

Rules for the use of the collections of the University of Lodz Library

I. General provisions

1. The University of Lodz Library is a university-wide organisational unit. The University of Lodz Library forms a unified library and information system together with the libraries of other organisational units, hereinafter referred to as faculty libraries. The University of Lodz Library is a scientific library of a public nature operating in accordance with the Act of 20 July 2018 - Law on Higher Education and Science (Dz.U. - Journal of Laws of 2018, item 1668, as amended), Law on Libraries and the Statute of the University of Lodz.
2. The Rules for the use of the faculty libraries are available on the websites of individual faculties.
3. Personal data shall be collected at the University of Lodz Library:
 - 1) exclusively for the purposes set out in the Law on Libraries, the Law on Higher Education and Science, the Act on Official Statistics and the internal regulations in force at the University;
 - 2) in accordance with personal data protection legislation, including in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and the Act on the Protection of Personal Data of 10 May 2018.
4. The opening hours of the various sections of the Library are set out in Annex No.1 hereto.
5. The Director of the University of Lodz Library has the power to suspend the activities of its individual sections or to close the Library for important reasons.
6. The collections of the University of Lodz Library are made available in the following ways:
 - 1) on site: in reading rooms and sections, in the open space area and individual work rooms;
 - 2) outdoors: at the Lending Section or using book vending devices;
 - 3) through interlibrary lending;

- 4) in the electronic form in accordance with the terms of the licence and internal regulations of the University of Lodz Library.
7. The use of the Library materials is free of charge.
8. The University of Lodz Library charges fees for some library services. Their amount is specified in the Price List of the University of Lodz Library services, which constitutes Annex No. 2 hereto.
9. The Library collections can be used by:
 - 1) employees and retirees of the University of Lodz;
 - 2) students, doctoral students, interns of all types of studies conducted at the University of Lodz, post-graduate students;
 - 3) students and teachers of the Righteous Among the Nations State Secondary School of the University of Lodz;
 - 4) students and teachers of the Private Secondary School - British International School of the University of Lodz;
 - 5) research and teaching staff, and students of other higher education institutions in Lodz and Lodz Voivodeship (who have concluded an agreement with the authorities of the University of Lodz);
 - 6) employees of scientific and research institutions in the Lodz Voivodeship (who have concluded an agreement with the authorities of the University of Lodz);
 - 7) graduates of the University of Lodz;
 - 8) students of the University of the Third Age;
 - 9) participants of the "Talented Secondary School Student - Brilliant University Student" programme;
 - 10) other persons who are 18 years of age or older, not listed in items 1-9, under separate rules.
10. Readers may enjoy additional rights in accessing the library collection. These rights are governed by separate regulations.
11. The following documents entitle a holder to use the Library's collections:
 - 1) a library card;
 - 2) Electronic Academic Staff ID Card of the University of Lodz (ELSNA)
 - 3) student ID card;
 - 4) UL Alumni ID card;
 - 5) the "Talented Secondary School Student - Brilliant University Student" programme participant card;
 - 6) one-day ticket (on-site only);

7) another document meeting the requirements of the University of Lodz Library system, listed in the agreements concluded by the University of Lodz Library with higher education institutions.

12. To activate your library account, the following documents must be submitted:

- 1) employees and retirees of the University of Lodz – an identity card, and in the case of employees of the University of Lodz possessing an Electronic Academic Staff ID Card of the University of Lodz – an identity card together with ELSNA card;
- 2) students and doctoral students of the University of Lodz – a valid student ID card and identity card;
- 3) students of the Righteous Among the Nations State Secondary School of the University of Lodz and students of the Private Secondary School - British International School of the University of Lodz – a valid school ID card
- 4) teachers of the Righteous Among the Nations State Secondary School of the University of Lodz and the Private Secondary School - British International School of the University of Lodz – an identity card;
- 5) interns of all types of studies and post-graduate students of the University of Lodz – a certificate from the University of Lodz, identity card or passport;
- 6) graduates of the University of Lodz – an identity card, an alumni card issued by the Centre for External Relations of the University of Lodz;
- 7) researchers and teaching staff of other higher education institutions and researchers from scientific and research institutions in Lodz and Lodz Voivodeship – an identity card and a document confirming employment;
- 8) students of other higher education institutions in Lodz – a student ID card and identity card;
- 9) participants in the "Talented Secondary School Student - Brilliant University Student" programme: students – the programme participant card; teachers – the programme participant card and identity card;
- 10) other persons residing in the Lodz Voivodeship should present their ID card and pay a deposit, the amount of which is defined in the Price List for the University of Lodz Library services, enclosed as Annex No. 2 hereto.

