

Regulations of access to the collections in CINIbA

Chapter 1 General provisions

§ 1

1. Centre for Scientific Information and Academic Library in Katowice, abbreviated CINIbA, provides access to the collections gathered by the Library of the University of Silesia in Katowice and the Main Library of the University of Economics in Katowice.

2. Definitions in these Regulations specify the following:

- US - the University of Silesia in Katowice,
- UE - the University of Economics in Katowice,
- LUS - the Library of the University of Silesia,
- ML UE - the Main Library of the University of Economics in Katowice,
- Libraries – are the LUS and the ML UE.

§ 2

1. The Scientific Information Centre and Academic Library operates in an integrated library-information system covering the Library of the University of Silesia, the Main Library of University of Economics in Katowice, Special US libraries and UE Faculty libraries.

2. This Regulations shall apply to access to the collections in CINIbA.

3. All interested parties have right to use the collections in CINIbA, under the terms and conditions included in these Regulations.

4. Access to the collections is possible:

- a. within the library premises in the reading rooms, free access areas and Carrels,
- b. by borrowing,
- c. through interlibrary loans,
- d. through the computer network.

5. Use of the electronic resources is specified in Chapter 4 and in terms and conditions of the licences of which users are informed separately.

6. Persons copying materials are required to obey the provisions of the Act of 04 February 1994 on Copyright and Related Rights (Journal of Laws of the Republic of Poland No. 24/1994), as amended.

§ 3

1. Libraries providing collections in CINIbA may charge, inter alia, for the following works and

services:

- a. issuing an electronic library card and its duplicate, issuing a guest's card and its duplicate,
 - b. service of a deposit account,
 - c. overdue of loan items and reminders sent,
 - d. services connected with the interlibrary loan,
 - e. preparing photocopies, digital copies and computer printouts,
 - f. information services commissioned by institutions or individuals from outside the University of Silesia and the University of Economics in Katowice.
2. Range of paid services and charges, uniform for Libraries in CINIbA, is set by directors of LUS and ML UE in consultation with the Bursars of both the Universities.

Chapter 2 Borrowing

§ 1

Reader has right to create one account for libraries in the library-information system of the US and the UE.

§ 2

The right to borrow library materials have as follow:

1. Employees and retired employees of the US and the UE.
2. Students of 1st grade and 2nd grade studies, 5-years master degree studies, PhD students at the US and the UE and post-graduate students of these Universities.
3. On the basis of reciprocity: the students of 1st and 2nd grade studies, 5-years master degree studies, PhD students and post-graduate students at universities that have signed appropriate trilateral agreements with the US and the UE.

The employees of these institutions have right to borrow books through interlibrary loan service or on the basis of a deposit account in the Library.

4. Any other persons who are at least at age of 18 – on the basis of a deposit account.

§ 3

The basis of the entitlement to borrow is a registration of a reader identifying document in the system. The document shall be:

- 1 For employees of the Universities - employee electronic card or electronic library card,
- 2 For students and PhD students - electronic student ID card / PhD student ID card,
- 3 For other readers - electronic library card.

Reader - the owner of the identifying document - is responsible for any of its usage. Loss of the document should be reported immediately to the CINIbA Circulation Desk.

Issuing an electronic library card duplicate takes place within one week from the date of loss. The costs of issuing a duplicate card and harms resulting from its loss charge the card holder.

§ 4

A term to register the document referred to in § 3 is properly completed and signed reader declaration, together with the consent to the processing of personal data and confirmation of familiarization with the Regulations, ID card and:

1. For employees of the US and the EU: proof of employment or a valid employee ID card, for the retired employees of US and the UE - certificate from the home University confirming retirement;
2. For undergraduate and graduate students of the US and the EU: if the home institution issues traditional indexes - student/PhD student ID card and the index with current admission to the following semester, if the home institution does not issue the traditional index - valid student/PhD student ID card;
3. For readers mentioned in § 2 point 3 the first sentence: an index or a student card with the current admission to the semester, including his alma mater library stamp (if the school issues traditional indexes) and student/PhD student ID card;
4. For postgraduate students of the US and the UE: a student card or certificate of participation;
5. For other persons: confirmation of introducing library deposit.

