

# **REGULATIONS**

## **LIBRARY OF COLLEGIUM POLONICUM IN SŁUBICE**

### Chapter I

#### **GENERAL REGULATIONS**

1. The library of the Collegium Polonicum in Słubice is a scientific library of a public nature serving as the scientific information centre of the Collegium Polonicum. This library is a part of the library-information system of the Adam Mickiewicz University in Poznan and at the same time a close partner of the Viadrina European University Library in Frankfurt (Oder). Linked by many years of cooperation these libraries form together an international network of scientific information aimed at regular exchange of experience and implementation of cross-border projects.
2. The scope of services provided by the library includes making the collections available externally and informational services.
3. The library's collections and the entire information system must be respected. Removing works from the library without the completion of the applicable formalities is prohibited and is subject to legal and criminal sanctions.
4. In the premises of the library, visitor must behave in a manner consistent with generally accepted principles of social life. Silence is required in the library. Visitors using the library are required to comply with the library regulations and instructions of the librarians.
5. Before entering the library, visitors should leave outer garments, briefcases, backpacks, bags, handbags, etc. in the lockers in the changing room.
6. Smoking (including e-cigarettes), eating and drinking (except for water) are prohibited in the library.
7. Mobile phones are not allowed in the library, and brought in telephones and other devices should be muted.
8. The use of the library's collections for commercial purposes as well as filming and renting rooms for public purposes requires the consent of the manager.
9. Computers in the library are primarily used for scientific work, for instance searching for information in library catalogues, databases and other sources of information, and using text editors. The duration of computer usage by one person can be limited - this is decided by the person on duty.
10. It is forbidden to use computers in the library reading room to review and process illegal content.
11. The library reserves itself the right to control the content processed on computers in the reading room.

12. The librarian on duty has the right to refuse access to the reading room to persons who are drunk, behave aggressively, pose a threat to other users and/or do not comply with basic hygiene standards.
13. Current information about the library can be found on the library's website.
14. Comments on the activities of the library can be reported to the library's manager.

## Chapter II

### **RIGHTS TO USE THE LIBRARY RESOURCES DUTIES AND RESPONSIBILITIES OF USERS**

#### RIGHTS TO USE OF THE RESOURCES

15. The resources of the Collegium Polonicum Library are made available to all interested persons accepting these Regulations, according to the rules set out herein.
16. The collection is lent only to adult persons (not applicable to students of the University's High School - ULO) who are enrolled in the library and have a user account in the library system.
17. When signing up, visitor must fill out and sign the "Application for a library account and card". The application should include the following data: surname, first name, date of birth, PESEL number, correspondence address (if different from the address of permanent residence), permanent residence address and e-mail address. In order to enable the library sending information about the processing of orders, reminders about the upcoming deadline for returning borrowed materials and electronic reminders, the user provides their e-mail address.
18. The administrator of personal data of library users is Adam Mickiewicz University in Poznan (UAM), as the administrative unit superior to the library, and the European University Viadrina in Frankfurt (Oder) (EUV), as the administrator of the library IT system. Contact with the Data Protection Inspector at the Adam Mickiewicz University in Poznan: [iod@amu.edu.pl](mailto:iod@amu.edu.pl), at the European University Viadrina in Frankfurt (Oder): [datenschutz@europa-uni.de](mailto:datenschutz@europa-uni.de).
19. Personal data is processed in order to enable the use of the library's collections with the use of an IT system operating within the framework of cooperation between the Collegium Polonicum Library and the Library of the European University Viadrina in Frankfurt (Oder) and the performance by the administrator of the obligations arising from the Act of 27 June 1997 on libraries (Journal of Laws of 2018, item 574) and the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended). The basis for the processing of personal data is Article 6 paragraph 1 points (b) and (c) of the General Regulation on the Protection of Personal Data of 27 April 2016 (Journal of Laws of the EU 2016.119.1 as amended), in connection with Article 49 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of

2018, item 1668 as amended) and the provisions of the Act of 27 June 1997 on libraries (Journal of Laws of 2018, item 574, as amended) and Article 6(1)(a) of the General Regulation on Personal Data Protection of 27 April 2016. (Journal of Laws of the EU 2016.119.1 as amended), if applicable. Personal data can be accessed by authorised staff of the Library of Collegium Polonicum and the European University Viadrina in Frankfurt (Oder) to the extent necessary to provide services under the contract concluded with the administrator.

