out of turn.

2. Disabled students may have up to seven books borrowed at one time for the period of up to three months.
3. Disabled persons are not obligated to borrow books personally; they shall be entitled to appoint a person authorised to sign order slips and borrow books on their behalf.
4. Any persons interested (disabled persons and authorised persons) shall apply to the Lending Facility with their identity documents in order to meet the registration requirements.
5. The authorisation to exercise the rights stipulated under pt. 1-4 of the present paragraph shall be vested with disabled persons who are included on the list prepared by the Student Self-Government of the Warsaw School of Economics or who present a document confirming their disability (disability card or other document certifying disability).

§20

The only document authorising its holder to borrow publications shall be the valid library card issued by the Lending Facility or a valid electronic student ID card.

§21

1. The opening of a reader account shall require:
 - 1) Presenting a valid document with a photograph which certified that its holder has commenced and continues studies at or works for the Warsaw School of Economics,
 - 2) Filling in the declaration containing personal data of the user and their undertaking to observe the Rules and Regulations of the Library,
 - 3) Providing photographs (this provision does not apply to the holders of electronic student ID cards),
 - 4) Effecting the payment (this provision does not apply to the holders of electronic student ID cards).
2. The library account shall be opened personally.
3. The Library is to be notified of all changes in the address of residence.

§22

1. The library card shall be valid throughout the period of studies at or work for the Warsaw School of Economics.
2. The library card/electronic student ID card shall authorise students, PhD students and participants of post-graduate studies at the Warsaw School of Economics to use the resources of the Lending Facility, and the employees of the Warsaw School of Economics to use the resources of the Lending Facility and the main library resources.
3. The library card/student electronic card may not be provided for the use of third parties.
4. The loss or destruction of the library card/electronic student ID card shall render borrowing books impossible.

5. A duplicate of the library card may be obtained upon submitting a new photo and effecting payment (the above provision shall not refer to electronic student ID cards).
6. Personal data collected at the Library **shall be subject to protection pursuant to the Act of 29 August 1997 on personal data protection and shall be used solely for the purposes of enforcing the obligations of readers towards the Library.**

§23

1. Upon the expiry of the time-limit for returning the books borrowed, the computer system shall charge a fee for each borrowed publication according to the price list constituting an appendix hereto.
2. Readers shall be obligated to return the books borrowed and to effect the payment without the summons on the part of the Library.
3. Until all obligations towards the Library are settled, the reader's account shall be frozen.
4. The Library shall not send notifications of the approaching time-limit for returning books or the amount of fees charged by the computer system for their prolonged keeping.
5. All readers shall be obligated to check and control their accounts independently in the library computer system.
6. The reader's account shall indicate the date of borrowing and the time-limit of returning books as well as the amount of fees charged for books not returned by the indicated return time-limit.

§24

1. Prior to leaving the Library all readers should check the state of their accounts on the computer and report all potential reservations/complaints. The reservations/complaints reported after leaving the Library shall not be accepted.
2. Borrowings registered in the computer system shall constitute the proof of borrowing a book.

§25

Students, PhD students and participants of post-graduate studies at the Warsaw School of Economics who finish their studies as well as employees of the Warsaw School of Economics whose employment contracts are terminated shall be obligated to return their library cards prior to leaving the School and to obtain a signature on their clearance slip, confirming the settlement of all obligations towards the Lending Facility.

§26

1. Readers should respect the books they borrow. Upon borrowing publications, readers should report all noticed damage and underlines; otherwise the person borrowing the publication shall be liable for them.
2. Should a book borrowed from the Library be lost or damaged, the user shall be obligated to purchase a copy of the same or more recent issue or to present the Library with a publication thematically similar to the one lost or damaged in consultation with the Lending Facility as well as to cover all the costs incurred with the technical preparation of the book.

§27

The Library shall not lend:

- 1) Publications from the reference library,
- 2) Manuscripts and prints published before 1945,
- 3) Works marked with the symbols: “egz.arch.” and “cim.”,
- 4) Magazines,
- 5) Publications in bad technical condition,
- 6) BA theses, MA theses and doctoral dissertations.

VI. Inter-library borrowing

§28

The following persons shall be entitled to inter-library borrowing:

- 1) Employees of the Warsaw School of Economics as well as students, PhD students and participants of post-graduate studies at the Warsaw School of Economics, provided that a given document cannot be obtained at the Library and Warsaw libraries, subject to the stipulation that:
 - a) The orderer shall cover all costs related to obtaining the document by the Library,
 - b) Documents obtained from other libraries shall be granted access to only in the General Reading Room of the Library,
- 2) Other libraries, upon submitting an application for opening an account, signed by the director or head of the library, authorising the signing of order slips, reception of publications borrowed; up to five publications can be borrowed at the same time for the period of up to one month.

V. Preparing secondary documents pursuant to the binding provisions of copyright law

§29

1. Readers shall be entitled to make copies of articles from magazines, fragments of books and printouts from computer bases of full texts for a charge and within the frames stipulated in the provisions of the copyright law.
2. The amount of charges shall be specified in the price list constituting an appendix hereto.

Appendix to the Rules and Regulations
of using the Library resources of the Warsaw School of Economics

Price list of the Warsaw School of Economics Library

I. Special fees

| Fee | Price in PLN | Notes |
|---|--------------|--|
| 1. Library card with photograph | 10 | for the whole period of studies at the Warsaw School of Economics; does not apply to persons holding electronic student ID cards |
| 2. Reader card | 10 | for persons not related to the Warsaw School of Economics; for the period of one year |
| 3. Keeping a book for a period exceeding the established time-limit | 1 | for each day per each volume borrowed |

II. Fees for reprographic services

| Fee | Price in PLN * | Notes |
|--------------------------------------|-----------------------|--|
| 1. a4 photocopy | 0.20 | in the General Reading Room; in the Photocopy Room; on self-service photocopiers |
| 2. a3 photocopy | 0.40 | |
| 3. Black and white computer printout | 0.30 | in the Scientific Information Centre; in the Computer Laboratory; in the European Documentation Centre |
| 4. Colour a4 computer printout | 2.00 | in the European Documentation Centre |
| 5. Inter-library order | 0.40 + transfer costs | in the Photocopy Room |
| 6. Scanning: a4 | 0.80 | in the Photocopy Room and in the European Documentation Centre |

* The prices quoted include VAT.