

Annex to the Regulations of the Library and Information System of the University of Warsaw

Regulations for Accessing BUW Collections

Chapter I

General provisions

§ 1

1. These Regulations define the rules for accessing the collections and services at the University of Warsaw Library, further referred to as BUW.
2. BUW collections, the information system and facilities are public goods. Detailed information defining the rules and how to access the collections and services are available to the public.
3. Accessing BUW collections and services is free. However, the user pays charges for services specified in the "Price list for services at the University of Warsaw Library (BUW)".
4. Terms of accessing electronic resources are determined by the terms of the license and BUW internal rules.
5. Rules for accessing the collections available at the University of Warsaw Library which do not constitute property of the Library may be determined by separate provisions.
6. BUW processes personal data of its users in accordance with the Regulation of the European Parliament and the EU Council 2016/679 of 27 April 2016 (GDPR) and the Act of 10 May 2018 on the protection of personal data. Personal data is processed only for the purpose of performing the tasks of BUW and libraries of UW academic units in terms of user service using a joint IT system. The scope of the processed data is specified in § 22 (3) of the Statute.

Chapter II

Eligibility to access the collections

§ 2

1. The collections of the University of Warsaw Library are available to holders of valid library cards, who are required to present them each time they enter BUW, as well as on every BUW employee's or security officer's request
2. In these Regulations the following documents are considered a library card:
 - a) for UW students – an Electronic Student Card (ELS), a library card issued by BUW or any other document based on the contactless MIFARE standard with a visible eleven-digit number;
 - b) for UW doctoral students and UW employees – an Electronic PhD Student ID (ELD) and an Electronic Employee ID (ELP), a library card issued by BUW or any other document based on the contactless MIFARE standard with a visible eleven-digit number;
 - c) for UW graduates – an Electronic Alumni Card (ELA), a library card issued by BUW or a different document based on the contactless MIFARE standard with a visible eleven-digit number;
 - d) for users from institutions with which UW has signed relevant agreements – a document specified in these agreements or a library card issued by BUW;
 - e) for other users of legal age or users over 16 years of age who provide a written consent of their legal guardian according to the template specified by the head of the Circulation Department – a library card issued by BUW or a different document based on the contactless MIFARE standard with a visible eleven-digit number;

f) other document approved by the head of the Circulation Department

3. All cards specified in (2) require registration. The registration takes place at BUW upon presentation of a valid ID card. Owners of ELS, ELP or ELD cards can independently register their cards online.

4. Users acquire the right to use the BUW collections and services after signing a statement confirming that they have read these Regulations and the Privacy Policy in force at BUW, upon registration of the library card.

5. The user has the right to have one library card.

6. Entitlements arising from the possession of a library card are not transferable. BUW shall not be held responsible for the use of a library card by any third party until the owner blocks the library card. Authorisation for another person may be issued according to the template specified by the head of the Circulation Department, only in exceptional cases (e.g. illness, disability, other unforeseen occasions) and for a specified period not exceeding six months.

7. Every owner of a valid library card specified in (2) is entitled to use the collections on site, while authorized users are entitled to loan outside BUW.

8. The following authorized users are entitled to borrow outside BUW:

- a) all UW employees, including the retired,
- b) students and doctoral students of all types of studies at the University of Warsaw,
- c) visiting professors at UW,
- d) members of the UW Alumni Club after they meet the conditions set by the UW Alumni Club in agreement with BUW,
- e) professors and persons with a post-doctoral degree from outside UW upon presentation of an identity card issued in Poland,
- f) users of the institutions with which UW has signed relevant agreements,
- g) libraries of UW academic units,
- h) other libraries and institutions with the approval of the head of the Circulation Department,
- i) persons entitled to a deposit account;
- j) persons who have graduated from the University of Warsaw, after meeting the requirements specified by BUW.