12a. Each person activating a library account is obliged to submit at the place of registration a signed statement of the user of the Library and information system of the University of Lodz (Annex No. 3 hereto); in the case of minors the statement must be signed by their parents or legal guardians.

13. The formalities related to signing up and updating your library account must be completed in person.

14. Updating the readers' accounts mentioned in section 9, points 4-7 above shall be subject to a fee. The amount of the fee is specified in the Price List of the University of Lodz Library services, constituting Annex No. 2 hereto.
15. Obtaining a library card or its duplicate is associated with a fee, the amount of which is specified in the Price List of the University of Lodz Library services, enclosed as Annex No. 2 hereto.
16. The library card is not transferable. In justified cases, authorisation may be given to another person for a limited period of time.
17. A user of the Library is obliged to inform the University of Lodz Library immediately of any change of address, field of study and type of study, and of the loss of a document authorising the use of the Library collections. Based on the application and the relevant documents, the Library shall update the data or issue a duplicate card.
18. Issuing a duplicate is equivalent to cancelling the original card in the Library system.
19. The cost of purchasing a new card and damage caused by negligence shall be borne by the account holder. In the case of failure to report the loss of a document authorising the use of the Library collections, its owner shall be responsible for all consequences resulting from the use of this document by another person (full responsibility for possible damage or loss of borrowed works).
20. A reader can have only one library account.
21. The library account is valid for:
 - 1) employees, students and doctoral students of the University of Lodz – updated automatically based on the data from the USOS system;
 - 2) interns of all types of studies conducted at the University of Lodz and students of postgraduate studies at the University of Lodz – for a period of time confirmed by a separate certificate;
 - 3) users specified in section 11 points 3-7 above of the hereby Rules – for one calendar year, starting from the date of activation.
22. Library accounts are common for the University of Lodz Library and each of the faculty libraries participating in the electronic collection access and lending registration system. Keeping books for too long time in one of the libraries results in blocking the account in the other.
23. The library account, which entitles the user to borrow books, is closed after all arrears to the Library and the faculty libraries included in the electronic system of making collections available have been settled at the moment of:
 - 1) approval of the electronic routing slip in the USOS system – students of the University of Lodz;

- 2) graduation from the Righteous Among the Nations State Secondary School of the University of Lodz or from the Private Secondary School - British International School of the University of Lodz – students of the Righteous Among the Nations State Secondary School of the University of Lodz and students of the Private Secondary School - British International School of the University of Lodz;
- 3) termination of the employment relationship – employees of the University of Lodz and other higher education institutions, as well as teachers of the Righteous Among the Nations State Secondary School of the University of Lodz and students of the Private Secondary School - British International School of the University of Lodz
- 4) withdrawal of the deposit;
- 5) upon the request of the library card holder.

II. Making the collections available on-site

1. On-site collections are made available in:
 - 1) the Main Reading Room;
 - 2) the Historical Reading Room;
 - 3) the Open Space Area and Individual Work Rooms;
 - 4) the Special Collection Reading Room and the Music Collection Section.
2. Using the collections on-site is possible for:
 - 1) persons holding a valid library card, an Electronic Academic Staff ID Card of the University of Lodz (ELSNA), a student ID card, a University of Lodz Alumni card, the "Talented Secondary School Student - Brilliant University Student" programme participant card, a one-day ticket or any other document meeting the requirements of the Library system of the University of Lodz Library, listed in the agreements concluded between the University of Lodz and higher education institutions;
 - 2) persons having a block-free account in the Library system.
3. Users of reading rooms, sections and individual work rooms are required to sign in the visitors' book and show the librarian on duty the document which entitles them to use the Library.
4. Works from the reference book collections and open access collections are made available directly on the spot without placing orders. It takes about 20 minutes to process orders from the book storage area. No more than 10 orders can be placed at a time.
5. The following library collections are made available in the Main Reading Room:
 - 1) from the reference book collection of the reading room;
 - 2) from the Library's central storage (books and journals);