20. The personal data provided by the user will be kept for the period necessary to exercise the rights and obligations of the library resulting from the services provided to the user, and in the case of data provided on the basis of the consent given by the user, until its withdrawal. The user has the right to demand access to personal data from the administrator, the right to correct, delete or limit the processing, the right to object to the processing, the right to transfer data, the right to withdraw consent at any time. The user also has the right to file a complaint to the supervisory body - the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw.

21. Providing personal data by the user is voluntary, but necessary to achieve the purposes for which it was collected. Failure to provide data will result in the inability to rent media and use certain library services, such as electronic notifications and reminders.

#### COMMITMENTS OF THE USER

22. The user must notify the library of any change of address or place of work and any loss of library card. The owner of the card will deal with any complications caused by negligence of this obligation. A duplicate of the library card can be obtained after a written declaration of its loss or destruction and payment of the fee. The fee includes the price of the card and the cost of its re-creation.

23. The account can be terminated at the request of the user/user after the payment of the liabilities to the library.

24. Temporary termination of the rental rights may occur as a result of keeping books or not paying the overdue fee. Permanent deprivation of the user's rights may take place in case of an attempt to steal the library property or a repeated violation of the regulations.

#### RESPONSIBILITY FOR THE PROVIDED RESOURCES

25. The user is fully responsible for all damage to the library materials he/she uses on and off-site and may be charged with a fee for damages not disclosed at the time of lending but identified at the time of return.

26. In case of destruction or loss of the work, the user is obliged to buy back an identical copy. If this is not possible, the user is obliged to pay for the lost item according to its current market value or buy another work indicated by the library. The user bears the cost of rework according to the list of fees. Upon payment of the obligations, the user does not acquire ownership of the destroyed or lost and later found work.

27. It is forbidden to make any changes to the computer software or install/uninstall programs and devices without the knowledge and consent of the person on duty.

28. The Library is not responsible for the users' files uploaded to the computers.

### Chapter III

#### **SHARING OF THE RESOURCES**

29. There are two ways to use the library's resources: sharing on site and outside lending.

#### SHARING ON SITE

30. The collection of the Collegium Polonicum Library is shared on site, in the reading room.

31. The special collections can be used in designated places.

32. The free access collections can be used by user himself anywhere in the library.

33. The materials taken out of the shelves should be put back in place.

34. Audiovisual media are intended primarily for CP teachers.

35. Audio-visual media may only be used on site, in specially designed booths.

36. Users have the possibility to use carrels designed for individual work.

37. The works in the book collection accessible on site cannot be reserved.

38. Magazines that are not currently subscribed by the library and older yearbooks of subscribed magazines are in the library magazine. They can be ordered to the reading room by filling application, which should be placed on the library counter. The order completion time is 1 hour.

#### OUTSIDE LENDING

39. The library makes its collections available outside the library building.

40. Collections are lent out after completing the formalities: submitting a completed application and creating a personal account in the library system and paying the account activation fee according to the list of fees. The account will be active from the moment the fee is paid until the end of October in a given academic year.

41. Loans are recorded by the library system.

42. The Library has the right, in justified cases, to demand the return of borrowed works before the expiry of the statutory return period or to reserve an earlier return period at the time of lending.
43. The user is fully responsible for the timely return of the rented materials.
44. The user may be granted an extension of the deadline for returning a rented work if it is not booked by another person. An extension is always counted from the current return date and can be made online, by phone or in person at the library.
45. Failure to meet the deadline may result in:
- a) a fee is in accordance with the current fee list of the Collegium Polonicum Library;
  - b) written warning;
  - c) in the case of persistent detention of the work, charge the user the cost of purchasing and reworking of a new copy;
  - d) blocking the account until the library is refunded and paid;
  - e) the library may take legal action.
46. The user is not allowed to borrow any works until the payment has been made.