9. Library cards are issued for a specified period of time and are subject to prolongation.

10. The deposit account referred to in (8) (i) is regulated by the following rules:

- a) after obtaining the consent of the head of the Circulation Department and paying the deposit, the right to open a deposit account is granted to doctoral students who are affiliated with UW via a thesis advisor, upon presentation of a recommendation from them;
- b) a deposit account is valid for 12 months from the date of its creation and payment of the non-refundable fee for the account management;
- c) the deposit is returned immediately upon the user's written request (which shall include, among others, the bank account number) after settling the liabilities towards BUW or after reducing the deposit by the amount of outstanding liabilities;
- d) the request for the return of the deposit shall be submitted to the Circulation Department within 12 months from the account expiry date; not submitting the request within the indicated period is tantamount to a resignation from applying for the refund of the deposit.

11. In the case of deposit accounts opened before the date of application of these Regulations, the following rules for the return of the deposit apply:

- a) BUW sends a notification to the e-mail address assigned to the user's account about the expiration of the account's validity and the possibility of collecting the deposit within 12 months from the date of sending this notification;
- b) after receiving the notification the user is obliged to submit a written request for the return of the deposit;
- c) not submitting the request within 12 months since the date of sending the notification from BUW is tantamount to a resignation from applying for the refund of the deposit.

Chapter III

Access to collections

§ 3

1. BUW collections are available to users in accordance with entitlements referred to in Article 2 (7) and (8):
 - a) on site,
 - b) by lending outside the Library,
 - c) through interlibrary loan,
 - d) via computer network in the case of electronic resources,
 - e) via digital library in the case of digitised resources.
2. The rules for borrowing electronic book (e-book) readers at BUW are specified in separate provisions.
3. Upon registration of a loan and return of library materials the user shall check their library account and report any remarks within five working days to the Circulation Department.
4. Accessing library collections through the Circulation Desk and Interlibrary Loan, in the Main Reading Room, in the reading rooms of special collections, and through the usage of self-service devices (SelfCheck kiosks) is possible only if the user has no obligations towards any library of the UW library and information system.

On-site access

§ 4

1. BUW collections can be accessed in reading rooms, the Open Stacks, individual work booths and group work rooms.
2. The usage of the Open Stacks, reading rooms and individual work booths is specified in the internal rules of BUW.
3. Collections in the Open Stacks and the Main Reading Room (except collections requested from the closed stacks may be used by readers independently in publicly accessible areas.
4. Library materials stored in the closed stacks or reference collections that are not available to borrow outside BUW, should be ordered only to adequate reading rooms.
5. Items delivered to the reading rooms but not accessed within five days, excluding Sundays, holidays and days when the reading rooms are closed, are returned to the closed stacks.
6. Information about the reason for not delivering materials can be obtained in the reading rooms.
7. The Main Reading Room, in addition to its own collection, provides materials imported from other libraries through the interlibrary loan.
8. All users can use the computers located in the Open Stacks area and their own computers, in accordance with separate rules for using computers at BUW.
9. Specially marked computers and individual work booths for people with disabilities are

excluded from free access. Authorisation for the use of the equipment mentioned above is issued by the University of Warsaw Office for Persons with Disabilities.

