

Library Regulations

Terms of using the collections and services of the Library

1. The Main Library of the Wrocław University of Economics (hereinafter referred to as the Library) is a scientific institution of public nature, acting in accordance with the Higher Education Act, the Law on Libraries Act and other applicable regulations, especially the Statute of the Wrocław University of Economics and the Regulations of the Library IT System.
2. Personal data collected in the Library:
 - is processed solely for the purposes specified by Article 4 of the Libraries Act (OJ 1997 No. 85 item 539) and Article 88 of the Higher Education Act (OJ 2005 No. 164 item 1365),
 - is protected in accordance with the Personal Data Protection Act (OJ 2002 No. 101 item 926).
3. Access to collections and services of the Library is free of charge to all members holding an active member's account in the Library.
4. To create a member's account:
 - 4.1. complete the form provided by the Library - (registration),
 - 4.2. activate the member's account at the circulation desk or with the librarian on duty on each of the floors of the Open Access Area.
5. Before account activation, members are required to read the Regulations, to sign a statement and to present:
 - Student electronic card on which the debt to the Library is recorded (students of the Wrocław University of Economics and other schools of higher education participating in the agreement of

Wrocław institutions of higher education). Students in debt to the Library will have their degree certificate withheld.

- Employee electronic card or an ID card and a document that confirms employment (employees of the Wrocław University of Economics and schools of higher education participating in the agreement of Wrocław institutions of higher education). In case of termination of employment the basis for settlement with the employer is a statement on the circulation card of no debts to the Library.
 - ID card (other individuals).
6. Rights that arise from the membership must not be given to other individuals.
 7. The Library should be informed of any change of personal data.
 8. The loss of a library card must be immediately reported to the Library (personally - in the Lending Room or on the first floor of the Open Access Area; by phone: 713680471, 713680469)
 9. The Library is liable for unauthorized use of member account from the moment the notification is confirmed.
 10. Access to collections and services of the Library is granted only with – a student or an employee electronic card activated in the Library system or a returnable electronic University card issued to persons unauthorized to use employee or student electronic cards.
 11. The library collections may be used on site and by individual or interlibrary lending in accordance with regulations specified in various agencies of the Library.
 12. Electronic resources may be used under the terms of the license and internal rules.
 13. Computers are available to members, in the first instance for the use of the Library resources.

14. All registered members can use in the Library wireless Internet. The Internet can be used only for educational and scientific purposes.
15. Employees and participants of the UE Doctoral studies may use remote access to the Library databases.
16. Collections and equipment are public good and require respect.
17. In the Library, members should behave in a manner corresponding to the dignity and the tasks of this institution.
18. In the Library operates an electronic security system of the collection and a monitoring system.
19. Employees of the Library are unauthorized to inform about personal data and accounts of members.
20. Members are required to comply with these Terms and internal regulations of individual agencies of the Library, ordering regulations, comments and suggestions of employees. Detailed information specifying the terms and conditions of using the collections is made public and should be familiar to members.
21. Decisions in cases concerning giving access to collections and not included in the Regulations, are taken by the Library Director.

The penalties associated with improper use of the collections

1. The basis for the imposition of penalties is:
 - damaging, destroying or stealing of library resources,
 - damaging computers or other equipment,
 - destroying, altering or stealing computer software, as well as using unauthorized software,

- overdue return of borrowed books,
 - sharing an electronic card or a library card with another person,
 - inappropriate behaviour, failure to comply with the instructions of the Library employee.
2. The deeds and activities described in Section 1 will result in the following penalties:
- account will be blocked for a specified period or indefinitely,
 - the member will bear the cost of repairing damaged or destroyed library resources or equipment,
 - suspension (temporal or indefinite) of the rights to use the Library, also at the request of another library, and - at the request of the Main Library - the rights to use other libraries,
 - referral to the relevant disciplinary committee, acting under the provisions of the Higher Education Act,
 - lawsuit in civil or criminal penalties.
3. These sanctions are not mutually exclusive, and these regulations do not replace or exclude the possibility to take other actions provided for by the law.