The formalities relating to the registration of the document must be made in person.

Issuing personal data to administration is voluntary but is a prerequisite for using the library and information system. Personal data is processed exclusively for the purposes of art. 4 of the Library Act (Journal of Laws, 1997, No. 85, item 539, as amended) and Art. 88 Law on Higher Education (Journal of Laws, 2005, No. 164, item 1365, as amended) and are protected in accordance with the Personal Data Protection Act (Journal of Laws, 2002, No. 101, item 926, as amended).

§ 5

The reader loses his right to borrow books:

1. In the case of employees - at the time of termination of their employment;
2. In the case of students, PhD students and post-graduate students - if the validity of the account has not been extended for the following year or at the time of graduation;
3. In the case of readers with a deposit account - at the time of the deposit withdrawal.

§ 6

The reader is obliged to notify the Circulation Desk of any change in his permanent address, change of name, field of study and update his e-mail address.

§ 7

Cancellation of the reader's account can be done after satisfaction of liabilities in respect of all the libraries in the integrated library-information system. The basis of cancellation of the account

is:

- 1 In the case of employees – a circulation card;
- 2 In the case of students and PhD students - an index with a confirmation of books return from the libraries, which stamps appear in it (if the university issues traditional indexes) and circulation card issued by the Dean's Office;
3. In the case of postgraduate students - a student card confirming the return of books from libraries, which stamps appear in it or an identity document;
4. In the case of readers with a deposit account – an identity card and confirmation of introducing a deposit. No interest rate applies to deposits.

§ 8

Of the option to borrow the item or to use it only within the library premises shall inform the appropriate designation of the item:

1. books marked with a red dot – accessible only within the library premises
 2. books without the red dot – can be borrowed
- as well as the information in the computer catalogue, "Available on-site only (free access)", "Loanable (free access)" - in the case of materials in a free-access, "Available on-site only" - in the case of documents in closed storehouses.

§ 9

The following documents are available on-site only:

1. Prints published before 1950,
2. Special collections, rare and valuable works,
3. Works which can be found in the reference collections in the reading rooms,
4. Materials in poor condition,
5. Works borrowed from other Polish and foreign libraries,
6. Newspapers and magazines,
7. Other documents, which are exclusively for use on-site or have "Available on-site only (free access)" status.

§ 10

Books with the "Available on-site only (free access)" or "Available on-site only" status may be borrowed in justified cases for a night or for a weekend. Recognition of justification is left to the authority of a librarian on duty. These books can be lent only to persons who have the right to borrow books from CINIbA.

§ 11

1. In the case of borrowing for a night or for a weekend, the following regulations apply:
 - a. "For a night" a reader can borrow no more than 3 volumes, not earlier than one hour before closing of CINIbA, the return must be made by 10.00 am the following day,
 - b. "For the weekend" a reader can borrow no more than 5 volumes, on the last day of CINIbA work before a break, not earlier than one hour before closing, and the return must be made by 10.00 am on the first day of CINIbA work after a break.
2. In case of delayed return:

- a. reader shall be charged a fine in the amount determined in a way referred to in Chapter 1 § 3 point 2,
- b. reader's account is blocked for a period of 14 days,
- c. reader loses a possibility to borrow books for night and weekend; in the case of gross violations of this policy he may be denied permission to use the CINiBA.

§ 12

Books stored in a CINiBA storehouses can be ordered by the computer catalogue (OPAC). A reader can receive ordered books at the CINiBA Circulation Desk. The reader is obliged to collect them within 7 days. In the case of not having collected the books ordered, a reader has his account blocked for a period of 14 days.

