

**RULES OF THE INFORMATION AND LIBRARY SYSTEM
WSB MERITO UNIVERSITY IN WROCLAW**

SECTION I. GENERAL PROVISIONS

§1

The information and library system at WSB Merito University in Wrocław includes:

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

§2

Libraries operate under the Act of 20 July 2018. Law on higher education and science (Journal of Laws 2018, item 1668), the Statute of WSB Merito University in Wrocław and the Act of 27 June 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 public scientific library, which performs service, didactic and scientific-research tasks. The libraries collect collections and create an information workshop in accordance with the directions of education and research needs of the unit in which they operate. The collections of the libraries are available to the whole university community.
2. The basic tasks of the Libraries of the WSB Merito University in Wrocław involve:
 - a) organising a scientific and didactic workshop of the University by selecting, developing, storing, making available and securing library materials completed in accordance with the collection profile, within the scope of scientific disciplines represented at the WSB Merito University in Wrocław
 - b) providing access to global information resources in electronic form,
 - c) extending 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 education
 - e) carrying out information activities and bibliographical work,
 - f) conducting documentation works and registering scientific publications of the University's employees,
 - g) promotion and popularisation of the Library - its collections, resources and services,
 - h) conducting administrative activities to ensure the efficient functioning of the Library.

§4

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

SECTION II SUBSCRIPTIONS. LIBRARY ACCOUNT

§5

The use of the resources and services of the Libraries is granted by having a valid user account in the library system.

1. A User account can be created by registering in person in the Library, or independently - by registering via the Internet, and then applying to the Library with the required document in order to activate the account.
2. The condition for creating a User account is acceptance of these Regulations and submission of required documents (according to the table in Attachment 1).
3. The User is responsible for the authenticity and validity of his data. Consequences arising as a result of negligence of this obligation shall be borne by the account holder.

§6

1. The resources and services of Libraries may be used by:
 - a) Employees and students of the WSB Merito University in Wrocław
 - b) Postgraduate and MBA students of WSB Merito University in Wrocław
 - c) Students of TEB Edukacja sp. z o.o. schools in Wrocław.
 - d) Persons who obtain such a right on the basis of a separate order of the Rector or permission from the Director of the Library.
 - e) The Library makes its collections available to other interested persons as a demonstration (on the spot).

SECTION III MAKING RESOURCES AVAILABLE IN LIBRARIES IN WROCLAW

§7

1. The resources of libraries are made available:
 - a) in the Reading Room on site,
 - b) in the Lending Library - through individual lending outside the library,
 - c) through interlibrary lending,
 - d) via a computer network, in the case of electronic collections.

§8

1. Libraries will make their resources available using a computer library system:
 - a) by subscribing to the libraries, users agree to computer registration of their borrowings. The system does not provide for written confirmation of book returns.
 - b) Users can control the status of their library accounts via the Internet and report any doubts immediately to the Libraries.

SECTION IV LIBRARY

§9

1. The library makes its resources available to the public; all registered users with an active library account have the right to borrow books.
2. Detailed borrowing conditions - the number of borrowed books, documents required for borrowing and the date of borrowing - are specified in Attachment 1 to these Rules.
3. Books can be selected personally on site or ordered and booked online.
4. Ordering and booking of library materials is done electronically from the OPAC INEGRO (Online Public Access Catalogue), after logging in to the User's account.
5. Books booked and ordered must be collected within the specified time (within 14 days as of the date of e-mail notification); after the specified time, the order is automatically cancelled.
6. The User has the possibility to extend the rental period:
 - a) independently - online from their library account (provided that there are no outstanding fees on their library account and the deadline for returning the borrowed books has not passed),
 - b) in the library - in person, by phone or by e-mail.
7. A renewal is not possible if the book has already been booked by another Reader.
8. All users are obliged to return and renew borrowed library materials on time. For overdue extensions the Libraries charge a fee (PLN 0.50 for each day of delay, for each book).
9. Users to whom the library fee has been charged should report to the Lending Library to determine the form of settlement of this obligation.
10. All the rules of settling the liabilities are specified in the current Internal Regulation "On the payment for damaged, lost or not returned on time library collections".
11. Users who are about to finish their lending period are sent additional e-mail reminders.

12. The User is fully responsible for the timely return. Interferences in the possible delivery of the reminders do not exempt the Readers from the responsibility for the retention of borrowed materials.
13. Used materials should be returned in the Lending Library; in the Library of the Faculty of Finance and Management it is also possible to use the " drop-off". (books will be removed from your account within 24 hours).
14. If it is not possible to return books personally to the Library, it is allowed to send them by post to the address of the Library.
15. In justified cases the Library has the right to demand the return of borrowed materials before the expiry of the statutory period or shorten the lending time.
16. Evasion of the return of monitored items and overdue library fees may result in the suspension of the Reader's rights to use traditional and electronic services, with the possibility of legal action.

SECTION V READING ROOM. RULES FOR USING COMPUTERS

§10

1. In the Reading Room there is a theme-based resource of materials to be used only on site, computers to be used by the Readers and places to work.
2. All interested parties are entitled to use the collection in the Reading Room.

§11

1. In the Reading Room, the resources are made available in free access; users have access to:
 - a) book collection (in choice),
 - b) a full stock of paper and electronic subscriptions,
 - c) information publications: encyclopaedias, dictionaries, lexicons, etc,
 - d) electronic resources (databases, magazines, eBooks).

