



UNIVERSITY
OF WARSAW

University Centre for Environmental Studies
and Sustainable Development

Library and Reading Room Regulations

I. General provisions

1. The Regulations define the rules of using the Library and the Reading Room in order to ensure comfort, safety and effective work for all users.
2. The administrator of the Library and Reading Room is UCBS
3. Users are obliged to observe silence and not to disturb the work of others.
4. The Library and the Reading Room can be used by people for the purpose of studying, reading, teaching or other educational purposes.

II. Duration of use

1. The Library and Reading Room is open from Monday to Friday from 8:30 a.m. to 4:00 p.m. The user receives the key to the Room from a UCBS employee (room 1103 or 1105), after signing in the notebook. After 4:00 p.m., the key should be thrown into a specially marked box by the door.
2. The time of access to computer workstations and library collections is not limited, but in justified cases a UCBS employee may ask for early termination of work.

III. Rules for using the Library

1. The UCBS Library is a scientific library serving the implementation of statutory research objectives and didactic activities.
2. The use of the UCBS library collections is free of charge.
3. Holders of valid library cards are eligible to borrow outside the UCBS Library:
 - a. UW employees, including retired
 - b. Students of all types of studies conducted at the University of Warsaw and postgraduate students
 - c. UW PhD students
 - d. Visiting professors of the University of Warsaw
 - e. Members of the UW Alumni Club, after they meet the conditions specified by the Club in consultation with BUW
 - f. Professors and habilitated doctors from outside the University of Warsaw, holding a valid identity document issued in Poland
 - g. Users from institutions with which the University of Warsaw has concluded appropriate agreements
 - h. Other Faculty Libraries of UW



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- i. Other libraries and institutions as part of interlibrary loans or with the consent of the head of the Faculty Library of the University of Warsaw or the Dean of the Faculty / KJO
 - j. Other users with the consent and on the terms agreed with the Head of the Faculty Library of the University of Warsaw
 - k. Persons who have obtained a certificate of approval at the University of Warsaw, after meeting the requirements specified by the University Library
4. Enrollment in the UCBS Library is made on the basis of a valid employee or student ID
5. Rentals are made on the basis of a reverse flow.
6. The UCBS Library lends up to 5 volumes per 90 days to UCBS staff and academics, and up to 3 volumes per 30 days to students.
7. The UCBS Library can individually regulate the number of volumes and the length of the borrowing period for textbooks, teaching materials, collections of special interest, etc.
8. Outside the UCBS Library, the following items are not borrowed: dictionaries, albums, encyclopaedias, theses, audiovisual materials.
9. In justified cases, the UCBS Library reserves the right to shorten or extend the lending period of a given publication.
10. The materials may be copied, including photographed for personal use, exclusively in accordance with the applicable law, in particular the Act on Copyright and Related Rights (Journal of Laws of 2019, item 1231).
11. The User bears full financial responsibility for any damage to the UCBS Library's resources. In the event of destruction or loss of the publication made available, the Directors are obliged to provide an identical copy or, if this is impossible, to agree with the Director of UCBS on the form of compensation.
12. Confirmation of no obligations towards the UCBS Library is issued electronically (e-circulation) or on a printed certificate.
13. In the event of violation of the rules in force in the Library, the Library Manager has the right to revoke the user's rights to use the Library's collections and services.
14. UCBS Library processes users' personal data based on Regulation (EU) 2016.2017 of the European Parliament and of the Council of 27 April 2016 (GDPR) and the Act of 10 May 2018 on the protection of personal data. Personal data is processed only for the purpose of performing UCBS Library's user service tasks. The scope of data processing is specified in § 22 section 3 of the Statute of the University of Warsaw.
15. Once you have settled your obligations to the UCBS Library, you have the right to request to delete his personal data.

IV. Rules for using the Reading Room

1. UCBS is not responsible for data stored temporarily by users on a computer workstation
2. Users of computers in the Reading Room are prohibited from:



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- 1) make changes in the configuration of library computers and take actions that may cause their devastation or damage,
- 2) transmit and share content that is illegal, subject to intellectual property protection and that may infringe the personal rights of others.
3. When using Internet access, the User is entirely responsible for the way in which he uses it, including the content and content of the messages sent.
4. If you do not comply with the above rules, a UCBS employee has the right to request that you leave your computer workstation immediately.
5. The user of the Reading Room is responsible for the equipment left at his disposal.
6. Computer malfunctions and damage should be reported to UCBS staff

V. Emergency Procedures

1. In the event of a threat to life, health or fire, immediately inform the staff and follow the safety instructions.

VI. Final provisions

1. The User is obliged to close the Library and the Library each time they leave it. Peace must not be arbitrarily given to other people.
2. It is forbidden to bring large bags, backpacks, sacks, etc. into the Room. and outerwear.
3. UCBS is not responsible for items left behind by you.
4. It is forbidden to eat and drink in the main areas of the Library and the Reading Room, excluding beverages in closed containers in designated areas.
5. Users should behave politely and respect others.
6. In the event of damage or loss of materials or equipment, the user is obliged to inform the staff and cover any costs.
7. If necessary, the user is obliged to follow the instructions of the staff.
8. Failure to comply with the regulations may result in refusal of further use of the Library and the Reading Room.
9. The Regulations are available on the website and in a visible place in the Library and the Reading Room.