

# **Regulations of the Information and Library System of WSB Merito University in Wrocław**

## **CHAPTER I. GENERAL PROVISIONS**

### **§1**

The information and library system of WSB Merito University in Wrocław consists of:

1. Library of the Faculty of Finance and Management of WSB Merito University in Wrocław,
2. Library of the Branch in Opole of WSB Merito University in Wrocław.

### **§2**

The libraries operate based on the Act of July 20, 2018, on Higher Education and Science (Journal of Laws 2018, item 1668), the Statute of the Wrocław Banking School, and the Act of June 27, 1997, on Libraries (Journal of Laws 1997, No. 85, item 539).

### **§3**

1. The information and library system of WSB Merito University in Wrocław serves as a publicly accessible academic library, performing service, teaching, and research tasks. The libraries collect materials and create an information workshop consistent with the educational programs and research needs of the unit in which they operate. Library collections are available to the entire University community.
2. The primary tasks of the Libraries are:
  - a. organizing the academic and teaching workshop of the University through the selection, cataloging, storage, provision, and protection of library materials collected in accordance with the collection profile, in the scope of scientific disciplines represented at WSB Merito in Wrocław
  - b. ensuring access to global information resources in electronic format,
  - c. expanding the scope of library and information services with network solutions enabling, among others, remote access to information and resources,
  - d. supporting the development of open science
  - e. conducting informational activities and bibliographic work,
  - f. conducting documentation work and registering scientific publications of University employees,
  - g. promoting and popularizing the Library – its collections, resources, and services,
  - h. conducting administrative activities ensuring the smooth functioning of the Library.

### **§4**

Substantive supervision over the activities of the university library and information system is exercised by the Director of the Library of WSB Merito University in Wrocław.

## **CHAPTER II. REGISTRATION. LIBRARY ACCOUNT**

### **§5**

1. Using the resources and services of the Libraries requires possession of a valid User account in the library system.
2. A User account can be created by registering in person at the Library or independently – by registering via the Internet, and then reporting to the Library with the required document to activate the account.
3. A condition for creating a User account is acceptance of these Regulations and presentation of the required documents (according to the table in Annex No. 1).
4. The User is responsible for the truthfulness and currency of their data. Consequences arising from neglect of this obligation are borne by the account holder.

### **§6**

1. The right to use the resources and services of the Libraries is held by:
  - a. Employees and students of WSB Merito University in Wrocław
  - b. Participants in postgraduate studies and MBA programs at WSB Merito University in Wrocław
  - c. Students of TEB Edukacja sp. z o.o. schools in Wrocław.
  - d. Persons who obtain such right based on a separate order from the Rector or permission from the Library Director.
  - e. The Library makes its collections available to other interested parties on-site (in-library use only).

## **CHAPTER III. PROVIDING ACCESS TO RESOURCES IN WSB LIBRARIES IN WROCLAW**

### **§7**

1. Library collections are made available:
  - a. in the Reading Room on-site,
  - b. in the Lending Department - through individual borrowing outside the library,
  - c. through interlibrary loan,
  - d. through computer network, in the case of electronic collections.

### **§8**

1. The Libraries make their collections available using a computer library system:

- a. users, by registering with the Libraries, agree to computer registration of loans. The system does not provide written confirmation of book returns.
- b. users can monitor the status of their library accounts via the Internet and report any doubts immediately to the Libraries.