#### LENDING CONDITIONS

47. The Collegium Polonicum Library lends specified materials outside to authorized persons.
48. Items currently rented can be booked. The book must be picked up within a week of its return to the library. Information about the receipt of items in the library is sent to the e-mail address provided by the user.
49. The Collegium Polonicum Library is lending:
- a) students of CP and EUV
  - b) CP and EUV PhD students (not applicable to persons writing a thesis at other universities, e.g. participating in the SOKRATES programme, etc.).
  - c) to ULO pupils/students

#### **20 books per 4 weeks with the possibility of three extensions**

- d) staff/researchers who teach at the CP, EUV and UAM
- e) employees/staff of CP, EUV, ULO and DS Słubice

#### **20 books per 4 weeks with the possibility of three extensions**

- f) to people outside the university:

#### **10 books for 2 weeks with one extension**

50. Outside the library following works cannot be rented:

- a) collections in workbooks
- b) encyclopedic, dictionary, bibliographic and other information publications
- c) newspapers and magazines
- d) movies regardless of the medium
- e) wall maps
- f) books published until 1945
- g) objects in a bad shape
- h) rare works, difficult to acquire, works with a large number of boards, maps and engravings and tees with loose cards
- i) works belonging to special collections, e.g. bibliophile editions and signed works from the Karl Dedecius Archive collection
- j) materials imported from the University Library of Adam Mickiewicz University by means of interlibrary loans
- k) all free access prints marked with a red dot

51. Restrictions from point 50 do not apply to the scientific and administrative staff of Collegium Polonicum. However, borrowed materials must not leave the building of Collegium Polonicum and must be available on request.

52. The methods of making the library's collections available for semester reserves and scholars' collections are regulated in Appendix 4.

#### INTERLIBRARY LOANS

53. The interlibrary loan service brings materials from the University Library of Adam Mickiewicz University in Poznan.

54. The order for the interlibrary loan can be sent via e-mail to [biblio.cp@europa.uni.de](mailto:biblio.cp@europa.uni.de).

55. In case of ordering a photocopy, the user covers the costs in accordance with the list of fees of the University Library of UAM (information about the current price of the copy is available on the UAM Library website).

56. The materials brought in by the interlibrary loan are available only on site in the reading room.

57. The person placing the order must have an account at the Collegium Polonicum Library.

58. Up to 5 books and 10 magazine articles can be ordered at one time.

59. Another order can be placed only after the previous one has been completed.

#### POSSIBILITY TO PROPOSE NEW ACQUISITIONS

60. It is possible to make a proposal to purchase a book by the library on an appropriate form, specifying its purpose and usefulness. These proposals are realized as far as possible, mainly for students or persons employed in CP, EUV and UAM.

## Chapter IV

### **PHOTOCOPYING AND PRINTING SERVICES**

61. In the Collegium Polonicum Library there is a possibility of scanning and copying library materials or one's own (also works brought by an interlibrary loan) and printing documents from a computer. Information about the current price of a print or copy is included in the list of fees of the Collegium Polonicum Library.
62. Respect for copyright is the responsibility of the copyers

## Chapter V

### **LIBRARY'S INFORMATIONAL ACTIVITIES**

63. Information about the collection of the Collegium Polonicum Library can be found in the electronic catalogue.
64. Information about the library catalogue is provided by those on duty.
65. The library conducts group or individual consultations on the use of the library and information sources on specific days and times.

