REGULATIONS ON ACCESS TO THE COLLECTIONS OF THE UNIVERSITY OF GDAŃSK LIBRARY

§ 1. General provisions

1. The following shall constitute the basis for the Regulations on Access to the Collections of the University of Gdańsk Library, hereinafter referred to as the BUG:
   1) Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571 with amendments);
   2) Act on Libraries of 27 June 1997 (Journal of Laws 2022, item 2393 with amendments);
   3) Statute of the University of Gdańsk of 13 June 2019;
   4) University of Gdańsk Library Regulations of 19 December 2024.
2. The Regulations on Access shall set out:
   1) the rules for access to the collections and the provision of services at the BUG;
   2) the conditions which must be met by individuals/institutions, hereinafter referred to as users, in order to gain access to the collections/services;
   3) the rights and responsibilities of BUG users.
3. The collections and services provided by the BUG may be accessed by all interested persons in accordance with the provisions of these Regulations on Access.
4. Users may use the BUG collections and services free of charge with the exception of the fees specified in the Price list of library services and fees collected by the BUG, hereinafter referred to as the Price List.
5. Renewal of the library account shall be subject to a fee in accordance with the Price List.
6. Order regulations shall apply at the BUG, as determined by the BUG Director.

§ 2. Forms of access to the collections

The BUG collections shall be made available:
1) to individual users for on-site use and for borrowing;
2) through interlibrary loan;
3) by providing access to the Library's own as well as external electronic and digital resources.

§ 3. On-site access to the collections

1. The BUG collections shall be made available on-site in:
   1) the reading rooms of the Main Library and specialist libraries;
   2) the individual or group study rooms in the Main Library.
2. The rules for access to special collections shall be determined by the BUG Director.

§ 4. Copying of library materials

1. Users may make or order copies of the UG Library materials in accordance with the provisions of the Act on Copyright and Related Rights.
2. Copying of library materials may be carried out by means of:
   1) publicly accessible self-service devices located in the Main Library and specialist libraries;
   2) the Digitisation Unit;
   3) users' personal devices.
3. The BUG shall send digital copies of parts of publications in the form of scans exclusively on request from UG employees as well as students and doctoral students holding active library accounts.

§ 5. Borrowing of collections

1. The following shall be entitled to borrow the BUG collections:
   1) the employees, students and doctoral students of the UG, as well as those of other public higher education institutions and libraries in the Pomeranian Voivodeship on the basis of a paper or digital referral from their home library;
   2) pupils of secondary schools in the Pomeranian Voivodeship;
   3) participants of the Gdańsk University of the Third Age;
   4) libraries – on behalf of their members – through interlibrary loan;
   5) other persons who have paid a deposit in accordance with the Price List. The rules relating to the deposit account, including the return of the deposit, shall be determined by the BUG Director.
2. The detailed rights of users shall be determined by the BUG Director.
3. The following shall not be borrowed for use outside the Library:
   1) journals;
   2) books published up to or including 1945 or books published after 1945 which are excluded from borrowing;
   3) special collections;
   4) collections in poor physical condition;
   5) unpublished doctoral dissertations, made available in accordance with the rules specified in a decree issued by the BUG Director.
4. The borrowing of collections shall require an active personal library account without any outstanding obligations to the Library.
5. The library account holder may authorise another person to borrow books on their behalf.
6. BUG librarians may not permit the borrowing of items held in the reading rooms.

§ 6. Personal data protection

1. The BUG shall process users' personal data in the library computer system to the extent specified in the UG Statute, in accordance with applicable data protection regulations. Detailed information regarding personal data protection is set out in the information clause.
2. The BUG shall retain in its library system accounts free of any outstanding obligations for:
   1) UG students of all types of study – until the end of the calendar month following their completion of studies or removal from the student register;
   2) UG employees – until the end of the calendar month following the termination of their employment;
   3) other users – until the end of the calendar month following the expiry of their account.
4. Following the expiry of the periods specified in point 2, the relevant account, together with all associated data, shall be removed from the library system.
5. A library account with outstanding obligations shall be removed from the library system immediately after the user has settled all their obligations to the BUG.

