

RULES FOR USING THE COLLECTIONS

of the Main Library of the Wrocław University of Economics and Business

1. On the three floors of the Library, marked by colour (green, orange, and yellow), there is a thematically arranged collection available for on-site use and borrowing. Each floor is equipped with computers, terminals, and workstations (tables, individual and group study rooms, and sofas).
2. Only registered users may be present in the Library. Upon entry, users must present a student card, staff identity card, or another form of identification.

§1

1. Users are free to choose their place of work and may select books and journals directly from the shelves. After use, materials should be placed on the designated trolleys, not back on the shelves.
2. Items from collections marked *Magazyn* or *Magazyn2* may be requested from a librarian on any floor (delivery time: 1 hour). Ordered materials should be collected from the duty librarian on the same floor where the order was placed. Items not collected within five days are returned to storage.
3. The following materials cannot be borrowed for use outside the Library:
 - items marked with a red stripe,
 - periodicals, doctoral theses, maps, standards,
 - encyclopaedias, dictionaries, and *cymelia* (valuable and rare publications).

§2 Borrowing

1. The right to borrow materials is granted to:
 - employees, students, doctoral candidates, and postgraduate students of the Wrocław University of Economics and Business (WUEB),
 - academic staff and students of higher education institutions participating in the Wrocław universities' cooperation agreement,
 - retired employees of WUEB,
 - libraries and institutions.
2. Books from the open-shelf collections located on the Library floors may be borrowed:

- through self-service borrowing machines,
 - at the Lending Desk on the 1st floor during opening hours,
 - by placing an order to the book locker or the Lending Desk between 6.00 p.m. and 7.00 a.m.
3. Books located in *Storage* or *Storage2* may be collected from the Lending Desk or the book locker after placing an order through the PROLIB computer system.
 4. Books are issued for a loan period of 13 weeks. It is the user's responsibility to check the due date for all borrowed items. Users may have the following number of items on their account simultaneously:
 - students – 10 titles,
 - students enrolled in two programmes at WUEB – 20 titles,
 - staff members and doctoral candidates – 25 titles,
 - members of student research groups – 17 titles,
 - retired employees – 5 titles.

From 1 July to 31 October, borrowing is available exclusively to WUEB staff and students.

5. Users are obliged to:
 - return borrowed books by the due date or renew the loan,
 - treat borrowed materials with care,
 - report any noticed damage or missing pages.

§3 Returns

1. Books may be returned:
 - a. to the return drop box located by the Library entrance (ul. Wielka),
 - b. via self-service machines on the Library floors,
 - c. directly at the Lending Desk on the 1st floor.
2. Late returns result in account suspension and the charging of fees according to the Schedule of Fees.
3. In case of loss or damage to a book, the user must replace it with the same title or with another book from the *replacement list* published on the Library's website.
4. After settling all liabilities, the user does not acquire ownership of a damaged or lost book subsequently found and is still obliged to return it to the Library.

§4 Interlibrary Loans

1. The Interlibrary Loan Service enables the ordering of materials from other national and foreign libraries for WUEB employees, doctoral candidates, and students.
2. The Interlibrary Loan Service does not process domestic orders for titles available in Wrocław libraries or international orders for titles available in Polish libraries.
3. The following may use the Interlibrary Loan Service:
 - employees of WUEB,
 - students of first-, second-, doctoral-, and postgraduate-level programmes at WUEB (the Library may require confirmation of the order by a research supervisor),
 - libraries and research institutions.
4. Orders should be submitted via the form available on the Library's website or by email to: **miedzybiblioteczna@ue.wroc.pl**. Users will be notified of order completion by email.
5. Materials obtained through interlibrary loan may be used only on the Library premises.
6. Ordered materials must be collected and returned to the duty librarian on the 1st floor during opening hours.
7. The cost of obtaining materials is borne by the requester.
8. The loan period is determined by the lending institution.
9. In justified cases, users may request an extension of the return date by applying one week before the due date.

§5 Access to Doctoral Theses

1. The Library of the Wrocław University of Economics and Business collects, catalogues, and provides access to doctoral theses defended at the University. Detailed rules on their collection and processing are available [here].
2. Information about doctoral theses can be found in:
 - the **Integro Catalogue**,
 - the **WiR Knowledge Base**,
 - the **Lower Silesian Digital Library**.
3. Printed theses are available for on-site consultation only at the Information Desk. To access them, users must first place an order through the Library catalogue.
4. Electronic versions of theses are stored in the **WiR Repository** and may be accessed on a designated computer at the Information Desk. Copying or photographing doctoral theses is prohibited.

§6 Reading Room in Jelenia Góra

1. The Reading Room of the Lending Section at the Branch Library contains a thematically arranged collection, divided into materials available for on-site use and for borrowing.
2. Only registered users may be present in the Reading Room. Upon entry, users must present a student card, staff identity card, or another form of identification.
3. Loans are recorded on the user's account by the librarian.
4. Books may be returned directly to the librarian.
5. All other rules concerning the use of library resources and facilities are governed by the *Regulations of the Main Library of the Wrocław University of Economics and Business*.