- 3) books from other libraries through interlibrary lending;
- 4) doctoral theses:
 - a) works defended after 1 October 1998 bear a clause indicating the author's consent to their being made available, and do not require confirmation of this consent on the request to use them. If the author does not give a consent, the work may be used based on written authorisation from the Head of the unit in which it originated. This applies to works from reference Rps 3857 onwards,
 - b) all doctoral theses defended before 1 October 1998 and stored at the University of Lodz Library require a written permission for being made available given by the author or the Head of the unit in which they originated . This relates to the works under references Rps 1-3856. Permission to use doctoral theses is granted using special forms;
- 5) CDs, microfilms and microfiches.
6. The Historical Reading Room provides access to the book collection of historical sciences and auxiliary sciences of history. You can also order books and archived journals from the Library's book storage.
7. Collections that are part of the Library reference book collection in the Main Reading Room and the Historical Reading Room as well as those brought from the book storage area must not be taken outside the reading rooms.
8. Publications brought from the book storage area to the Main Reading Room and the Historical Reading Room can be booked for 14 days. The librarian on duty has the right to make the reserved material available to other readers, but it shall be returned whenever requested by the person who has reserved it. Works from the reference book collections and current journals cannot be booked this way. Booked publications which are not used for 3 consecutive days are returned to the book storage area (the date of placing the order is decisive).
9. Open access collections can be used by readers on their own in the Library's work areas.
10. Open access books marked with a red sticker are for on-site use only. Detailed rules for the use of open access collections are specified in the rules of order of open access.
11. The individual work rooms can be used by academic teachers, doctoral students and students of the University of Lodz.
12. In the individual work rooms all the Library materials can be used, except for: special collections, dedicated collections, reference book collections and journals. Detailed rules on the use of individual work rooms are laid down in the rules of order for individual work rooms.

13. The study room for a parent with a child can be used by employees, doctoral students, students and graduates of the University of Lodz. Detailed rules on the use of the study room for a parent with a child are laid down in separate rules of order.
14. The special collections can be used in the Special Collection Reading Room and the Music Collection Section.
15. In the Special Collection Reading Room, collections from the following sections are made available: Rare Book Section, Social-Life Documents Section, Iconography Section, Cartography Section, Manuscripts Section, Old Prints Section.
16. In the Special Collection and Music Section reading room, the following are made available: valuable and rare items, other special collections and reference book collections.
17. Valuable or rare objects are made available to academic staff. Other persons, e.g., doctoral students, students, employees of the institution, are required to provide a certificate from their scientific supervisor or Head of their unit stating the purpose and topic of the research. The certificate is valid for one calendar year.
18. No certificate is required from readers using the other special collections and the reference book collections. Detailed rules on access to special collections are laid down in separate regulations.

III. Making the collections available outside the Library

1. Lending the collections outside the Library is possible using:
 - 1) Lending Section;
 - 2) book vending devices in the Open Space Area;
 - 3) the book vending machine – detailed rules on the use of the book vending machine are governed by separate regulations.
2. Conditions to allow lending the collections outside the Library:
 - 1) having a block-free account in the Library system;
 - 2) having a valid document that identifies the reader in the Library system.
3. The document which identifies a reader in the Library system is an electronic library card, Electronic Academic Staff ID Card of the University of Lodz (ELSNA) registered in the Library system, electronic student ID card or mLegitymacja registered in the Library system, the University of Lodz Alumni card or application, "Talented Secondary School Student - Brilliant University Student" programme participant card, and any other document meeting the requirements of the Library system of the University of Lodz Library, listed in the agreements concluded by the University of Lodz with higher education institutions.