Borrowing outside the Library

§ 5

General rules

1. BUW loans its collections to individual users and institutions that have a valid library card, mentioned in Article 2 (8) of these Regulations.
2. BUW does not loan materials classified as „non-circulating” or “on site access only”, specifically:
 - a) items from reference collections of BUW organizational units;
 - b) items from special collections;
 - c) most of encyclopedias, dictionaries, bibliographic publications and other publications of reference character;
 - d) periodical publications;
 - e) newspapers;
 - f) books published between 1919–1950;
 - g) items in poor state of preservation,
 - h) unbound offprints and reprints of small size and volume,
 - i) items that are rare, difficult to purchase or containing numerous tables, maps, illustrations and engravings or files with loose sheets of paper;
 - j) cimelia;
 - k) microforms;
 - l) items from the Open Stacks marked with a red sticker or a red dot.
3. The restrictions referred to in (2) do not apply to loaning the materials for domestic and foreign exhibitions, which are determined by separate provisions.
4. The restrictions referred to in (2) (a) (c) (d) and (l) may, for a limited period (up to 14 days), be suspended for persons with disabilities, upon presentation of an authorisation from the UW Office for Persons with Disabilities, but without the possibility of renewal.
5. Users who provided their email address upon registration with BUW receive the following system notifications:
 - a) about the approaching deadline for the return of borrowed library materials;
 - b) about the completion of ordered materials;
 - c) about a failure to return the borrowed item in time (reminders).
6. The user is responsible for failing to return the borrowed library materials in time, regardless of the causes which rendered it impossible to receive the reminders sent by BUW.
7. In regard of ordering books the following rules apply:
 - a) ordered books and unrealized order slips are kept for five days, excluding Sundays, holidays and days when the Circulation Desk is closed;
 - b) users can obtain information about the reason for not delivering the ordered book at the Circulation Desk;
 - c) Items unavailable at the time of ordering can be reserved via the online catalogue;
 - d) a reserved book shall be picked up from the Circulation Desk within five days from the day of receiving a notification about the possible pick-up, excluding Sundays, holidays and days when the Circulation Desk is closed.
8. BUW has the right to set earlier deadlines for the return of materials which are particularly sought after. In this case, the return periods specified in Articles 6 and 7 (1) are not applicable.

9. The user may renew a borrowed item no sooner than 14 days before the return date, if the following conditions are met:

- a) the item has not been reserved by another user in the meantime;
- b) the return date of this item or any other item on the user's account has not passed;
- c) the user's account is still valid;
- d) there are no outstanding fees on the user's account.

10. The user can renew a borrowed item online, in person at the Circulation Desk or at a SelfCheck kiosk. Regardless of the reader's entitlements, a book may be renewed no more than five times in a row, each time for 30 days since the day of the renewal, with the exception of books borrowed for shorter periods, which have a renewal period consistent with their loan date.

11. Failure to meet the due date entails:

- a) a fine for failing to return an item in time specified in the "Price List for services at the University of Warsaw Library (BUW)";
- b) suspension of lending rights until the settlement of obligations towards BUW;
- c) suspension of the right to use the following services of the Main Reading Room: access to the library materials from the closed stacks and to keys to the individual work booths, until the settlement of obligations towards BUW;
- d) suspension of the right to use the special collections reading rooms;
- d) in case BUW pre-recovery activities (sending a reminder to an e-mail address) are not effective, undertaking steps to recover overdue payments, including judicial enforcement of claims and filing for an entry in the National Debt Register (applies to the citizens of Poland).

Loans to individual readers

§ 6

BUW loans:

- a) up to 20 vol. for up to 90 days — to UW employees and doctoral students;
- b) up to 15 vol. for up to 60 days — to professors and persons with a post-doctoral degree from outside UW who are holders of an ID card issued in Poland;
- c) up to 10 vol. for up to 30 days — to UW students of all undergraduate, graduate and postgraduate programs;
- d) up to 3 vol. for up to 30 days — to other individual readers with borrowing rights.

Interlibrary Loan

§ 7

Loans from the Library's own collections to libraries and other institutions

1. BUW loans:

- a) up to 20 vol. for up to 30 days — to libraries of UW academic units;
- b) up to 10 vol. for up to 30 days — to other domestic libraries and institutions;

2. Interlibrary loan does not cover the works mentioned in Article 5 (2).

3. Instead of loaning the original, BUW may create a secondary document (a copy) of the selected item at the expense of the ordering person, in compliance with the copyright law.

4. Information about the unrealised orders is instantly returned to the ordering library stating the reason for non-performance of the order.

5. The cost of sending the ordered items by post is covered by BUW, and the cost of returning by the ordering party.

6. The ordering library commits to secure the borrowed materials, return them within a

specified period and incur costs related to their damage or loss.

§ 8

Incoming materials from other libraries

1. BUW brings and provides access to materials from Polish and international libraries in the Main Reading Room for UW staff and students with a valid library card.
2. If an item is not available in any library in Warsaw, it may be ordered from another Polish library. If an item is not available in any Polish library and is not available in the form of an electronic full-text material, it may be ordered from a foreign library.
3. The costs of bringing items from other libraries are defined in the "Price list for services at the University of Warsaw Library (BUW)" and shall be covered by the user.

