

REGULATIONS

Terms of use of the Library of the University of Łódź

I. GENERAL RULES

1. The Library of the University of Łódź - BUŁ – is the university organizational unit. University Library together with other libraries of the University forms a unitary library-informative system. It is a scientific library functioning with the capacity of a public library in accordance with Higher Education Law Act (2005), Library Act and University of Łódź status.
2. Rules of use of the departmental libraries are available on the websites of those libraries and on the website of BUŁ.
3. Personal data gathering by BUŁ:
 - a) are converted only for the purpose included in the 4th article of the Library Act (1997, Dz. U. 1997 nr 85 poz. 539 z późn. zm.) and 88th article of Higher Education Act (Dz. U. 2005 nr 164 poz. 1365 z późn. zm.).
 - b) are protected in accordance with Personal Data Protection Act (Dz. U. 2002 nr 101 poz. 926 – j. t. z późn. zm.).
4. Opening hours of particular departments can be found in 1st enclosure of this Regulations.
5. Director of the library has the right to suspend the activity of particular department or to close the library due to important reasons.
6. The usage of book collection is allowed:
 - a) in the library area: in the open access, in the individual work carrels and reading-rooms
 - b) outside the library after lending the book
 - c) by the interlibrary loan
 - d) by electronic holdings according to license conditions and BUŁ regulations
7. Right to use the library book collection is free of charge.
8. BUŁ charges fees for some library services. The prices can be found in the price-list of BUŁ, introduced by the ordinance of Rector of the University of Lodz.
9. Right to use the library book collection have:
 - a) staff and retired employees of University of Łódź
 - b) students, doctoral students, students assistants of all types of studies on UŁ and postgraduate students

- c) University of Lodz High School students
- d) staff and students of all academic institutions in Łódź and the province (that have agreement with UŁ authorities)
- e) staff and clerks of research centers in Łódź (that have agreement with UŁ authorities)
- f) graduates of the University of Lodz,
- g) students of the University of the Third Age
- h) Participants of the program: "A talented pupil - a great student"
- i) the other people, over 18 years old, not mentioned in a-d points, according to different rules

10. To use the library collection entitles:

- a) an electronic library card,
- b) the electronic student card,
- c) card graduate of Lodz,
- d) participant card of "A talented pupil - a great student" program
- e) card paper (on site)
- f) one-day ticket (on site).

11. To activate your library account you must submit the following documents:

- a) University of Lodz employees and pensioners –ID card,
- b) University of Lodz students and PhD students - the current electronic student ID and identity card,
- c) University of Lodz High School students- a valid school ID and a statement signed by parents or legal guardians
- d) trainees of all types of studies and postgraduate studies conducted at the University of Lodz - a certificate from the University of Lodz, identity card or passport
- e) graduates of the University of Lodz - ID card, the card issued by the Center for External Relations UŁ,
- f) researchers and teaching staff of other universities and employees of scientific research institutions from Lodz voivodeship- employment certificate and identity card,
- g) students of other universities in Lodz – ID card and student ID card,
- h) Participants of the program " a talented pupil – a great student": pupils - participant card and declaration signed by parents or legal guardians, teachers - participant card and ID card,
- i) other persons residing in the Lodz voivodeship. must show ID card and pay a deposit, the amount specified in the price-list in BUŁ and
- j) sign a declaration containing user's personal data and the obligation to comply with terms of use of the Library of the University of Lodz

