

## **Rules of using the collection of the Chemistry Faculty Library**

### **I. General rules**

1. The Chemistry Faculty Library offers a collection of scientific literature and access to AMU scientific information system. The general rules of its functioning are given in "[The rules of using the AMU library and scientific information system](#)" (Directive no. 117/2024/2025 issued by the AMU Rector on July 14<sup>th</sup>, 2025).
2. The Chemistry Faculty Library collects materials needed for realization of teaching and research tasks.
3. The Chemistry Faculty Library collection is available in the hours of the Library operation specified on the Library internet website and notice boards.

### **II. Registration and actualization of library accounts**

1. The access to the Chemistry Faculty Library (henceforth referred to as the library) is open upon presentation of a valid library card, i.e. Mobile Student's ID Card (mLegitymacja), Electronic Student's ID Card (ELS), Electronic Doctoral Student's ID Card (ELD), a valid Card of the Reader or a valid Guest's Card.
2. Registration and actualization of a library account is realized in the library, as specified in the relevant directive.
3. Each library card is valid throughout the academic year, until October 31<sup>st</sup>. The Guest's Card is valid for 48 hours and can be issued not more often than once in 6 months.
4. The costs of registration and actualization of library account are given in "[Specification of payments for using the library and scientific information system of Adam Mickiewicz University , Poznań](#)", which is an enclosure to the relevant directive.

### **III. Outside borrowing**

1. Outside borrowing can be realized in three modes: normal, under special rules, upon recommendation and for grant realization.

2. The following groups of persons are entitled to borrow outside the library collection items:

a) AMU research workers, AMU doctoral students, AMU library workers, AMU workers who are not academic teachers (retired ones included). These persons can borrow the library collection items of a given type in the following modes:

- Books issued from 1946; 150 volumes for 365 days can be borrowed outside in the normal mode and for the period of grant realization,
- Books issued from 1946; labelled with a **green** stripe on the back can be borrowed outside under special rules for 30 days.

b) AMU students can borrow outside:

- Books issued from 1946 in the normal mode, 60 volumes for 90 days,
- Books issued from 1946 labelled with a **green** stripe on the back, under special rules, for 30 days.

c) AMU workers not employed on a permanent basis and extramural doctoral students can borrow outside:

- Books issued from 1946 upon recommendation, 5 volumes for 30 days,
- Books issued from 1946 labelled with a **green** stripe on the back, under special rules for 30 days.

d) Persons not affiliated with AMU are not entitled to borrow the Library collection items outside, they can use the Library materials in the Library reading room.

3. The date of the book due return may be prolonged through the online catalogue following the rules given below:

a) Prolongation of due return of library collection items borrowed in the normal mode can be made:

- By AMU workers and AMU doctoral students - for 360 days from the date of due return
- By AMU students – for 60 days from the date of due return

b) The date of due return of the items borrowed upon recommendation cannot be prolonged.

- c) The date of due return of the items borrowed under special rules (books with **green** stripe on the back) cannot be prolonged.
- d) The date of due return of the items borrowed for the period of grant realization can be prolonged for 360 days.

4. Prolongation should be made at the earliest on the 7th day before the date of due return. and only if the book has not been reserved by another user.
5. The date of due return of a borrowed item can be prolonged only if :
  - the user's library account is not blocked due to unpaid financial obligations,
  - a given item has not been earlier reserved by another user.
6. Books included in the library system and available for outside borrowing can be ordered through the online catalogue or borrowed in the free access system.
7. The user is obliged to check the status of his/her library account.
8. The ordered library materials can be collected personally or by an authorized third person upon presentation of the library card of the person who ordered the materials.
9. Payment of the cost of the loss or damage to a library item does not mean that the person responsible for the loss or damage acquires the rights of ownership of the damaged item.
10. Journals, books issued before 1946, books labelled with an **orange** strip on the back, rare or particularly valuable books and damaged books are not available for outside borrowing.

#### **IV. Items for use in the library reading room**

1. The library reading room is open for all users upon presentation of a valid library card or guest's card.
2. The following library items can be used only in the Library reading room:
  - a) Reference books labelled with an **orange** stripe on the back,
  - b) Books delivered through the Interlibrary Service,
  - c) Books issued before 1946 under conditions guaranteeing their special protection and safety,
  - d) Journals.

3. A maximum of 10 volumes can be ordered by one user at a time to be used in the library reading room.
4. The delivered ordered library items are kept for collection for 6 days.
5. The following items are not available for copying:
  - All printed materials in poor condition,
  - Printed materials and journals issued before 1946, except for those in good condition, for research purposes and upon consent of the library manager.
6. A digital camera to archive the library items contents can be used upon consent of the library staff.
7. Underage persons above 16 years old can use the library items in reading rooms upon registration of a library card in the presence of a legal guardian who has expressed formal written consent for the use of library items by his/her child.