Chapter IV

§ 9

Special collections

The Special collections of BUW are stored in the Departments of special collections, hereinafter referred to as Departments. These collections include the following categories of resources:

1. early printed books, published until 1800;
2. printed materials published between 1801-1918;
3. manuscripts;
4. maps, atlases and globes;
5. musical prints and audio-visual materials;
6. drawings, engravings, printing matrices and graphical tools, book plates, artistic reproductions;
7. ephemera (leaflets, posters, postcards, aperiodic magazines, stamps, photographs etc.).

§ 10

Accessing the special collections

1. Special collections are available to all holders of valid library cards.
2. Readers can access the collections only in the Departments' reading rooms.
3. Readers who would like to access special collections of the following Departments: Early Printed Books Department, Manuscripts Department, Maps Department, Music Department, Print Room and Ephemera Department shall submit their request to the Information Desk. Upon presentation of a valid library card the reader will receive a pass card to the special collections area.
4. During the first visit to any of the Cabinet's reading rooms the reader is obliged to fill in and sign a declaration.
5. During all visits to the Departments' reading rooms the reader shall present a valid ID document or a valid library card and register in an electronic or traditional visitors log.

§ 11

1. Materials that are particularly valuable, in poor condition or not fully catalogued can be accessed only upon the permission of the Heads of the Departments.
2. In case of not acquiring such permission, users can appeal to the Library's Director.
3. If the requested material is available in the form of a microfilm or a digital copy, the original may be accessed in justified cases only.
4. The librarian on duty decides about the number of materials that can be accessed at once by the user.
5. In cases of large queries, accessing materials which are especially protected or conducting studies which demand a large number of materials accessed at once, the

Departments shall be informed in advance. Date and form of accessing the materials shall be established in consultation with the Departments via traditional or electronic mail or by phone.

6. In principle, the reference collections of the Departments can be accessed in the Departments' reading rooms. In justified cases, books from the reference collections may be ordered to the Main Reading Room in accordance with applicable regulations.

7. Orders are completed during the working hours of the closed stacks in the Departments, not later than an hour before the closing time of the Departments' reading rooms.

§ 12

1. While accessing the special collections users are obliged to obey the following rules:

a) the workspace for the user is always assigned by the librarian on duty. The materials shall be accessed only on a table with the surface larger than the surface of the accessed material in form of an opened book or unfolded one-sheet object (e.g. an engraving, a map, a drawing or a poster etc.)

b) the materials shall be placed flat on the table. If the materials' structure prevents such arrangement, the user shall use supports, wedge-shaped pads or reading desks provided by the librarian on duty;

c) the volume cards must be turned carefully, gripping the paper at the corner or outer edge, never at the spine;

d) while turning cards the user is forbidden to hold any objects (e.g. a pencil) in their hands;

e) single-sheet objects should be moved with extreme caution, by holding the card (in case of objects without protective fastening) or passe-partout with both hands in the centre of the side edges, without turning it over. The objects may be turned over to view the reverse, the paper or the watermark (filigree) only with the consent and assistance of the librarian on duty. Passe-partouts of single-sheet objects cannot be opened without the consent of the librarian on duty;

f) before starting work with the object, the user should remove any jewellery (bracelets, rings, pendants, etc.) that may damage the structure of the library materials, and elements of clothing (shawls, scarves, etc.) that may touch the surface of the object;

g) it is not allowed to interfere with the structure of objects or damage them by bending cards, corners, underlining, sticking or placing sheets of notes and other items on the object or its protective fastening, etc.;

h) in case of unbound materials, the order of the cards must not be changed. Any comments on the order of cards should be reported to the librarian on duty;

i) any notes should be made only outside of the surface of the library material with a pencil or an electronic device. It is forbidden to use pens, highlighter pens, markers etc.;

j) it is forbidden to eat or drink in the Departments' reading rooms, including drinking water in screw cap bottles;

k) bags, backpacks and outerwear shall be left in the cloakroom on level 0 or in the lockers in front of the Departments.