12. Formalities of creating and updating library account should be done personally.
13. Update of library accounts listed in Section 9, sub-paragraphs d, e, f, g, h is payable. The amount of the fee is specified in the price-list in BUŁ.
14. Obtaining a library card or duplicate is payable. The fee is specified in the price-list in BUŁ.
15. The library identity card must not be transferred to any other person. In justified cases and for a specified period of time authorization for another person may be issued.
16. Reader is obliged to inform the library about the change of address, surname, studies, work, etc. as soon as possible. In case of loss of electronic student cards, library card or a graduate card reader should inform the Library. Based on relevant documents the Library shall update the data or issue a duplicate card.
17. Issuing a duplicate is tantamount to the cancellation of the original library card in the library system.
18. The account holder bears the costs of buying a new card and damages caused by negligence. If the loss of the card is not reported, the reader takes responsibility for using the card by other people (loss or damage of the borrowed works/items).
19. Every reader is allowed one library account only.
20. Library account is valid for:
 - a) University of Lodz employees, students and doctoral students - updated automatically based on data from the USOS database,
 - b) students of all types of studies conducted at the University of Lodz and UL postgraduate students - for the time confirmed with separate certificate,
 - c) users listed in section 11, sub-paragraphs c, d, e, f, g, h, i of this Regulations - for 1 calendar year from the date of activation.
21. Library accounts are shared by main University Library and each of the departmental libraries participating in the electronic system of sharing collections and registration. Books held in one library result in blocking the account in other libraries.
22. Closing of the library account is possible after settlement of any arrears to BUŁ and departmental libraries participating in an electronic retrieval:
 - a) Confirmation of the electronic circulation card in the USOS system - UŁ students,
 - b) graduation UŁ High School- students of UŁ High School,
 - c) the end of employment relationship - UŁ employees and other universities,
 - d) the withdrawal of deposits,
 - e) at the request of the holder of the library card.

II. COLLECTIONS ON-SITE ARE AVAILABLE IN:

23. Collections On-Site are available in:

- a) Main Reading Room,
- b) Historical Reading Room,
- c) free access rooms and individual work cells,
- d) reading rooms of the Department of Special Collections.

24. The right to use the collections on-site have persons:

- a) having actual electronic library card, electronic student ID card , graduate of University of Lodz card, paper card, participant card of "A talented pupil - a great student" program or day ticket,
- b) having an account in the library system that is not blocked.

25. Users of reading rooms, workshop rooms and individual work rooms are obliged to sign up to the visitors' book and leave a document authorizing them to use the library to the librarian.

26. Works from reference libraries and free access areas are available directly on-site without ordering. Realization of orders from the storeroom take about 30 minutes. It is allowed to make no more than 10 orders.

27. In the Main Reading Room it is possible to use the collections from:

- a) the reference library reading room,
- b) from the main storeroom library (books and magazines)
- c) books imported from other libraries via interlibrary loans.
- d) PhD thesis:
 - Thesis defended after 1.X.1998, have an author's clause about providing the access. In case there is no permission from the author, it is possible to use the intellectual work on the grounds of written permission from the director of the institution in which it was created. These thesis are marked with catalogue number(Rps and number) from the catalogue number ORps 3857.
 - All Doctoral thesis in BUŁ collections, defended before 1.X.1998., need written permission to use it, from the author or the director of the institution in which they were created. It includes thesis with the catalogue numbers Rps from 1 to 3856. Permission to use the Doctoral thesis are given on the special forms. Rector's dispositions- (nr 48 20.VII.1998 r. and nr 23 z 16.XII.2014r.)
- e) CDs, microfilms and microfiches.

28. Historical reading room provides historical books covering historical science and auxiliary historical sciences. You can also order books and archive periodicals to historical reading room from the main storeroom of the library.

29. It is forbidden to move the reference library collections from the main reading room and historical reading room.
30. Publications brought from the storehouse to the reading-rooms can be reserved for 14 days. Librarian on duty has the right to give the reserved publications to the other readers in the reading-rooms, however they have to be returned on request of the reader, who reserved them. Items from the reference library or the current periodicals cannot be reserved this way. Reserved publications, which were not used for 3 days in a row, go back to the storehouse.
31. Readers can use the collections from the open access in the areas of the library designed for work.
32. Books in the open access with the blue label can be lend home and with the red labels are available only on site.
33. Individual work rooms can be used by employees, doctoral students and students of the University of Lodz.
34. In the carrels it is allowed to use all library items except the special collections, reference libraries and periodicals. The detailed rules of using carrels are defined in the carrels regulations.
35. Learning Room for Parents with the Children can be used by employees, doctoral students, students and graduates of the University of Lodz. The rules for the use of the Learning Room for Parents and Children are specified in separate regulations.
36. The reading room and special collection room provides special collections, especially antique ones (manuscripts, old prints, iconography etc.)
37. The use of special collections, especially antique ones (manuscripts, old prints, etc.) requires permission and letters of recommendation from the research centers. It does not concern research workers of the UŁ. Students are obliged to show the letter from the professor stating the need of using the special collections.