§12

1. Readers have the right to copy excerpts from books and magazines themselves 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's employee.
3. Loud conversations and eating and drinking are forbidden in the Reading Room.
4. Mobile phones should be muted.
5. The user is obliged to keep the workplace tidy and clean.
6. The user is obliged to guard his property. Neither the librarian on duty nor the Library is responsible for them.

§13

1. In the Reading Room, users have access to computers that can make use of:
 - a) the Internet,
 - b) electronic resources and services subscribed by the WSB Merito Library,
 - c) the office software installed
2. Readers can use Wi-Fi network and their own computer equipment (there are designated stations to connect).
3. Users are not allowed to make any changes in the configuration of computers (applies to hardware and software).
4. It is forbidden to use the computers for commercial purposes or to perform any activities infringing the copyright of the authors or distributors of software and data.
5. The user has the right to non-invasive copying of library resources within the scope of permitted use (if the licensor permits it) and to save the materials downloaded from the Internet on their own media (to the extent permitted by the licences). The content of computers is cleaned after each time they are switched off.
6. Any damage (damage, dirt, other) and failures should be immediately reported to the librarian on duty. The user is

financially responsible for damages caused by his fault. It is not allowed to remove the faults by yourself.

7. In the event of failure to comply with the applicable regulations, the librarian on duty may demand the User to leave the computer station, and the User may be temporarily or permanently deprived of the right to use computers in the Reading Room.
8. The WSB Merito Library is not responsible for saving the results of the User's work in the event of a computer failure or session being interrupted for other reasons.
9. The 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 is not responsible for the content processed by the User during the session. The User himself/herself is legally responsible for the content processed, in particular: the websites visited, activities on the websites, the content of processed, downloaded and made available files. If any of these activities are prohibited by the law of the Republic of Poland or international law in force on the territory of the Republic of Poland, WSB Merito University in Wrocław will immediately report any suspicion of breaching these regulations to the relevant authorities, without prior notice to the User.
11. WSB Merito University in Wrocław has got the right to collect anonymous statistics on the use of services provided on computers. Such statistics are only of an aggregate nature, without any data identifying the User.

SECTION VI RULES FOR THE USE OF LICENSED ELECTRONIC INFORMATION SOURCES

§14

1. Licensed electronic information sources (hereinafter referred to as: electronic sources) subscribed by the WSB Merito Library are available in the University's computer network and remotely via the HAN server (Hidden Automatic Navigator).
2. The electronic sources can be used by Users who have an active library account. Other persons can use the access only on site, in the Reading Room.
3. Access to electronic sources is possible:
 - a) from all computers registered in the university network,
 - b) remotely, from outside the University's network, after logging in through the HAN server, the data received by each User setting up a library account.
4. Users using electronic sources are obliged to observe intellectual property rights.
5. The users of electronic resources are prohibited to:
 - a) use software to automatically search and download content,
 - b) use of resources for commercial purposes (unless otherwise specified in the licences),
 - c) granting access to resources to unauthorised third parties.
6. Abuse in this respect may result in disconnection of resources and legal liability.

SECTION VII INFORMATION SERVICES

§15

1. The WSB Merito Library provides information services in the scope of resources available in the information and library system of WSB Merito University in Wrocław and, if possible, in the scope of collections of domestic and foreign libraries.
2. The scope of information services provided by the Library's qualified staff includes:
 - a) providing library, bibliographic and factual information based on own resources,

- b) assistance in searching for and selecting materials and creating thematic lists,
c) counselling and training activities in the use of the online catalogue, e-book platform and database search,
d) advice on the creation of a scientific instrument and its use in scientific work.
3. The WSB Merito Library does not prepare bibliographic lists for bachelor's, master's and doctoral theses.

SECTION VI LIBRARY CLEARANCE

§16

1. When graduating or leaving the university Students and students of WSB Merito University must settle their obligations to the Library and obtain the relevant confirmation on the clearance sheet.
2. Employees of the WSB Merito University in Wrocław terminating their cooperation with the University are obliged to obtain a certificate on the settlement of their obligations towards the Library.

SECTION VII ORDERLY PROVISIONS

§17

1. The principles of public order, social coexistence and personal culture, generally accepted in public places must be observed within the Library.
2. The users are obliged to comply with the regulations in force in the Library, in particular to respect borrowed materials and the Library's property.
3. Destruction and removal of collections, objects and equipment owned by the Library (without prior completion of required formalities) is forbidden and may result in suspension of the User's rights, with the possibility of legal action.

SECTION XI FINAL PROVISIONS

§ 18

1. All remarks concerning the operation of the Library can be submitted to the Director of the Library of the WSB Merito University in Wrocław.
2. Decisions as regards making the resources available, not included in the Rules, are made by the Director of the Library of WSB Merito University in Wrocław.

Attachment 1 to the Rules for Providing Access to the Library and Information System of WSB Merito University in Wrocław

User	Registration documents	Account validity	Number of books in the account	Documents required at rental	Borrowing period
Undergraduate and graduate students	Valid electronic student's card	Duration of the studies	20	Valid electronic student's card	4 weeks
Employees	ID card and employment proof	Period covered by the contract	20	ID card	4 weeks
Postgraduate and MBA students	ID card	Duration of the studies	20	ID document	4 weeks
Students of other WSB branches	Valid electronic student's card	Duration of the studies	10	Valid electronic student's card	2 weeks
Other users	ID card	Not applicable	Presentation only	Not applicable	Not applicable