

## **Appendix to the Rector's Ordinance No. 94/2023 of 3 July 2023**

### **REGULATIONS OF THE MAIN LIBRARY**

#### **of the Wroclaw University of Economics and Business**

#### **Chapter I**

##### **General Provisions**

###### **§1**

1. The Main Library of the Wroclaw University of Economics and Business (hereinafter referred to as “the Main Library” or “the Library”) serves the statutory objectives of the Wroclaw University of Economics and Business (hereinafter referred to as “the University”).
2. The operation of the Library is governed by these Regulations and other legal acts, in particular:
  - a. the Act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws 2023, item 742, as amended),
  - b. the Act of 27 June 1997 on Libraries (Journal of Laws 2022, item 2393, as amended),
  - c. and the Statute of the Wroclaw University of Economics and Business (hereinafter referred to as “the Statute”).
3. The primary purpose of the Library is to provide the University's academic community with access to library collections and to resources of scholarly information necessary for teaching and research.

4. The duties and organisational structure of the Library are defined in the Organisational Regulations of the Wrocław University of Economics and Business.

## **Chapter II**

### **Organisation of the Main Library**

#### **§2**

1. The Director of the Library represents the Library externally.
2. The Director's responsibilities include in particular:
  - a. defining the strategy and directions for the development of the Main Library, as well as organising and supervising its day-to-day activities;
  - b. ensuring the proper functioning of the Library, overseeing the implementation of its collection development policy, and providing the necessary equipment, materials and systems; in particular, ensuring that staff work under conditions compliant with occupational health and safety requirements and are offered opportunities for professional growth and development.
3. The procedure for appointing the Director of the Main Library is defined in the Statute.
4. The Director prepares, consults with the Vice-Rector responsible for the Library, and publishes detailed operational rules on the Library's website.

#### **§3**

1. The Head of a unit within the Main Library is the direct superior of that unit's staff and is responsible for implementing the tasks assigned to the unit.

2. The responsibilities of unit heads are defined in the Organisational Regulations of the Wroclaw University of Economics and Business.

#### **§4**

1. The list of positions within the Main Library and the requirements for their appointment are defined in the University's internal regulations, including the Work Regulations and the Remuneration Regulations.

### **Chapter III**

#### **Use of Library Resources and Services**

#### **§5**

1. The Library's collections and infrastructure constitute the property of the University and must be treated with respect.
2. The use of the Library's collections and services is free of charge.
3. Only registered users holding an active library card are entitled to use the Library's resources and facilities. The library card may take the form of:
  - a. an Electronic Student Identity Card,
  - b. an Electronic Staff Identity Card, or
  - c. a User Card.
4. The conditions for registration and the use of the Library's resources are established in accordance with §2(4) and published on the Library's website.
5. Rights arising from a library account may not be transferred to another person.
6. For the purpose of providing services to users, the Library collects and processes personal data within the scope defined by the Statute.

7. By registering with the Library, the user agrees to receive notices by email at the address provided during registration.
8. Loss of a library card or any change of personal details must be reported to the Library without delay.
9. Detailed rules on the provision of resources and the use of facilities, as well as opening hours, are established in accordance with §2(4) in consultation with the Vice-Rector responsible for the Library.

## **§6**

1. The Library's resources include library materials and subscribed databases.
2. The resources are made available to users for research and teaching purposes.
3. Registered users are entitled to use library materials:
  - a. on site,
  - b. through external loans,
  - c. through interlibrary loans.
4. Detailed rules for borrowing and interlibrary lending are established in accordance with §2(4) and published on the Library's website.
5. Failure to return borrowed materials by the due date will result in the following sanctions:
  - a. suspension of the user's library account,
  - b. imposition of a fee in accordance with the Schedule of Fees established pursuant to §2(4).
6. In the event of loss or damage to borrowed materials, the borrower is obliged to replace the lost item or provide another title indicated by the librarian. A list of replacement titles is published on the Library's website.

## **§7**

1. The following materials may be used only on the Library premises:
  - a. periodicals,
  - b. doctoral theses,
  - c. standards,
  - d. books published before 1945.
2. Detailed rules on access to doctoral theses are established in accordance with §2(4) and published on the Library's website.

## **§8**

1. Electronic library resources are made available within the University's computer network or on single workstations, in accordance with the terms of the licences concluded between the Wrocław University of Economics and Business and the providers of electronic sources.
2. It is strictly forbidden to enable access to electronic resources for third parties.

## **§9**

1. Users are permitted to use their own computers within the Library.
2. Library computers may be used solely for research and educational purposes.

## **House Rules**

## **§10**

1. Users are required to comply with these Regulations and all detailed rules, including house rules.
2. Users must handle library resources and facilities with full care and respect. They are financially and legally responsible for any damage caused through their fault.
3. Within the Library premises, loud telephone conversations are not permitted. Smoking, including e-cigarettes, and the consumption of food or drink are prohibited.
4. Users of the Open Access Area are required to:
  - a. leave coats and outer garments in the cloakroom,
  - b. carry their library card for verification by staff,
  - c. report to the librarian on duty any library materials brought into the Open Access Area.
5. The Library operates an electronic security system (RFID) and CCTV monitoring.
6. Library staff have the right to refuse service to users who violate these rules, behave aggressively or offensively, or are under the influence of intoxicating substances.
7. For non-compliance with the Regulations or internal rules, the Director of the Library may impose the following sanctions:
  - a. suspension of the user's account,
  - b. suspension of library privileges, and—upon the Director's request—of privileges in other libraries,
  - c. referral to the competent disciplinary committee,
  - d. initiation of civil or criminal proceedings.

## **Final Provisions**

### **§11**

1. Matters not covered by these Regulations, binding provisions or detailed rules concerning the use of library collections and services shall be resolved by the Director of the Library.
2. These Regulations enter into force on the date of signature.