§ 13

Books that are in free access areas are excluded from the ordering system OPAC. A priority to use a certain book has a person who first comes to take the book. Documents from the free access area can be borrowed by a reader himself with self-borrowing device (SelfCheck) or at the Circulation Desk. The returns shall be made at the Circulation Desk or by the Book Drop.

§ 14

Limits of books borrowed and rental periods applicable in CINiBA are regulated by separate ordinance of CINiBA Director.

§ 15

All rentals in CINiBA are recorded by computer. The library computer system provides the user with access to account information, including: number of books borrowed or ordered, dates of return and due fees. It is the responsibility of a reader to check the status of an account after each transaction. Any doubts should be immediately reported to the Circulation Desk.

§ 16

The reader may renew borrowed books three times (via OPAC or at the Circulation Desk) and reserve through the OPAC system documents borrowed by another reader.

Renewal is possible if:

1. Return date has not expired for any of the documents borrowed,
2. Reader's account in an integrated library-information system is not charged with unpaid fines
3. The book has not been reserved by another reader.

§ 17

In justified cases CINiBA may request return of borrowed books before the return date or at the time of loan reserve an earlier date of return.

§ 18

The whole responsibility for the timely return of documents borrowed holds the owner of the

account. Readers who leave their e-mail in the system receive messages reminding return date of the documents and informing of start charging fines for overdue. CINiBA does not hold responsibility for violating the return dates, regardless of the reasons that blocked the system generating reminders function.

§ 19

In the case of overdue of borrowed documents there are fines in the amount determined in the way referred to in Chapter1 § 3 point 2 of these Regulations. Avoiding return of borrowed documents and retention of the fines deprive the reader right to use the borrowing service in the library-information system of the LUS and the ML UE temporarily or completely, and ultimately may result in enforcement of books return and fines regulation in court.

§ 20

The reader is responsible for the condition of borrowed works. Any observed defects should be reported to the librarian on duty at the time of borrowing in order to note them, otherwise the reader bears responsibility for them.

§ 21

A user of the library account holds responsibility for damage or loss of document borrowed. He is obliged to immediately provide an identical copy or, when this is not possible, its equivalent in the form of:

1. copy of another work, in which the Libraries have concern,
2. fine in the amount established by a commission of the LUS or the ML UE (up to five times the antiquarian price of the damaged or lost document).

Upon settlement of his obligations to the LUS or the ML UE, the reader does not acquire ownership of the damaged or lost document.

§ 22

In cases of gross violation of these Regulations, CINiBA Director may request the authorities of the student's academic unit or the employee's manager to intervene.

Chapter 3

Using documents on-site

§ 1

All interested persons have right to use the library documents on-site, under the condition of obeying these Regulations and rules of order.

§ 2

Readers can use the collections in the CINiBA free access areas by themselves, within the spaces dedicated to readers' work. Used documents must be placed in a specially separated and labeled spaces. Readers are forbidden to put books back on the shelves by themselves.

§ 3

All persons holding the document referred to in Chapter 2 §3 or a guest card issued by the Circulation Desk are entitled to use the Reading Room and individual study carrels. The term of issuing the guest card by the Circulation Desk is properly completed and signed reader declaration, together with the consent to the processing of personal data and confirmation of familiarization with the Regulations, and the ID card. The guest card is issued for a period of one year with the possibility of extending its validity. It does not authorize borrowing the library materials.

§ 4

The term to use the Reading Room and individual study carrels is to leave to the librarian on duty a document confirming right to use the library materials on site. The reader is also obliged to report to the librarian on duty any personal materials brought with him.

§ 5

Publications from the storehouses shall be ordered to the Reading Room electronically or by a correctly and legibly filled library reverse.

§ 6

The works ordered to the Reading Room can be used on its territory. It is forbidden to make photocopies of library materials that are in poor condition, regardless of the year of issue, and of works of particular value. Copying is allowed using own devices, aligning the consent of the librarian on duty.

