

Library Regulations of the VIZJA University

I General Rules

1. The function of the Library is to satisfy the need for information of the employees and students of the VIZJA University.
2. Every University student is eligible to use the Library providing they present a valid student ID. Teachers and other employees of the University are automatically granted the right to use the Library. Persons unconnected with the University may peruse the Library's collection only on the premises, after leaving their ID with the librarian on duty.
3. The Library's collection may be perused free of charge.
4. The Library offers its Users: a reading room, a checkout desk, an Internet area, and a psychological testing room.
5. Readers are obligated to:
 - leave their coats and any bags or backpacks in the cloakroom or in one of the lockers located in the Library;
 - put their phones and other electronic devices on silent mode (conducting phone calls in the Library is strictly prohibited);
 - properly handle all items they are using (it is prohibited to annotate textbooks, tests, or other items). The Reader shall be held fully responsible for the books and journals they peruse.

II Reading Room

1. The collection available in the Reading Room may only be perused on the premises of the Library, after a student ID or another proof of identity is left with the librarian on duty.
2. A maximum of 5 books may be taken to the Reading Room at any time.
3. All photocopies shall be made in accordance with the Copyright Law.
4. The Library provides its Users with free access to computers located in its Internet Area. Users may also connect their own portable devices to the network.
5. Internet access is provided exclusively for educational aims. The computers may not be used for illegal activities.

III Checking Out Books

1. Books may be checked out from the Library after the user's library account is activated. The account can be created after presenting a student ID or, in case of postgraduate students, a national ID card.
2. Before registering, a new Library user is obligated to read the Rules and Regulations of the Library, which fact shall be confirmed by signing a special declaration.
3. In order to check out a book, a valid student ID must be shown to the staff. Persons eligible to check out books from the Library may not do so via third parties.
4. **A maximum of 10 items may be checked out by a User at any given time, for a period no longer than 30 days.**
5. Students with graduate status may check out a maximum of 5 books or journals at any given time.
6. Only one copy of each item may be checked out by a User at any given time.
7. **The User is obligated to return the books before the 30-day period expires. If a user fails to comply, a fee shall be payable to the Library of 1 PLN per item for each commenced day it is overdue until it is returned. The maximum fee payable for an overdue item shall not exceed 150 PLN.**
8. If a checked-out item is destroyed, damaged, or lost, the User shall be obligated to provide the Library with another copy of the same item or its more recent edition. Should this prove impossible, the Head Librarian shall determine the way in which the Library is to be compensated.
9. In order to renew an item which has been checked out, the User should place a request with the Library staff personally or via email: biblioteka@vizja.pl before the check-out period expires.
10. The Library staff may decline a renewal request if there are numerous other Users interested in checking out the item.
11. Books may be put on hold by Library Users after signing in on the Library's website. A maximum of 3 items may be put on hold at any given time (including only one copy of each). If the books are not checked out within 4 days, the hold shall be cancelled. Holds may be requested only by Users who have no unsettled debts with the Library.
12. Graduates' clearance slips shall be signed only after all their debts with the Library are settled, that is, after all checked-out books are returned, all fees due paid and all damaged or lost items compensated for.

IV Rules of Conduct

1. Eating, drinking, and conducting loud conversations on the premises of the Library is prohibited.
2. If a User does not comply with the Rules and Regulations, they shall be reprimanded or asked to leave the Library.
3. If a User's behaviour is in gross or continuous breach of the Rules and Regulations, the Library staff shall have the right to suspend their library privileges for a determined period or permanently ban them from the Library.
4. All Library Users shall be familiar and comply with the present Rules and Regulations.
5. All conflicts and matters not settled in the Rules and Regulations shall be resolved by the Head Librarian.
6. The Head Librarian's decisions may be appealed against to the User's Coordinator of Studies.