§ 7. Interlibrary loans

1. The BUG shall lend items from its own collections to other libraries and obtain items from other domestic and foreign libraries at the request of users.
2. UG employees as well as students and doctoral students shall be authorised to request items from other libraries.
3. The detailed rules for interlibrary loans shall be determined by the BUG Director.
4. The BUG shall provide access to digital collections of the National Library through the Academica Digital Library of Scientific Publications, hereinafter referred to as the CWPN Academica. The CWPN Academica may be used by BUG users holding valid library accounts. Access to full-text publications protected by copyright, without the possibility of downloading or printing, shall be available through a dedicated terminal located in the Main Library. The CWPN Academica regulations and the detailed rules for its use are available on the BUG website.

§ 8. Access to the UG computer network and electronic resources

1. The UG computer network shall be used exclusively for academic, research and didactic purposes.
2. Detailed information on the use of the computer network is set out in a decree issued by the BUG Director.
3. The BUG shall provide access to its own and external electronic resources:
   1) on UG premises via computers registered in the University computer network or via portable devices following user authentication in EDUROAM;
   2) outside UG premises, exclusively to UG employees as well as students and doctoral students.
4. The detailed rules for the use of electronic resources are set out in a decree issued by the BUG Director.

§ 9. Individual/Group Study Rooms

1. The Main Library shall make individual or group study rooms available to UG academic staff as well as students and doctoral students.
2. The procedure for granting access to the rooms shall be determined by the BUG Director.

§ 10. User responsibilities

1. In order to borrow collections from the UG Library, the user shall present one of the following documents:
   1) a student ID card;
   2) a library card;
   3) any photographic identification confirming the user’s identity (in paper or electronic form).
2. The loss or misplacement of a library card must be reported immediately at any UG library. Should this obligation not be fulfilled, the BUG shall bear no responsibility for any use of the card by another person. The fee for a duplicate library card is set out in the Price List.
3. BUG users shall be strictly obliged to comply with the provisions of these Regulations on Access as well as with other rules and regulations in force at the BUG, and in particular:
   1) to observe the rules of public order, social conduct and personal conduct generally accepted in public places, as well as the order regulations and other regulations in force at the BUG;
   2) to exercise due care and diligence when handling the BUG collections and equipment so as to maintain their proper condition;
   3) to observe the prohibition on removing library collections from the BUG, as well as items or equipment belonging to the library, without completing the required formalities;
   4) to monitor the status of their library account and to return borrowed library items by their due date;

5) to monitor the validity of their library account and to keep their personal data up to date, in particular their surname, correspondence address (not applicable to UG students) and e-mail address;
6) to settle all obligations with the Library upon completion of studies or termination of employment at the UG, or upon withdrawal from BUG membership;
7) to use only UG email addresses in their correspondence with the Library (applicable to UG employees as well as students and doctoral students).

4. Failure to comply with the obligations referred to in section 3 may result in:
   1) a request to leave the premises and, in the case of non-compliance, action taken by security staff or library employees as specified in the Order regulations;
   2) the temporary suspension of the library account on the basis of a decision taken by the BUG Director;
   3) the initiation of legal proceedings in accordance with the regulations and procedures in force at the UG and with generally applicable law;
   4) with regard to persons from outside the University of Gdańsk community, a refusal of access to the Library, including the deposit account, on the basis of a decision taken by the BUG Director.
5. Failure to return items by the due date referred to in § 10 section 3 point 4 may result in:
   1) reminders being sent by email to the email address provided in the library account. Any disruption in the delivery of reminders shall not exempt users from incurring the consequences specified below;
   2) the imposition of a fee in accordance with the applicable Price List;
   3) the suspension of the library account and the restriction of access to the UG's electronic resources;
   4) the initiation of legal proceedings in the event of failure to return overdue items or to settle outstanding overdue fees.
6. In the event of a borrowed item being damaged or lost, the BUG shall require the user to replace it with the same or a newer edition. Should this not be possible, the user shall provide a replacement item designated by the Library or reimburse the cost of repairing or replacing the damaged or lost item.

§ 11. Final provisions

1. Any matters not covered by the provisions of these Regulations on Access shall be resolved by the BUG Director.
2. The Regulations shall enter into force on the date of their signing.