III. COLLECTIONS OFF SITE

38. Collections off site are available in
 - a) lending library,
 - b) open access area using self checks .
39. The conditions for off site lending:
 - a) having an account in the library system that is not blocked,
 - b) having a valid reader ID.

40. The documents to identify the reader in the library system are: electronic library card, electronic student ID card, graduate of University of Lodz card registered in the library system or participant card of "A talented pupil - a great student" program.
41. Books from the open access area can be lend and return by the reader on his own using self checks.
42. In the open access only books with the blue label can be lend home.
43. Didactic Book Collection "W", which includes academic workbooks, books from the reading list, is only for the students and doctoral students UŁ. The book collection is available in the open access area.
44. Items ordered from storeroom to lending library and reading-rooms reader should request by on-line catalogue.
45. Every single volume should be requested separately.
46. Not completed order slips have information why an item was not available. ("not available" or "in binding")
47. The reader is obliged to check his library account every time he uses it. Any doubts should be clarified in the lending library.
48. The reader is obliged to come for the requested items or resign from them in 3 days since making the request.
49. Lent items, can be requested by using recall function in the on-line catalogue. Reservation is valid for 3 months. Items, which return time is longer than reservation validity time, should not be requested.
50. The collections of BUŁ are available according to the following rules:
 - a) 20 items for 365 days- professors and doctors of the UŁ
 - b) 15 items for 180 days - the other research workers of the UŁ
 - c) 10 items for 90 days - the other employees and doctoral students
 - d) 20 items for 365 days- BUŁ and departmental librarians
 - e) 10 items for 60 days - students of the UŁ
 - f) 15 items for 60 days - students of the University of Lodz studying in two fields of study at UŁ and students of inter- area studies at the UŁ,
 - g) 5 items for 90 days - research workers of the other academic institutions in Łódź and voivodeship
 - h) 5 items for 30 days - staff and students of the other academic institutions in Łódź and readers who are lending books with money deposit.
 - i) 3 items for 30 days - UŁ interns, UŁ High School students, UŁ graduates, University of the Third Age students, participant card of "A talented pupil - a great student" program.

- j) 90 days- retired employees of the UŁ according to the same rules that they had at the time of work.
51. The reader may get the extension of lent items if they are not requested by another reader. The first extension can be done by the reader via online catalogue. Reader can get another extension of the item provided that he comes to the lending library and show it. The time of extension depends on the profile of the reader.
52. In justified cases the director of the library can request to return the book before the expiring of the due date or at the time of lending define the earlier due date.
53. All readers are required for the timely return of library materials. For exceeding the date of return the library charges a fee counted for each day of delay. The fees are specified in the price list of BUŁ.
54. The library sends reminders to people who did not return the items on time or have unregulated fees. Readers bear the fees of sending a reminder letter according to the current price list of BUŁ.
55. Avoidance of returning the items, paying the fees, loss, damage or theft of the items results in suspending reader's rights to use the library, with the possibility of referral to court.
56. The reader should inform the librarian about the damaged items, otherwise he will be responsible for them.
57. In case of loss or damage of the library item the reader is obliged to:
- a) buy identical copy or pay for binding
 - b) buy another volume chosen by the library
 - c) pay back the worth of the lost item at least 3 times the price of the antiquarian book.
58. Reader does not acquire the right of possession of the lost or damaged item. Reader is obliged to return the found items, unless he previously bought back identical item.
59. The Library does not lend out outside the following collections:
- a) items from the open access area that have red labels
 - b) items from the reference library
 - c) items marked - "tylko na miejscu", "Rez", "Cim"
 - d) special collections: manuscripts, old prints, atlases, maps, drawings, albums, scores, microfilms, microfiche, compact discs and tapes
 - e) electronic documents attached to the collections "only on site"
 - f) rare, expensive works and works with big amount of maps and illustrations, pieces of art and works requiring preservation
 - g) items in a bad state of conservation,
 - h) books published before 1950

- i) current and previous periodicals
- j) collections with catalogue numbers 900001 – 930000,
- k) PhD theses (according to the Rector's ordinance No. 48 of 20.07.1998 r. and No. 23 of 16.12.2014 r.).