## CHAPTER IV. LENDING DEPARTMENT

### §9

1. The Lending Department makes collections available externally; all registered users with an active library account have the right to borrow.
2. Detailed borrowing conditions - number of borrowed books, documents required for borrowing, and loan period - are specified in Annex No. 1 to these Regulations.
3. Books can be selected in person on-site or ordered and reserved online.
4. Ordering and reserving library materials is done electronically from the OPAC INTEGRO catalog (Online Public Access Catalog), after logging into the User account.
5. Reserved and ordered books must be collected within the designated period (up to 14 days from the date of email notification); after the indicated time, the order is automatically canceled.
6. The User has the option to extend the loan period:
  - a. independently – online from their library account (provided there are no outstanding fees on the library account and the return date for borrowed books has not passed),
  - b. at the library – in person, by phone, or by email.
7. Extension is not possible if the book has already been reserved by another Reader.
8. All users are required to return borrowed library materials on time and extend loans as needed. For exceeding the deadline, the Libraries charge a fee (PLN 0.50 for each day of delay, for each book).
9. Users who have been charged a library fee should report to the Lending Department to determine the form of settling this obligation.
10. All rules for settling obligations are specified in the current Internal Order "On settling dues for library materials damaged, lost, or not returned on time".
11. Reminder emails are sent to users whose loan period is expiring.
12. Full responsibility for timely return rests with the User. Disruptions in the potential delivery of reminders do not exempt Readers from responsibility for holding borrowed materials.
13. Used materials should be returned to the Lending Department; at the Library of the Faculty of Finance and Management, a "drop box" can also be used (books will be removed from the account within 24 hours).
14. If personal return of books to the Library is not possible, they may be sent by mail to the Library's address.
15. In justified cases, the Library has the right to demand the return of borrowed materials before the expiration of the regular period or to shorten the loan period.
16. Avoiding the return of requested items and outstanding library fees may result in suspension of the Reader's rights to use traditional and electronic services, with the possibility of referring the matter to legal proceedings.

# CHAPTER V. READING ROOM. RULES FOR USING COMPUTERS

## §10

1. The Reading Room contains thematically arranged resources of materials intended for on-site use only, computers available to Readers, and workspaces.
2. All interested parties are entitled to use the collections in the Reading Room.

## §11

1. In the Reading Room, collections are made available in open access; Users have access to:
  - a. book collection (selected),
  - b. full range of subscribed journals in paper and electronic format,
  - c. information publications: encyclopedias, dictionaries, lexicons, etc.,
  - d. electronic resources (databases, journals, e-books).

## §12

1. Readers have the right to independently copy fragments of books and journals within the scope of permitted use (except for standards and valuable collections).
2. The User is obliged to respect the comments and instructions of the Library employee.
3. Loud conversations and eating and drinking are prohibited in the Reading Room.
4. Mobile phones should be silenced.
5. The User is obliged to maintain order and cleanliness in the workplace.
6. The User is obliged to guard their property. The duty librarian and WSB Library are not responsible for it.

## §13

1. In the Reading Room, Users have access to computers on which it is possible to use:
  - a. Internet,
  - b. electronic resources and services subscribed by the Library,
  - c. installed office software
2. Readers can use Wi-Fi and their own computer equipment (designated stations are available for connection).
3. Users are not allowed to make any changes to the configuration of computers (applies to hardware and software).
4. Using computers for commercial purposes, performing any activities violating the copyright of creators or software and data distributors is prohibited.
5. The User has the right to non-invasively copy library resources within the scope of permitted use (if the licensor allows) and to save materials downloaded from the Internet on their own media (to the extent permitted by licenses). Computer contents are cleared after each shutdown.

6. Any damage (damage, contamination, other) and failures must be immediately reported to the duty librarian. The User bears financial responsibility for damage caused by their fault. Independent removal of defects is not allowed.
7. In case of non-compliance with the applicable rules, the duty librarian may demand that the User leave the computer station, and the User may be temporarily or permanently deprived of the right to use computers in the Reading Room.
8. WSB Library is not responsible for securing the User's work results (e.g., in case of computer failure or session termination for other reasons).
9. WSB Merito University in Wrocław reserves the right to block inappropriate websites containing content inappropriate for the User, spreading pornography, or internet piracy.
10. WSB Merito University in Wrocław does not bear legal responsibility for content processed by the User during the session. The User bears legal responsibility for processed content, in particular: visited websites, activities on websites, content of processed, downloaded, and shared files. If any of these activities is prohibited by the law of the Republic of Poland or international law applicable on the territory of the Republic of Poland, WSB Merito University in Wrocław will immediately report to the appropriate authorities any suspicion of violation of these regulations, without prior notification of the User.
11. WSB Merito University in Wrocław has the right to collect anonymous usage statistics of services delivered to computers. Such statistics are only collective in nature, without data identifying the User.