2. Particularly valuable objects should be viewed using gloves designed for working with library materials. The librarian on duty decides whether the use of gloves is necessary.

3. The user bears full material responsibility for the object entrusted to them. Any damages or defects should be immediately reported to the librarian on duty.

4. It is not allowed to take the objects out of the reading rooms.

5. In matters not covered by these regulations, decisions regarding access to the original

objects and reference books are made by the Head of the Department or the librarian on duty.

§ 13

Reproducing special collections

1. Objects from special collections can be photographed with the user's own equipment (digital camera, tablet or smartphone, etc.) with the flash and sound switched off. It is forbidden to use private scanners or other devices that require contact with the object.
2. The user shall be particularly careful when copying objects with their own equipment. The objects may be photographed only in a place indicated by the librarian on duty and under their supervision.
3. The user can order digital reproductions from the Imaging Services, which are provided for a fee in accordance with the rates listed in the Price list for services at the University of Warsaw Library.
4. No photocopies are made of special collections.

§ 14

Lending of special collections outside the Library

1. Special collections cannot be borrowed outside BUW by individual users.
2. Lending of special collections to external institutions is determined by the rules set out in the document "Procedure for lending objects from the BUW collections to external exhibitions".

Chapter V

Austrian Library

§ 15

1. The Austrian Library in Warsaw, further referred to as "Austrian Library", is an autonomous Department of BUW.
2. The usage of collections and services of the Austrian Library is free of charge, however the user pays fees in accordance with the rates listed in the "Price list for services at the University of Warsaw Library (BUW)".
3. The collections of the Austrian Library are available in Open Stacks.
4. The collections of the Austrian Library are available on site to all holders of valid library cards.
5. The collections of the Austrian Library intended for borrowing outside are lent to the users registered in the Austrian Library. All holders of valid library cards can register in the Austrian Library.
6. Each user registered in the Austrian Library can borrow three books from the collection intended for borrowing outside the library for 30 days. This limit is valid until 30 September 2021 and will be then replaced with the rules stated in Article 6.
7. The readers have the right to renew the date of return of the borrowed books.
8. At the request of the employees responsible for the Austrian Library, the Director of BUW may grant the right to borrow the collections of the Austrian Library outside of BUW to persons other than those indicated in Article 2 (8).

Users' duties and responsibilities

§ 16

1. Users are required to comply with these Regulations, the internal rules of individual BUW departments, as well as instructions and order regulations in force at BUW.
2. The Circulation Desk shall be instantly notified of any change in the personal data and, in particular, home address, e-mail address, and the loss of a library card. The

consequences of neglecting this duty shall be borne by the cardholder. A duplicate library card may be obtained after reporting the loss or damage of a library card.

3. Confirmation of the lack of obligations to BUW is issued at the request of the person to whom this confirmation applies at the Circulation Desk on a printed certificate or electronically.

4. The user bears full liability for any damage to library items undisclosed at the time of borrowing them.

5. In the event of damage or loss of an accessed work, the following rules apply:

- a) the reader is required to provide an identical copy;
- b) the reader is required to incur the handling charges related to the substantive and technical editing of a new copy. In justified cases, the reader is also required to bear the costs of binding;
- c) if this is impossible to provide an identical copy, BUW shall determine the fee for lost or damaged item in accordance with the guidelines for pricing of library materials at the University of Warsaw Library;
- d) the costs of settled obligations are non-refundable;
- e) the damaged item remains the property of BUW;
- f) the reader is required to return any book found with BUW ownership marks.

6. Taking items owned by BUW outside its territory without fulfilling the mandatory procedures, destruction of said items, or failure to abide by generally accepted standards of social behaviour is recognized as a breach of these Regulations.

7. A breach of these Regulations shall entail:

- a) a request to immediately leave BUW;
- b) temporary or perpetual deprivation of rights resulting from holding a library card;
- c) an application to the competent authorities for a suitable penalty.

8. Sanctions listed above are not mutually exclusive, and these Regulations do not replace and do not preclude the application of generally applicable laws.