## Chapter VI

### **FINAL PROVISIONS**

66. Persistent violation of the regulations entitles the manager of the Collegium Polonicum Library to limit or deprive the user of the right to use the library.
67. On the date of entry into force of these Regulations, the existing rules shall cease to apply.
68. Settlement of matters not covered by the provisions of these regulations is the responsibility of the library manager.

## Annex 1

### **THE DECREE OF THE LIBRARY MANAGEMENT ON ALARM ACTIVATION IN THE LIBRARY OF THE COLLEGIUM POLONICUM IN SŁUBICE**

Based on the point 68 of the Regulations of the Collegium Polonicum Library I decide that:

1. Each time an alarm is triggered, a record of the incident must be drawn up by the librarian on duty, in the presence of the person who triggered the alarm.
2. If the alarm was triggered by an attempted theft, the library worker must call the police and notify the prosecutor's office.
3. If it is possible that the alarm was triggered accidentally, the library can propose a friendly solution, the final content of which is decided by the library manager. If the person who raised the alarm does not agree with the proposed solution, the library manager notifies the university authorities and the prosecutor's office.

*Dr Agnieszka Brockmann*  
The Library Manager

#### **Law of 20 May 1971. - Code of Offences** (Journal of Laws 1971 No 12 item 114):

##### **Article 119**

§ 1 Whoever steals or appropriates another person's movable property, if its value does not exceed PLN 500, shall be subject to the penalty of arrest, restriction of liberty or a fine.

§ 2: Attempt, incitement and aiding are punishable.

#### **Act of 20 July 2018. - Law on Higher Education and Science** (Journal of Laws of 2018, item 1668):

##### **Article 307**

1. a student shall be subject to disciplinary responsibility for a breach of the regulations in force in a higher education institution and for an act that violates the dignity of the student.

The student cannot be punished for the same act by the Rector and the Disciplinary Committee at the same time.

##### **Article 308**

The disciplinary penalties are:

- 1) a reminder;
2. a reprimand;
3. a reprimand with a warning;
- 4) suspension of specific student rights for a period of up to 1 year;
- 5) expulsion from the university.

#### **Regulations of the Collegium Polonicum Library**

21. The temporary deprivation of the right to use the lending facility is caused by keeping books or not paying the overdue fee. Permanent deprivation of the user's rights takes place in the case of an attempt to steal the library property or a repeated violation of the regulations.

## Annex 2

### **RULES FOR USING THE CLOAKROOM OF THE CP LIBRARY**

1. Persons entering the library are required to leave their outer garments and bags, handbags, backpacks, etc. in the cloakroom before entering the reading room. The duty librarian may refuse to allow people who do not comply with the above rules to enter the reading room. Persons on duty do not accept items for safekeeping.
2. Lock the cabinets with your own padlocks.
3. It is not allowed to store items that may spoil or damage the locker or pose a threat to the safety of library users and staff.
4. Items in lockers can only be stored while the library is open.
5. The library reserves itself the right to open lockers occupied after the library is closed.
6. In the case of occupying a locker contrary to the regulations, it will be opened by a committee and its contents will be deposited with the library manager. The property will be returned after payment of the deposit fee according to the list of fees. The person collecting the items must describe them in detail and confirm their receipt in the locker opening protocol.
7. The person who has lost the lock key must wait for the library to close and the locker to be opened by the commission; they are also obliged to describe the contents of the locker in detail in the opening report. In the case of opening a wrongly indicated locker, the user is responsible for informing about it the owner of and buying back the padlock.
8. The library is not responsible for items left in the cloakroom.

## Annex 3

### **RULES FOR USING THE CP LIBRARY MULTIMEDIA CENTRE**

1. The library's multimedia centre includes computers with Internet access and a multimedia projector.
2. Priority in the use of the multimedia centre is given to CP, EUV, UAM, ULO students and persons employed in aforementioned institutions.
3. The computers are connected to a network printer at the library counter. Fees for the use of the printer are regulated by the list of fees of the Collegium Polonicum Library.
4. The person on duty at the library counter must be informed immediately if the equipment is damaged.