## **CHAPTER VI. RULES FOR USING LICENSED ELECTRONIC INFORMATION SOURCES**

### **§14**

1. Licensed electronic information sources (hereinafter: electronic sources) subscribed by the WSB Library are available on the University's computer network and remotely through the HAN server (Hidden Automatic Navigator).
2. Users with an active library account can use electronic sources. Other persons can access them only on-site, in the Reading Room.
3. Access to electronic sources is possible:
  - a. from all computers registered on the university network,
  - b. remotely, from outside the University network, after logging in through the HAN server with credentials that each User receives when creating a library account.
4. Users using electronic sources are required to respect intellectual property rights.
5. Users of electronic resources are prohibited from:
  - a. using software for automatic searching and downloading content,
  - b. using resources for commercial purposes (unless licenses state otherwise),
  - c. providing access to resources to third parties, unauthorized persons.
6. Abuses in this regard may result in disconnection of resources and legal liability.

## **CHAPTER VII. INFORMATION SERVICES**

## **§15**

1. WSB Library provides information services regarding resources available in the information and library system of WSB Merito University in Wrocław and – as far as possible – regarding collections of domestic and foreign libraries.
2. The scope of information services provided by qualified Library staff includes:
  - a. providing library, bibliographic, and factual information based on own resources,
  - b. assistance in searching and selecting materials and creating thematic compilations,
  - c. advisory and training activities regarding the use of the online catalog of collections, e-book platform, and database searching,
  - d. advisory services regarding the creation and use of scholarly apparatus in academic works.
3. The Library does not prepare bibliographic compilations for bachelor's, master's, and doctoral theses.

## **CHAPTER VIII. SETTLEMENT WITH THE LIBRARY**

### **§16**

1. Students and participants of WSB Merito University in Wrocław, upon completing their studies or leaving the university, must settle their obligations with the Library and obtain appropriate confirmation on the obligations card.
2. Employees of WSB Merito University in Wrocław who are ending their cooperation with the University are required to obtain a certificate of settlement of obligations with the Library.

## **CHAPTER IX. ORDER REGULATIONS**

### **§17**

1. On the Library premises, observance of public order rules, social coexistence, and personal culture generally accepted in public places is mandatory.
2. Users are required to comply with the regulations in force at the Library, in particular to respect borrowed materials and Library property.
3. Destroying and taking out collections, items, and equipment owned by the Library (without prior completion of required formalities) is prohibited and may result in suspension of User rights, with the possibility of referring the matter to legal proceedings.

## **CHAPTER X. FINAL PROVISIONS**

### **§18**

1. Any comments regarding the functioning of the Library can be communicated to the Director of the Library of WSB Merito University in Wrocław.
2. Decisions in matters concerning the provision of collections not included in the Regulations are made by the Director of the Library of WSB Merito University in Wrocław.

# Annex 1 to the Regulations on Providing Collections and Information Services of the Library and Information System of WSB Merito University in Wrocław

**Table No. 1**

<b>User Type</b>	<b>Documents Required for Registration</b>	<b>Account Validity</b>	<b>Number of Books per Account</b>	<b>Documents Required for Borrowing</b>	<b>Loan Period</b>
Undergraduate and Graduate Students	Valid electronic student ID	Duration of studies	20	Valid electronic student ID	4 weeks
Employees	Identity document and employment certificate	Period specified in employment contract	20	Identity document	4 weeks
Postgraduate and MBA Participants	Identity document	Duration of studies	20	Identity document	4 weeks
Students of Other Merito Universities	Valid electronic student ID	Duration of studies	10	Valid electronic student ID	2 weeks
Other Users	Identity document	Not applicable	On-site use only	Not applicable	Not applicable

Table 1: User Categories and Borrowing Conditions