**Regulations of Prof. Jerzy Altkorn Academic Library**

**and Libraries of WSB University Branches**

**of 16 the February 2022.**

Prof. Jerzy Altkorn Academic Library with Libraries of the University branches, hereinafter referred to as the Library, operates as part of the library and information system, in accordance with § 16 of the Statue of WSB University of 26 October 2021.

The Library is a traditional library that collects, stores, and provides access to library collections, and conducts research, didactic and popularising activities, participates in the development of the information society. The Library operates in accordance with the principle of open access to science and cultural goods.

**GENERAL PROVISIONS**

§ 1

1. The Library provides collections:
	1. in the Reading Room;
	2. by local loans;
	3. through interlibrary loans;
	4. by organising access to electronic databases.
2. The Library collections can be used by:
	1. first and second cycle students;
	2. postgraduate students;
	3. PhD students;
	4. research and teaching staff and administrative staff of WSB University;
	5. participants in other forms of formal education available at WSB University, such as Third Age University (UTW) students, legal carers of children participating in Children’s Universities (DUD) and participants in courses, etc.
3. Persons other than those listed in par. 2, persons not engaged in the projects carried out by WSB University, may use the collections in the Reading Room during the Library’s working hours.
4. A current and valid library account is required to be able to use the Library’s collections and to have access to the electronic databases.
5. The following documents entitle to use the Library’s collections:
	1. First and second cycle students and PhD students – valid student ID card;
	2. Postgraduate students, PhD students, research and teaching staff, WSB University employees, other participants listed in § 1 section 2 - ID card.
6. The Library users are financially responsible for the collection items entrusted to them from the moment they are borrowed until they are returned. Upon receipt, the readers should check their condition and report any damage found under the pain of assuming that the entrusted library item was not damaged.

**INFORMATION**

**ABOUT THE PRINCIPLES OF PROCESSING READERS' PERSONAL DATA**

1. The administrator of readers' personal data is WSB University with its registered office in Dąbrowa Górnicza 41-300, at ul. Cieplaka 1C, which can be contacted by sending an e-mail to: rektorat@wsb.edu.pl or by calling +48 32 262-28-05. The administrator has also appointed a Data Protection Officer, who can be contacted by sending an e-mail to the following address: iod@wsb.edu.pl.
2. The Administrator processes the readers’ personal data, in particular, to the extent necessary for them to use the library services and in order to fulfil the statutory obligations and/or tasks of the Library pursuant to art. 6 sec. 1 lit. b) and c) of the GDPR; more information on the conditions and grounds for processing borrowers' personal data in accordance with the obligation under Art. 13 and 14 of the GDPR, is in the information obligation regarding the conditions for the processing of personal data published and available to the readers in accordance with sec. 4.
3. Data processing is based on the Regulation of the European Parliament and of the Council 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as GDPR, and the Personal Data Protection Act of 10 May 2018 (Journal of Laws of 2018, item 1000, as later amended).
4. The information obligation regarding the conditions of personal data processing has been made available to library users in an online form at www.wsb.edu.pl/biblioteka and in traditional form at the Administrator's office.

**LIBRARY**

**Library Reader Accounts**

§ 2

1. Readers’ registration in the Library is done by completing and sending an electronic form available on the Library’s website, in the Integro catalogue by creating a personal library account, secured with a password.
2. Along with the form, the Reader is obliged to submit a statement of consent to the processing of personal data by WSB University to the extent necessary to enable the Reader to use the Library.
3. Activation of the library account is made by the library employees within 1-2 business days.
4. The user is obliged to notify the library employees of each change of name, address, field of study or e-mail address.
5. Accounts of readers of other formal forms of education implemented by WSB University:
	1. the Reader is registered in the library system by filling out and sending or delivering in person to the Library the registration form available in the Library and on the Library's website. The form is attached as Appendix 4 to these Regulations.
	2. the library account will be activated for a limited period, i.e. for a maximum period of the academic year; to extend the validity of the account in the case of continuing participation in the Third Age University (UTW) or Children’s Universities (DUD), it is necessary to report to the Library in the next academic year; students can renew their membership any number of times;
	3. a document confirming the Reader's identity and authorising him or her to borrow the Library's collection items is an identity card; this document should be presented to the librarian for verification.

