

## **Rules and Regulations for Using the Collections of the Civitas University Library**

1. The right to use the collections of the Civitas University Library is granted to:
  - a) students of Civitas University enrolled in bachelor's, master's and long-cycle master's programmes who have an active student status in the system;
  - b) doctoral students of Civitas University;
  - c) full-time academic, teaching, and research-and-teaching staff of Civitas University; of Civitas University;
  - d) lecturers conducting classes at Civitas University who are not full-time employees of the University;
  - e) participants of postgraduate programmes at Civitas University;
  - f) participants of the Civitas University Third Age University;
  - g) administrative staff of Civitas University;
  - h) Merito Group employees who work permanently at the Civitas University premises.
2. Library users are entitled to borrow the following maximum number of items at the same time:
  - **1 item** – participants of the Third Age University and administrative staff of the University and the Merito Group
  - **3 items** – students of all study programmes and participants of postgraduate programmes
  - **5 items** – University lecturers, regardless of the form of employment no limit – researchers borrowing resources purchased under an actively conducted research project
3. The following items may not be borrowed outside the Library:
  - a) reading room copies (marked "czyt" in the call number);
  - b) encyclopaedias, dictionaries, bibliographies, and other reference publications;
  - c) journals and newspapers;
  - d) rare, expensive, or hard-to-replace works, or those with a large number of tables, maps, or illustrations;
  - e) teaching materials provided by lecturers for class use;
  - f) bachelor's and master's theses;
  - g) films and other audiovisual materials (except when they are used by the lecturer during classes);
  - h) e-books requiring a physical medium and e-book readers<sup>1</sup>
4. Required reading may be borrowed if the Library holds more than one copy of the given title. Other books may be borrowed, even if there are no duplicates, provided that the Head of the Library grants permission or if the resource is not marked "czyt" in its call number.

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<sup>1</sup> NOTE: E-book readers may be borrowed as assistive devices by persons with a disability certificate, if the reader facilitates working with teaching materials.

5. The loan period – counted from the date of borrowing – is as follows:
  - a) for full-time and part-time students enrolled in bachelor's, master's, and long-cycle master's degree programmes: **21 days;**
  - b) for doctoral students: **21 days;**
  - c) for participants of postgraduate programmes: **21 days;**
  - d) for academic, teaching, and research-and-teaching staff conducting classes at Civitas University: **60 days;**
  - e) for participants of the Third Age University: **14 days;**
  - f) for administrative staff of the University and Merito Group employees who permanently work at the Civitas University premises: **14 days;**
  - g) for researchers borrowing books purchased under a project (as long-term loans) **2 years**, with the possibility of three one-year extensions, not exceeding 5 years in total (this period is shortened and immediate return is required if the research project has ended or the borrower ceases employment at Civitas University).
6. The loan period may be extended by contacting a librarian **before** the due date. The Library does not extend loans in the following cases:
  - a) during the examination period (to ensure equal access to resources);
  - b) when the book is reserved or in demand by other readers;
  - c) for books that are essential required readings for classes;
  - d) for readers who consistently return books late;
  - e) for long periods of time (except during the summer break) – i.e. beyond the standard loan period for the reader's group.
7. Books returned to the Library may not be re-borrowed by the same person for a minimum of 3 days from the return date – this is to ensure equal access to all interested readers, and returning and immediately borrowing again must not be used to bypass extension rules.
8. Each reader is responsible for returning borrowed materials on time. A reader who fails to return borrowed resources by the deadline (see item 5 for details) will be charged a fine of **PLN 1 per day of delay for each borrowed item**. The fine accrues until the physical return of the item. A library fine form will be issued upon return. NOTE: To settle the library fine, confirmation of payment must be provided to the Library.
9. Settlement with the Library (i.e. return of all borrowed items and confirmation of payment of any outstanding library fines) is a prerequisite for being admitted to the defence of the diploma thesis/final examination, for receiving the diploma of graduation, and for the smooth completion of employment or cooperation with Civitas University. If a reader wishes to appeal a fine for overdue items, the appeal should be submitted to the head of the academic department, e.g. the Vice-Rector for Academic Affairs.

10. Library users are required to:

- a) present a valid official photo ID (e.g. student ID) confirming their student or participant status at the University and leave it as a deposit during the use of resources in the reading room;
- b) handle the Library's resources properly (**it is prohibited to underline or write in books, journals, and other materials; to consume food or beverages while using resources; to damage, bend, tear, spill on, stain with grease, or otherwise degrade the physical condition of the resource**);
- c) remove all personal items, notes, bookmarks, etc., from materials being returned to the Library;
- d) refrain from removing from the Library any materials or diploma theses designated for in-library use only;
- e) refrain from consuming food or drinks in the Library;
- f) refrain from making phone calls in the Library;
- g) refrain from leaving any personal items or luggage unattended (e.g. bags, backpacks, clothing, electronic devices, etc.) – unattended items may be considered suspicious and trigger a security procedure. **NOTE: Civitas University staff are not responsible for items left unattended on University premises.**

11. In the event of significant damage to or loss of a book, journal, or other library resource, the reader is obliged to replace it or, as a last resort, pay its antiquarian value. Each time a resource is borrowed, the reader is required to check its condition and report any visible damage to the librarian. **NOTE: Damage to or loss of a borrowed item must be reported to the Library without delay. Failure to do so may result in additional library fines for overdue return – in such a case, the fine will be calculated up to the date on which the damage or loss is officially reported.**

12. Any damage or loss of a resource borrowed through interlibrary loan must be compensated by the reader in accordance with the regulations in force at the library from which the item was borrowed.

13. Details regarding the access to resources purchased for research projects are set out in the appendix to these Rules and Regulations, titled "**Project Books in the Civitas University Library – Inclusion in the Collection and Access to Books Purchased with Funds Granted under the Statutory Activity of Civitas University.**"

14. All matters not covered by these Rules and Regulations shall be decided by the Head of the Library.