§ 7

During peak times the librarian on duty has the right to limit the number of orders shipped once to the Reading Room.

§ 8

Upon request, the librarian can keep in the Reading Room publications ordered from the storehouses, but for no longer than seven days.

§ 9

Used documents must be returned to the librarian on duty. It is forbidden to independently

incorporate them into the library collections.

§ 10

Detailed rules for the use of individual study Carrels are issued by the CINIbA Director separate regulation.

Chapter 4

Interlibrary Loan

Imports of materials from other libraries

§ 1

Interlibrary Loan allows readers to use for the purposes of research and teaching the collections of other Polish and foreign libraries.

§ 2

The Interlibrary Loan can be used by :

- a. employees and retired employees of the US and the UE,
- b. students of the US and the UE writing theses and, in justified cases, other students with the written support of a tutor,
- c. PhD students and post-graduate students of the US and the EU,
- d. other PhD students affiliated with the university supervisor or persons having PhD programme in the US and the EU (such readers are required to create a deposit account in CINIbA).

§ 3

The reader using the Interlibrary Loan is obliged to have a document authorising him to borrow books from the CINIbA and all obligations to the libraries in the integrated library-information system regulated.

§ 4

The loans from Polish libraries are reduced to the materials that do not appear in the collections of the libraries of both Universities and other libraries in Katowice. The loans from foreign libraries – to the materials that do not appear in the collections of any Polish libraries.

§ 5

The CINIbA reserves the right to decision about type and number of interlibrary loans.

§ 6

Students ordering materials through the Interlibrary Loan from abroad should obtain written confirmation of the supervisor of the need to order the publication.

§ 7

Issued orders should include: detailed bibliographic data of demanded materials and personal data of the person ordering (name, e-mail and phone number).

§ 8

The costs of ordering the publication bears the reader in the amount determined in the way referred to in Chapter 1, § 3 point 2. In the case of co-financing of interlibrary loans, payment for the service is based on the written confirmation of funds.

§ 9

Libraries are responsible for all imported materials, therefore the materials can be used only within the CINIbA premises and with obedience of the return date set by the lending library (except for photocopies). An application for any extension of the return date the reader should issue to the Interlibrary Loan before it expires.

§ 10

The reader who does not appear for the materials ordered, is charged by the LUS or the ML UE with full costs associated with the order.

Loans from the Library's own collections

§ 11

CINIbA realises loans of the LUS and ML UE collections, as well as Special libraries and Faculty libraries collections to Polish and foreign libraries. CINIbA reserves the right to decide on the amount of materials loaned and terms of return.

§ 12

Interlibrary Loans do not cover special collections, works from the reference collections of the reading rooms and documents with the "Available on-site (free access)" and "Available on-site" status. In justified cases requiring individual consideration these materials may be loaned.

§ 13

The ordering library is required to fully protect borrowed documents and is responsible for timely return, possible damage or loss.

§ 14

Libraries make copies of journal articles or fragments of publications in accordance with applicable copyright and license requirements concerning the use of electronic resources.

Chapter 5

Special collections

§ 1

Special collections (rare books, manuscripts, graphic art, cartography), and collections of particular value are only available on-site for purposes of research and teaching. Using works extremely valuable, students must have a written referral from a researcher. Each user of the special collections is required to provide the document confirming right to use the library collections.

§ 2

Special collections can be ordered in the CINIbA Reading Room. The term and the number of available single objects is determined individually when ordered (personally, by phone, by e-mail).

§ 3

When using a collection readers are fully responsible for the condition of the objects entrusted. Readers are required to obey any comments or commands of the librarian on duty, relating to way of use of the collections and safety of the collections. Any noticed damage should be reported to the librarian on duty.

§ 4

Taking the documents outside the designated rooms is not allowed.

§ 5

Original documents which have copies as microforms, reprints or electronic documents shall be made available to readers only in justified cases.