## **RULES FOR USING CARRELS FOR INDIVIDUAL WORK**

1. Carrels are available during library opening hours.
2. The use of the carrels is mainly authorised for students and employees of CP, ULO, UAM and EUV.
3. Persons from outside shall also be authorised to use carrels, provided that the carrel is not occupied or reserved by the persons referred to in the previous punct.
4. A register of people waiting for carrels is kept at the library counter. They can be booked up to two weeks in advance (reservation for one day) or one month in advance (reservation for one week).
5. The keys to the booths are at the library counter and are issued by the person on duty upon presentation of a valid document with a photo. The person using the carrel will confirm receipt of the key with a signature.
6. Visitor should leave a key at the counter every time by leaving the library.
7. The person using the carrel is responsible for the hardware and software condition.
8. It is forbidden to make changes to the computer software and install your own devices on your own.
9. The CP library does not take responsibility for data left on the hard disk and has the right to delete it after the carrel is empty.
10. Once after visitor have finished their work in the cabin, they should orderliness and take all library materials back to the shelves.
11. In carrels that are available for the week, you can only leave your own or rented materials for the night.
12. The library reserves the right to open the carrel in case of keeping unloaned materials in it.
13. When the work is finished, the person on duty must be informed, who checks the condition of the carrel and equipment when receiving the key.
14. The library should be informed about the cancellation of an ordered date.

## **RULES FOR THE USE OF SCHOLARS' COLLECTIONS AND SEMESTER RESERVES**

### **SEMESTER RESERVES**

1. The academic staff of the CP, UAM, EUV and ULO may, for teaching purposes, collate the media available in the reading room from the different departments for students participating in the classes. Such a collection is called a semester reserve.
2. The media is rented for one semester (unless the teacher specifies another time) on a specially created account and is only available on site (cannot be rented).
3. Teachers can include their own materials in the collection.

### **SCHOLARS' COLLECTIONS**

4. The scholars' collections are intended exclusively for the staff of the CP, the Adam Mickiewicz University and the EUV conducting classes in the Collegium Polonicum building as assistance in teaching and scientific activities, not for commercial purposes.
5. The preparation of books for the scholars' collections and control of the collections is carried out by the Subject Processing Department of the Collegium Polonicum Library.
6. The collection must not leave the Collegium Polonicum building.
7. The person in possession of the collection is fully responsible for it.
8. The collection may include books from the collection of the Collegium Polonicum Library and books that are deposits of the European University Viadrina in the collection of the Collegium Polonicum Library.
9. Books for the handbook collection are lent for one year with the possibility of their multiple extension.
10. Once a year an inspection of the collections is carried out. For this purpose, the Subject Processing Department in consultation with the user sets a convenient date and inspects the book collection in the service room where it was deposited. The users may also, after prior agreement with the Subject Processing Department, submit borrowed books in the reading room of the Collegium Polonicum Library within the agreed time limit.
11. The Subject Processing Department may ask for immediate return of borrowed works if they are the only copies available in the library's collections and have been ordered by another person.

**LIST OF SERVICE FEES FOR SERVICES RENDERED  
BY THE COLLEGIUM POLONICUM LIBRARY**

**GENERAL CHARGES**

<b>Type of service/fees</b>	<b>Gross price (PLN)</b>
Registration and update of the library account (per academic year)	5,00
Duplicate library card	20,00
Fee for untimely return of library material (per 1 working day and per borrowed volume)	1,00
Preparation of a replacement for lost or destroyed library material	20,00
Emptying a locker if it is not occupied in accordance with the regulations	20,00

**CHARGES FOR PRINTING AND PHOTOCOPYING SERVICES  
INDIVIDUALLY PERFORMED**

<b>Type of service</b>	<b>Gross price</b>
Copy or printout in black and white A4 format (1 page)	PLN 0.20
Copy or printout in black and white A3 format (1 page)	PLN 0.40
A4 (1 page) colour copy or printout	PLN 3.00