Final provisions

§ 17

1. BUW produces secondary documents (copies) from their own collections, the libraries of UW academic units, and in justified cases also of works obtained via interlibrary loan. Additionally, BUW provides its users with self-service copiers and printers. A BUW employee has the right to refuse to copy particularly valuable or damaged library materials.

2. In the creation of secondary documents, the provisions of copyright law shall apply.

3. Resolution of matters not provided for in the provisions of these Regulations is the responsibility of the Director of the University of Warsaw Library. The BUW Director's decision may be appealed before the UW Rector.

Appendix to the Regulations for accessing BUW collections

Rules for borrowing electronic book (e-book) readers at the University of Warsaw Library (BUW)

1. E-book readers along with the publications and materials selected from the Amazon offer placed on them are loaned at the Circulation Desk in BUW only to holders of a valid library card authorising them to borrow collections of the University of Warsaw Library.

2. A user who intends to use an e-book reader is required to read these rules and accept

its terms.

3. An e-book reader is loaned for up to 30 days. The user has the right to renew the item three times, each time for further 30 days counted from the day of the renewal, provided that:

- a) the reader has not been ordered by another user;
- b) their library account is free from any obligations towards BUW or faculty libraries.

4. The user may have only one e-book reader on their account. Borrowing a reader does not decrease the user's borrowing limits for the collections of BUW.

5. Each reader is equipped with a USB cable, a protective cover and an instruction manual. At the time of borrowing a reader, the user is obliged to check its technical condition and completeness of the equipment. By borrowing a reader the user confirms that they have received a well-functioning reader with complete equipment. The user bears full responsibility for any damage to the reader undisclosed at the time of borrowing and discovered upon its return.

6. Before borrowing a reader the user should check its availability in the UW libraries catalogue online (instructions for checking and ordering readers in the Practical information tab on the BUW website – link).

7. Readers may be reserved. The device awaits pick-up for 5 days from the date of sending the user a relevant notification by email. To reserve a reader the user shall meet the following conditions:

- a) have no obligations on their library account;
- b) hold a valid library card.

8. The University of Warsaw Library provides its users with access to selected titles from Amazon's offer, which can be used under the license.

9. The reader has the right to use an e-book reader as well as publications and materials downloaded to it by themselves or by BUW, only for their own use, in accordance with applicable licenses and legal regulations.

10. In the case of stating the use of e-books contrary to the law or the provisions of these Rules, the Library may seek appropriate claims against the user.

11. The user is obliged to take proper care of the e-book reader and to use it in a manner consistent with its purpose and the instruction manual.

12. The user is obliged to delete all downloaded publications and materials which have been saved in the memory of the device during its use before returning it to the library. The reader should be returned in a non-deteriorated condition, with at least half-charged battery, and complete additional equipment referred to in (5). In the case of non-fulfillment of any of the conditions, the employee of the Circulation Desk may refuse to accept the return of the reader.

13. The user is obliged to return the reader in time. Return of a reader after the due date entails charging a fee for failing to return a reader in time (fees are defined in the Price list for services at the University of Warsaw Library, Table 5. Sanction fees) and suspension of the rights to use the services of the Circulation Desk and the Main Reading Room until the settlement of obligations towards the Library. Moreover, the Library reserves the right to enforce its claims in court and apply for an entry in the National Debt Register.

14. The user bears full responsibility for the loss of a reader and is obliged to buy it (the same model or a newer one) on their own.

15. In the case of the loss of or damage solely to the additional equipment of a reader, the user shall pay the equivalent to the Library. The fees are defined in the Price list for

services at the University of Warsaw Library, Table 5. Sanction fees.

16. In the case of discovering damage to the reader when returning it to the Circulation Desk, the user covers the cost of its repair, and if it exceeds the value of the device, they shall buy a new reader.

17. Returns are accepted only at the Circulation Desk of BUW during its opening times.

18. Violation of these rules entails temporary deprivation of rights resulting from holding a library card, referred to in the Regulations for accessing BUW collections.