§ 6

Copying documents from the special collections is not allowed. Copying and publishing manuscripts, early printed books and documents of particular value requires the consent of the CINiBA Director.

§ 7

Detailed rules for the provision of special collections and particularly valuable collections are determined by the CINiBA Director.

Chapter 6

Using computer workstations

§ 1

In CINiBA one can use:

- publically available computer workstations operating in a protected university network,
- computers with single station databases on CD/DVD (Reading Room),
- own laptops and other portable computer devices.

§ 2

Right to use the computers have: the persons mentioned in Chapter 2 § 2, and other persons, provided they are the holders of a guest card.

§ 3

Computer workstations in CINiBA network are installed to provide sources of information necessary to study and carry out research work, in particular the use of library catalogues and databases, scientific journals and scientific websites distributed within the US and the UE. Computer users are required to use them for their intended purpose.

§ 4

At designated computers it is possible to connect an external storage device via an USB port. Single station databases are run in the Reading Room, while CDs attached to other documents and other own media (including optical media) can be read only in designated places.

§ 5

Employees, students and PhD students of the US and the EU have priority of access to the computers located in the CINiBA.

§ 6

For its users, the CINiBA provides self-service multifunction devices. Terms and conditions are described in the instruction available in the CINiBA.

§ 7

Rules of order

1. Time a reader can use a computer stations is not limited, but in justified cases the librarian on duty can ask for the readers' work be finished earlier.
2. Librarian on duty can assist in use of the installed databases and electronic journals, but is not obliged to provide assistance in use of other programmes and applications.
3. Any damage or irregularities in the operation of computers should be reported to the librarian on duty immediately.
4. Computer stations are monitored. In case of violation of existing rules, the librarian on duty or the network administrator has the right to immediately interrupt the user's session.
5. The reader is required to finish his session before CINiBA closing time.
6. The Library is not responsible for malfunction of the services (especially the Internet interruptions) and possible loss of users' data.
7. The CINiBA provides computer stations that are specially adapted for the visually impaired.

§ 8

Users with their own portable devices can use the wireless Internet. It is possible to access the network:

- network authorised under condition of authentication, that is, entering login and password (authentication allows users to work in a protected university network).

CINiBA employees do not configure the users' laptops to access the Internet.

§ 9

Terms of use of databases and services outside network of the US and the UE are governed by separate provisions of the two Universities.

§ 10

Users of CINiBA computers are not allowed to:

1. take any action to bring devastation and damage to library computers and their accessories, network disruption and destruction of the software;
2. issue any changes in the configuration of library computers, attempt to break the existing security system and interfere with the content of the data collected;
3. upload and share content that is unlawful or is subject to intellectual property protection, where the user is not the holder of intellectual property rights to the said content;
4. upload and share content that may violate anyone's personal rights;
5. mass-mail any contents of commercial nature ('spam');
6. spread computer viruses and programmes that may damage computers of other Internet users;
7. conduct commercial activities through the network.

§ 11

Using the Internet is at the sole risk of the user, who is responsible for the way in which he uses his account, including any content of messages sent, criminal liability inclusive.

§ 12

In the case of disobedience of this Regulations or misuse of the Internet, the CINIbA has the right to:

1. request the computer station immediately left, and take further actions in accordance with the Regulations of access to the collections in CINIbA;
2. temporarily or permanently deprive the user possibility of access to the Internet in the CINIbA;
3. block the user's library account temporarily or permanently;
4. require the user fix any damages appeared due to disobey these Regulations.

Chapter 7

Final Provisions

§ 1

Failure to comply with these Regulations shall result in loss or limit user's rights to use the collections.

§ 2

Settlement of matters not included in these Regulations is the responsibility of the CINIbA Director.

§ 3

The CINIbA opening hours shall be communicated to readers. The temporary suspension or reduction of service activity is preceded by relevant message.

§ 4

Comments and proposals on the CINIbA activities can be submitted to the CINIbA Director.