4. Open access books can be borrowed and returned by a reader on their own using the equipment provided for this purpose. When using book vending devices, it is important to consistently use the identification document that was activated when signing up.
5. Only books with a blue sticker from the open space area can be borrowed outside the Library.
6. Orders from the book storage area to the reading rooms or Lending Section are placed electronically through the Library system.
7. Each volume must be ordered separately.
8. Orders that are not delivered shall state the reason for non-delivery of the work (e.g., "not on-site", "in binding", etc.).
9. A reader is required to check their Library account balance after each transaction. Doubts should be clarified immediately in the Lending Section.
10. A reader is obliged to come to collect the ordered publications or to declare refusal to collect them within 3 days from placing the order.
11. Items borrowed by another reader can be booked. The booking is valid for 3 months.
12. The University of Lodz Library makes its collections available on the following terms:
 - 1) 20 items for 365 days – in the case of professors and doctors with habilitation of the University of Lodz;
 - 2) 15 positions for 180 days – in the case of other academic teachers and doctoral students of the University of Lodz;
 - 3) 10 positions for 90 days – other employees of the University of Lodz, teachers from the Righteous Among the Nations State Secondary School of the University of Lodz and from the Private Secondary School - British International School of the University of Lodz;
 - 4) 20 items for 365 days – in the case of librarians of the University of Lodz Library and faculty libraries of the University of Lodz;
 - 5) 20 items for 180 days – in the case of ambassadors of the University of Lodz Library;
 - 6) 10 items for 60 days – in the case of students of the University of Lodz;
 - 7) 15 items for 60 days – in the case of the University of Lodz students of two fields of study at the University of Lodz and for the UL interdisciplinary students;
 - 8) 5 positions for 90 days – in the case of researchers from other higher education institutions in Lodz or in the region;
 - 9) 5 items for 30 days – in the case of students of other state higher education institutions in Lodz and in the case of readers, who use a deposit, the amount of which is defined in the Price List of the University of Lodz Library services, which is included in the Annex No. 2 hereto;

- 10) 3 positions for 30 days – in the case of the interns of the University of Lodz, students of the Righteous Among the Nations State Secondary School of the University of Lodz, students of the Private Secondary School - British International School of the University of Lodz, graduates of the University of Lodz, participants of the programme "Talented Secondary School Student - Brilliant University Student" and students of the University of the Third Age;
- 11) in the case of retirees of the University of Lodz – for 90 days – while retaining the right to the number of lending to which they were entitled on the day of their retirement.
13. A reader may be granted a deadline renewal to return a borrowed work if it is not requested by another reader at that time. The first renewal can be made through the reader's online account, the second one through the Lending Section upon presentation of the borrowed book. The period of each renewal depends on the user profile.
14. In justified cases, the Director of the University of Lodz Library may require the return of borrowed works before the statutory return deadline or reserve an earlier return date at the time of borrowing.
15. All readers are obliged to return the Library materials on time. In the case of exceeding the return deadline, the Library charges a compensation fee calculated for each day of the delay. The amount of the fee is specified in the Price List of the University of Lodz Library services, constituting Annex No. 2 hereto.
16. The Library sends reminders to people who are in arrears with returning borrowed items or with unpaid fees. Readers shall pay a fee for sending a reminder by post in accordance with the applicable Price List for the University of Lodz Library services, enclosed as Annex No. 2 hereto.
17. Failure to return monitored works, overdue fees, and failure to compensate for damage, loss or theft of a work will result in the reader's suspension from the Library, with the possibility of taking a legal action.
18. If a person borrowing a work notices any damage to it, they shall report it to the librarian for noting, otherwise they shall be made liable for it.
19. In the case of damage or loss of a borrowed work, a reader is obliged to:
- 1) repurchase an identical work and pay the cost of binding or
 - 2) repurchase another work indicated by the Library or
 - 3) pay for the cost of the lost work, estimated by the Director of the University of Lodz Library, at least three times its market value.
20. A reader does not acquire ownership of a work that has been damaged or lost and found after time, but is still obliged to return it to the Library, except for a situation when an identical work was repurchased at an earlier date.

21. The following works are not lent outside the Library:

- 1) open access publications marked with a red sticker;
- 2) publications from the reference book collection;
- 3) publications marked: "On-site only", "Rez.", "Cim.";
- 4) special collections;
- 5) electronic documents accompanying 'On-site only' collections;
- 6) rare, costly works and works with a large number of tables, maps or artistic additions;
- 7) works in a poor state of preservation;
- 8) books published before 1950;
- 9) journals;
- 10) collections numbered from 900001 to 930000;
- 11) doctoral theses.

The above mentioned publications can only be used on-site.