All of these publications can only be used on site.

IV. INTERLIBRARY LOAN SERVICE

- 59. When the item is not present in BUŁ, the Interlibrary Loan can bring it from another library in Poland or from abroad. This only applies to items that are not in the BUŁ collection or other libraries in Lodz.
- 60. The services of Interlibrary Loan can be used by employees, PhD students and students of the University of Lodz, with active library card or electronic student ID card
- 61. Before requesting the item in the Interlibrary Loan Service, reader is obliged to check if the item is present in libraries of Łódź. To order the item reader must give the full bibliographic description. Student's orders should have the signature of the promotor of the thesis to confirm the need of bringing the item.
- 62. Orders must be submitted electronically with a form at BUŁ website or directly at the Interlibrary Loan.
- 63. The reader is obliged to cover the costs of bringing library materials on the basis of invoices issued by the sending library regardless of their height.
- 64. Items from the interlibrary loans can be used only on site main reading room. The use is in accordance with the rules and regulations of the sending library.
- 65. The loan period is determined by the sending library. The receiving library is obliged to return the items on time.

V. USING E-SOURCES AND THE INTERNET

- 66. Employees, PhDs, students, postgraduate students are able to use of e-sources on:
 - a) all computers registered in the UŁ network (access based on IP).
 - b) with home computers - the condition is to have a valid BUŁ reader's account.

Other people can use e-sources only on the library computers indicated by the librarian on duty.
- 67. Using the e-sources must be in compliance with the copyright law and licenses granted by the suppliers of e-sources:
 - a) It is forbidden to use e-resources for commercial purposes,

- b) it is forbidden to mass downloads database records and texts from full-text services,
 - c) it is forbidden to grant third parties access to electronic resources by providing a computer, login and password.
68. The reader using the access to the Internet is obliged to register and present the ID card to librarian on duty.
69. The reader can use the Internet after logging in to the library terminals or WiFi networks on his own devices. The login rules are defined in a separate manual.
70. Internet access in the library is free of charge and can only be used for didactic and research purposes.

VI. REPROGRAPHIC SERVICES

71. Making copies should be done in compliance with the copyright law. Reader is responsible for breaking the copyright law.
72. Taking pictures of collections published before the year 1950 (rare items from book collections and periodicals) need permission from the director of the library.
73. It is forbidden to make copies of digitalized items.
74. The librarian can refuse to make copies of items in bad condition or because of its other features.
75. Reprographic services have to be paid for according to the price list of BUŁ.

VII. GENERAL ORDER

77. User of the collections is obliged to comply with the BUŁ rules of use.
78. Order rules defines the specific information about using the open access, individual work carrels, reading- rooms, lending libraries and special services.
79. Director of BUŁ may refuse the right to stay within the library building and benefit from the collection to people threatening security and public order and breaking the generally accepted social norms.
80. If the reader breaks the rules of use in BUŁ, director of the Library may limit its right to use the library or completely deprive of them.
81. Reader is obliged to show library card or the evidence of lending an item at the request of the library worker or security personnel.
82. Outerwear, bags and backpacks should be left in the coatroom.
83. Keys to the coatroom lockers are issued after paying the fee in accordance with the price list of BUŁ.

84. Smoking and e-cigarettes are forbidden in the Library.
85. It is forbidden to use cell phones in the open access area and reading rooms.
86. Eating is forbidden in the reading rooms, open access area and carrels.
87. Tours around the library (both from Poland and from abroad) need permission from the director of the library.
88. Taking pictures and making films of the interior of the library need permission from the director of the library.
89. Taking pictures of collections published before the year 1950 (rare items from book collections and periodicals) need permission from the director of the library. The other collections can be photograph with a digital camera after informing the librarian on duty.
90. Posters and advertisings can be put on the information boards with the permission from the administration of the library only.
91. Users can use the computers located in the open access area and their own computers.
92. Reader can plug in his own hardware only to the socket indicated by the librarian on duty.
93. Solving the technical problems of reader's hardware is not in duties of the library workers.
94. The library does not take responsibility for personal belongings of readers left without care.
95. Readers can submit suggestions and complaints regarding resources and functioning of BUŁ electronically or traditionally to the librarians on duty.