## **V. Returning of the library items**

1. All users are obliged to return the borrowed library materials on due date. For each day of overdue of each volume the borrower is charged with a fine, calculated by the library system according to the current list of fines.
2. The borrowed library materials can be returned in the library, either by handing them over to the library staff or placing in a special container, within the hours of the library operation.
3. The borrowed library items can be also returned by an authorized third person upon presentation of the borrower's library card, such a person can also pay fines for overdue library materials.
4. The borrowers are reminded through e-mail about the approaching due date of returning of the borrowed library materials.

## **VI. Electronic system of library items ordering**

1. Electronic system of library items ordering is available to the users having an active library account and entitled to borrowing library items.

2. The possibility of ordering of a given item from the book repository is indicated by the activation of the button “order” [“zamów” in Polish] at the title of the chosen book in the online catalogue.
3. Information about the order fulfilment appears in the library account of the user or is sent to the user via e-mail.
4. The ordered book is kept for 6 days, if not taken for this time the order is automatically annulled and the ordered item is returned to the book repository.

## **VII. Electronic system of reservation**

1. The volumes that are currently borrowed can be reserved through the electronic system.
2. The available reserved book is kept for 6 days, if not collected in that time the reservation is automatically annulled.
3. The borrower cannot reserve the book he/ she is currently borrowing.

## **VIII. Clearance slips**

1. The Library issues electronic clearance slips of students and doctoral students of the Faculty of Chemistry AMU through the USOSweb, if necessary also in paper version.
2. The user can authorize a third person to collect the clearance slip who can do it upon presentation of a written authorization.

## **IX. Interlibrary borrowing**

- 1.** The employees and doctoral students of the Faculty of Chemistry AMU may use the library items from other libraries in Poland, except for the libraries of the city of Poznań, through interlibrary borrowing. The service concerns the library materials for research purposes.

## **X. Use of computer network**

1. The use of computer network in the Library is limited to research and learning purposes. All users are obliged to comply with the law, general social standards, ethical norms and public decency.
2. The users are entitled to the following:
  - a) To the use of desktop computers available for the Chemistry Faculty Library users
  - b) To work on own laptops using the wireless EDUROAM network
  - c) To get access to the electronic resources of BUP and BJO in compliance with the "The rules of using the library and scientific information system of the Adam Mickiewicz University, Poznań",
  - d) To record files on own data carriers in compliance with relevant licenses.
3. It is prohibited to use the computer network for the following actions or purposes:
  - a) Infringing a good name of AMU,
  - b) Political or religious agitation,
  - c) Downloading and distribution of pornography, racists materials, criminal activity materials, hacker materials and the like,
  - d) Commercial activity,
  - e) Getting unauthorized access to protected resources,
  - f) Getting access to, copying and distribution of materials protected by copyrights,
  - g) Network security breaches, password breaches, overhearing and downloading of unauthorized contents, distribution of viruses.
4. It is also forbidden to:
  - a) Connect private computers to the wired computer network,
  - b) Run any activities that may lead to damage to computer hardware elements, programs or to disorganization of the network functioning,
  - c) Spam distribution,
  - d) Installation of programs on desktop computers.
5. All problems with computer functioning should be immediately reported to the library staff.
6. Full responsibility for any material damage suffered as a result of infringement of the above rules is taken by the user, in compliance with the relevant regulations of the Civil Code.

## **XII. Use of scientific information system**

1. The library staff members provide assistance in using online catalogue and verification of bibliographic data on the items in the library collection, free of charge.
2. The library staff members organize or help in organization of individual training in using electronic information sources free of charge, upon prior reservation of its date.
3. The library staff members organize or help organize group training in using electronic information resources for research workers and AMU doctoral students, free of charge, upon prior reservation of its date.

## **XIII. Final remarks**

1. Users who do not comply with the rules of using Chemistry Faculty Library may be sanctioned with a temporary or total deprivation of the possibility of using the library resources and services.
2. Users who do not comply with the rules of using the Chemistry Faculty Library may be penalized twice with a written warning for poor performance.
3. The written warning in two copies should be signed by the library staff member and the relevant user in the presence of another staff member, it is handed to the user and to the library manager.
4. The second written warning results in a temporary or permanent deprivation of the possibility of using the Chemistry Faculty Library and other AMU libraries.
5. The safe-deposit boxes can be used only for the time of staying on the library premises. Personal belongings left in the safe-deposit box after the hours of the library operation will be taken out and the person responsible will be sanctioned as specified in 1.
6. The library staff members are exempt from responsibility for personal belonging left in safe-deposit boxes and on the library premises.

7. The matters not regulated by the above rules are solved in compliance with the “The rules of using the library and scientific information system of the Adam Mickiewicz University, Poznań”.

Authorized by Dean of the Faculty of Chemistry/ by Library Manager