IV. Interlibrary lending

1. The Interlibrary Lending Section provides services of importing library materials from other Polish and foreign libraries. This applies only to the materials that are not in the collections of the University of Lodz Library and in libraries in Lodz.
2. Services of the Interlibrary Lending Section are available to staff, doctoral students and students of the University of Lodz who have a block-free account in the Library system
3. Before placing an order in the Interlibrary Lending Section, a reader is obliged to check whether the requested work can be found in other libraries in Lodz. When placing an order, a reader is obliged to provide exact bibliographic data of the work they are looking for. Orders placed by students should be accompanied by the signature of the thesis supervisor, confirming the need to import the work.
4. The orders should be made electronically using the form found on the website of the University of Lodz Library or directly in the Interlibrary Lending Section.
5. A reader is obliged to cover any costs of importing library materials based on the invoices issued by the sending library, regardless of their amount.
6. The Interlibrary Lending Service makes the originals of imported works available only in the on-site mode in the Main Reading Room. When using them, a reader must comply with the regulations and any special requirements of the sending library.
7. The lending period of the work shall be determined by the lending library. The ordering library is obliged to return the ordered works within the agreed deadline.

V. Using the e-resources and the Internet

1. Employees, doctoral students, students and postgraduate students of the University of Lodz may use e-resources:
 - 1) on all computers registered in the University of Lodz computer network (access based on IP);
 - 2) using their own computers – provided they have a block-free account in the Library system. Other persons may use e-resources only on-site in the Library on computers indicated by the librarian on duty.
2. When using electronic sources, a reader must respect copyright law and the licences granted by the e-source providers:
 - 1) the use of e-sources for commercial purposes is prohibited;
 - 2) the mass downloading of database records and texts from full text services is prohibited;
 - 3) it is forbidden to give access to electronic resources to third parties by sharing a computer, login and password.
3. A reader can use the Internet by logging into the Library terminals or Wi-Fi networks on their own devices. The rules for logging in are defined in a separate instruction.
4. Internet access on the premises of the University of Lodz Library is free of charge and is used solely for teaching and research purposes.

VI. Reprographic services

1. A reader may make photocopies and scans of the collections of the University of Lodz Library for their own research and teaching purposes.
2. The academic community of the University of Lodz can order digital copies of articles from printed journals in possession of the University of Lodz Library remotely and free of charge. The use of this service is governed by separate regulations.
3. Copyright laws apply when making copies. A reader is responsible for any use of the copy which does not comply with current legislation.
4. Copying collections published before 1950 and the originals of digitised works is possible only with the permission of the University of Lodz Library Director.
5. The librarian has the right to refuse to make a library work available for copying because of the technical condition of the original or its other unique characteristics.

6. Reprographic services are subject to a fee, the amount of which is in accordance with the Price List of the University of Lodz Library services, attached as Annex No. 2 hereto.

VII. General order

1. Users of the collections are obliged to observe the Rules for the use of the collections of the University of Lodz Library.
2. Detailed information on the use of the Open Space Area, individual work rooms, reading rooms, lending sections and specialised laboratories is governed by separate regulations.
3. A reader must show their library card or proof of having borrowed a work whenever requested to do so by the Library and security staff.
4. Readers are obliged to leave their coats, briefcases, bags, rucksacks etc. in the cloakroom.
5. Keys to individual lockers shall be issued upon payment of a deposit in accordance with the applicable Price List of the University of Lodz Library services, attached as Annex No. 2 hereto.
6. The Library shall not be held responsible for any personal property of the user left unattended.
7. Smoking and e-cigarettes are not permitted on the premises of the University of Lodz Library.
8. Talking on mobile phones in reading rooms, laboratories and Open Access Area is prohibited.
9. Eating is not allowed in reading rooms, laboratories, Open Access Area and individual work rooms.
10. Visits to the University of Lodz Library require permission from the Director of the Library (applies to domestic and foreign tours).
11. Photography and filming of the interior of the University of Lodz Library building requires the consent of the Library Director.
12. Posters and announcements may be displayed on notice boards only with the approval of the Head of Administration of the University of Lodz Library.
13. Users can use the computers located in the Open Access Area and their own laptops.
14. Connecting your own equipment to the Library network is permitted only to the sockets indicated by the librarian on duty.
15. It is not the responsibility of the Library staff to resolve technical problems with equipment brought into the Library by readers, such as laptops.
16. The Director of the University of Lodz Library may refuse the right to stay on the premises of the Library building and to use its collections to persons who threaten public safety and order or who do not respect the accepted norms of social coexistence.

17. In the case of violation of the Rules for the use of the collections of the University of Lodz Library by a reader, the Director of the University of Lodz Library may limit their rights to use the Library or deprive them of these rights completely.
18. Readers may submit suggestions, proposals and complaints concerning the resources and functioning of the University of Lodz Library by e-mail or post to the librarians on duty.