**Rules for lending and sharing the library collections**

§ 3

1. Library collection items available for lending should be ordered electronically through the Reader's individual account in the Integro catalogue.
2. Books in the library open zone are exempt from the need to make prior online orders.
3. The readers borrow library resources in person or through an authorised person. Authorisation is understood as providing written information in this regard by the owner of a personal library account. The template of the authorisation constitutes Appendix No. 1 to these Regulations.
4. Library collections are lent to the Reader for a period of 4 weeks, excluding e-books, which is regulated in section 5 § 3, with the possibility of prolongation (extension), unless they have been booked by another Reader.
5. Borrowing of e-books:
	1. E-books are borrowed in pdf, epub, mobi formats;
	2. The Reader borrows e-books himself or herself via his or her library account in the Integra catalogue;
	3. Viewing e-books in the pdf format is possible in a web browser and takes place in the form of a viewer;
	4. The maximum number of borrowed e-books per reader's account is: 3 copies;
	5. Electronic documents are borrowed for a period of 5 days, with the possibility of prolonging (extension), unless they have been booked by another Reader;
	6. After the loan period expires, the e-book will be automatically returned from the reader's account;
	7. E-books in the epub, mobi formats - the user downloads the file to his or her device, and after finishing work, he or she is obliged to immediately remove the electronic document from the device on which the file was downloaded;
	8. Copying and further sharing of the downloaded files is prohibited.
6. A work/copy is understood as one medium (book, CD/DVD, standard, board) with a specific signature mark and inventory number.
7. Each Reader can make a reservation of a collection item that is currently on loan.
8. Number of library items available for borrowing:
	1. Students, post-graduate students - 7 copies;
	2. PhD students - 14 copies;
	3. Employees under a mandate contract, for a specific task contract - 14 copies;
	4. Employees under an employment contract - 20 copies;
	5. Participants in other formal forms of education implemented by WSB University - 3 copies.
9. Orders placed during the Library’s working hours are processed within 15 to 45 minutes.
10. Orders placed outside the Library’s working hours are processed on the next working day.
11. The completed order is waiting for collection at the Library for 3 days. After this time, the books are transferred to the storage area.
12. The deadline for returning borrowed library items can be extended five times if they have not been booked by other Readers.
13. The extension can be made one day before the return deadline at the latest:
	1. through the Reader's individual online account in the Integro catalogue,
	2. in person at the library,
	3. by phone (tel. no. 32 295 93 56),
	4. by e-mail (biblioteka@wsb.edu.pl).
14. In justified cases, the Library may request the Reader to return library items before the deadline.
15. If the return date falls on a holiday, it is automatically moved to the next day.

**Not returning, damage of library collection items**

§ 4

1. The Library is not obliged to inform the Reader about the expiry of the deadline for the borrowed library collection items.
2. Fees are not charged on days when the Library is closed.
3. If an item is not returned to the Library on time, the Reader shall pay the University a contractual penalty of PLN 0.50 per day for each borrowed copy. The Reader's Account remains blocked until the financial obligations are settled.
4. The fee must be paid in cash at the Library. In the case of settling liabilities in a different way, allowed by the University, it is mandatory to provide the Library with a confirmation of payment.
5. The reader may borrow library items again after settling all liabilities on his or her account.
6. The decision to cancel the contractual penalty or partial remission of costs is made by the Library Director, after the Reader has previously submitted an appropriate request, the template of which is attached as Appendix 2 to these Regulations.
7. In the event of not retuning or damage of a borrowed library item, the following forms of compensation are available:
	1. providing another copy of the same author and title;
	2. providing another library item indicated by the Library;
	3. acceptance of library items proposed by the Reader after checking their suitability;
	4. payment of a cash fee in the amount of the value of the lost collection item.

**Settlement of the liabilities towards the Library**

§ 5

1. Before registering and activating an account, the Reader is obliged to read the Library Regulations. Approval of the Regulations is the condition of registration. The Library users are obliged to comply with the Regulations.
2. To obtain the confirmation on the University's clearance card of settling liabilities towards the Library it is necessary to return all the borrowed library items and to settle all other obligations towards the Library.
3. If the liabilities towards the Library are not settled, the library account will still appear in the library system as "blocked”.
4. The library account of the Readers listed in § 1 section 2 point e, may be cancelled at the Reader's request at any time during the academic year or after the end of the semester or academic year, and after the end of the Reader's participation in the Third Age University (UTW) or Children’s Universities (DUD).

**Interlibrary loans**

§ 6

1. At the Reader's request, the Library will acquire from other national libraries items that are not available in the Library's own collections and if they are not available on the Internet in full text form.
2. Ordered library items are made available only in the Reading Room.
3. A maximum of 5 items of library collections may be ordered at a time through interlibrary loans.
4. The order should contain the Reader’s name and surname, contact details, library card number, bibliographic description of the item sought.
5. The processing time for domestic orders is usually from one week to one and a half months.
6. The deadline for returning the ordered library items and the possibility of extension is determined by the lending library.
7. In the event of damage to the library collection items, the Reader is obliged to deliver the equivalent to the library that lent the item in the form determined by it.

§ 7

1. Domestic or foreign libraries, as well as institutions and organisations may borrow the Library's collections by means of interlibrary loans.
2. Library items can be ordered electronically with the use of the form available on the Library's website.
3. Collection items can be borrowed for a period of 4 weeks and may only be made available in reading rooms of the ordering libraries or institutions and organisations.

**Access to collections in the Reading Room**

§ 8

1. The use of library items in the Reading Room is based on the rule of free access to resources. After using the materials, the Reader leaves them on the table.
2. Books and magazines may not be taken outside the Reading Room without the Librarian's consent.
3. The use of publicly available IT equipment owned by the Library and access to the Internet is free of charge.
4. The Internet access in the Library serves primarily information and research purposes, in particular, it enables the use of the Library's collections, library catalogues, digital libraries and databases made available online.
5. The time of online access in the Library is not limited. In justified cases, the librarian may ask for an earlier termination of work.
6. It is not allowed to reconnect, disconnect computer equipment, and to conduct any activities that may be considered dangerous for the infrastructure.
7. In justified cases, the Librarian has the right to ask the Reader to leave the Reading Room.

**ACCESS TO ELECTRONIC DATABASES**

§ 9

1. The Library offers access to electronic databases via broadband Internet and a password-protected wireless WiFi network.
2. The electronic databases available in the Academic Library of WSB University can be used by:
	1. 1st and 2nd cycle students;
	2. Postgraduate students;
	3. PhD students;
	4. Research and teaching staff and administrative staff of WSB University.
	5. Participants in other formal forms of education provided by WSB University.
3. Access to the databases is granted at the explicit request of interested persons.
4. Access to electronic databases is granted for one academic year and must be renewed each academic year.
5. After verification of the applying person (provide name, surname, field of study, student ID number), access to the databases will be sent via e-mail from the e-mail address: Biblioteka@wsb.edu.pl.
6. Access by name or login and password may be issued for a limited time, i.e. for the period of the academic year. After this date, passwords will be changed.
7. Access to the databases expires upon completion of studies/seminar or loss of the student status, etc.
8. Transferring access to third parties is prohibited.
9. Employees may verify issued personal accesses and, in the event of violations or unlawful use by unauthorised persons, the access may be blocked.

**INFORMATION SERVICES**

§ 10

1. Free information is provided by the librarian on duty in the Library, Reading Room and by email (biblioteka@wsb.edu.pl).
2. The Library, at the Reader’s request, may prepare a thematic compilation based on own resources, resources of other libraries and available full-text digital resources.
3. To use the thematic compilation, the Reader is obliged to complete the form available on the Library's website and deliver it to the Library or send it to the e-mail address. The template of the thematic compilation is attached as Appendix 3 to these Regulations.
4. Processing time of the orders for a thematic compilation usually lasts from one to two weeks.
5. In the event of a negative result of the inquiry, the Reader will be provided with information on the scope of the performed work.

**OTHER ACTITIVIES**

§ 10

1. The Library conducts scientific, didactic, and popularising activities (trainings, workshops, exhibitions, meetings, etc.)
2. The Library cooperates with other departments of WSB University.
3. The Library keeps the University's chronicle.
4. The Library undertakes activities aimed at making library collections available to people with dysfunctions.
5. The Library cooperates with other research information centres.
6. The Library ensures the ongoing updating of the data posted on the Library's website.

**GENERAL SAFETY AND ORDER REGULATIONS**

§ 11

1. Persons staying in the Library should behave in a manner consistent with the commonly accepted norms of social coexistence.
2. It is forbidden to eat, drink, including alcoholic beverages, smoke, use drugs and e-cigarettes and bring animals (except guide dogs), as well as arbitrarily conduct commercial activities and distribute advertising materials, leaflets, etc. in the Library.
3. In situations threatening safety and order, the security staff have the right to intervene.
4. Library employees are not responsible for items left unattended on its premises.
5. The Library's opening hours are determined by the Director, while the opening hours of the off-campus faculty libraries are determined by the Dean competent for the Faculty.

**FINAL PROVISIONS**

§ 12

1. Libraries located in the University Branches are subordinated to the main Library.
2. The Library Regulations regulate its activities and the activities of the Libraries located in the off-campus branches.
3. The provisions of these Regulations shall apply to the Libraries of the University Branches.
4. The Director of the Library settles the issues not covered by the provisions of the Regulations. The Director's decision may be appealed in writing to the Rector of the University.
5. Deviations from the provisions of the Regulations may be applied in exceptional cases with the consent of the Library Director, in response to a written request.
6. The Rector approves the Regulations at the Library Director’s request.
7. The Regulations approved by the Rector enter into force on the date of signing, i.e. 16 February 2022.
8. The University reserves the right to supplement and amend the Regulations.
9. Upon entry into force of these Regulations, the existing Regulations of Prof. Jerzy Altkorn Academic Library of WSB University of 16 April 2018, Regulations of the Library of the Branch Faculty in Cieszyn of 16 April 2018, Regulations of the Library of the Branch Faculty in Olkusz of 16 April 2018, Regulations of the Library of the Branch Faculty in Żywiec of 16 April 2018.

 RECTOR

 dr hab. Zdzisława Dacko-Pikiewicz, prof. AWSB

**Appendix no. 1 to the Regulations of Prof. Jerzy Altkorn Academic Library**

Dąbrowa Górnicza, on ................................................

# AUTHORISATION

Mr/Ms..............................................................................................

 surname, first name

............................................................................................................

 Student ID card number or number and series of the ID card

authorises

Mr/Ms...........................................................................................

 surname, first name

............................................................................................................

 no. and series of the ID card

to collect documents, magazines, books, CDs and DVDs, journals and other items ordered by me at prof. Jerzy Altkorn Academic Library.

At the same time, I acknowledge and accept that full responsibility for the borrowed items rests with the authorising person.

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 Student’s/employee’s signature

**Appendix no. 2 to the Regulations of Prof. Jerzy Altkorn Academic Library**

Dąbrowa Górnicza, on ................................................

................................................................

name and surname

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 Student ID number and field of study

Director of Prof. Jerzy Altkorn Academic Library

of WSB University

I hereby request a partial remission of the fee for the late return of the borrowed items.

# Justification

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Thank you for your favourable consideration of my request.

 Yours faithfully

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 signature

Decision:

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**Appendix no. 3 to the Regulations of Prof. Jerzy Altkorn Academic Library**

Dąbrowa Górnicza, on ................................................

**THEMATIC COMPILATION**

|  |
| --- |
| TITLE:  |
| Reader’s name and surname |  |
| Student ID number |  |
| Field of study |  |
| E-mail |  |

Please deliver the completed query to Prof. Jerzy Altkorn Academic Library of WSB University by e-mail to the address: biblioteka@wsb.edu.pl.

**Appendix no. 4.**

**NEW READER REGISTRATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First name** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Surname** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Data of birth** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Street** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **House/apartment number** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Code** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **City** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ID card series and number** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Mobile phone number** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **E-mail address** |  |

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 date, signture