

CHAPTER 2
REGULATIONS ON USE OF THE MAIN READING ROOM AND CUBICLES FOR
INDIVIDUAL WORK

A. REGULATIONS ON USE OF THE MAIN READING ROOM

1. All users having an active library/reader card or an employee/student/PhD student card can use the Main Reading Room.
2. The reader card, entitling readers to use the resources of every reading room in the AGH University Main Library, can be obtained in the Main Reading Room, the Lending Room or at the Catalogue Information Desk upon signing a declaration about observing the Main Library regulations and assenting to the electronic registration of transactions in a computer program.
3. Users, using resources of the Main Library reading rooms only once during an academic year are obliged to obtain a reader card valid for one day.
4. Users of the Main Reading Room are required to:
 - leave their overcoats, purses, briefcases, umbrellas, etc. in the cloakroom
 - give their library/reader or employee/student/PhD student card to the librarian on duty and register in the visitors' book
 - show to the librarian on duty any library materials carried in and out of the Main Reading Room
 - report to the librarian on duty any noticed defects or damages in the used library materials.
5. In the Main Reading Room one can use:
 - books available on shelves on a free-access basis
 - books ordered beforehand in the online catalogue (except old prints)
 - current journal issues
 - archive journal issues located in storeroom (ordered beforehand in the online catalogue)
 - journal issues on microfiches (ordered directly in the Main Reading Room)
 - books and journals in an electronic version
 - additions to books and journals, printed or on electronic carriers (ordered directly in the Main Reading Room)
 - books and journals published before 1945, according to the procedure and schedule available in the Main Reading Room (ordered beforehand in the online catalogue).
6. Books and journals cannot be taken out of the Main Reading Room. In the reading room there are self-service photocopying devices, which enable copying excerpts of books or journals.
7. Additions to journals on electronic carriers can be borrowed outside the Reading Room for one day upon leaving the library card or the employee/student/PhD student card with the librarian on duty.
8. In case of a partial or total damage to library materials the user is obligated to repair it. The decision on how to repair the damage is taken by the Manager of the Circulation Department.

9. Using electronic sources of information:

- AGH University employees and students have priority of use
- it is recommended to arrange a time of use in advance
- it is forbidden to use e-sources for commercial purposes
- the use of e-sources can be subject to limitations resulting from licence agreements.

10. Using the Internet:

- the Internet can be used exclusively for scientific, research and educational purposes
- installing any computer programmes or modifying existing software is forbidden
- it is allowed to use USB flash drives with the consent of the librarian on duty
- prior arrangements regarding the date, time and topic are recommended
- users from outside the AGH University can use the Internet when computers are available.

11. The Main Reading Room users are not allowed to:

- behave in the way that can cause damage to library materials or disturb the peace in the Reading Room (loud conversations, consumption of food or drinks etc.)
- use mobile phones
- smoke cigarettes (also e-cigarettes).

12. Users are obliged to obey the instructions of the librarian on duty.

13. Failure to comply with the Regulations and Rules for the Use of the Main Reading Room may cause temporary or permanent suspension of rights of use. A decision in this matter is taken by the Manager of the Circulation Department.

B. REGULATIONS ON USE OF CUBICLES FOR INDIVIDUAL WORK

1. In the Main Reading Room there are 4 cubicles for individual work available for users: 2 cubicles are allotted for AGH University employees and PhD students, and 2 cubicles - for AGH University students. Depending on the extent of use other arrangements are possible. Free cubicles can also be used by other persons upon consent of the Manager of the Circulation Department.

1.1 Users can use the cubicles for individual work provided they have a valid account at the Main Library and no arrears on the account.

1.2. Cubicles can be used within the Main Reading Room opening hours.

1.3. Cubicles are assigned to users according to availability. When all cubicles are occupied, a user can make a reservation with the librarian on duty in the Main Reading Room, where the reservation schedule is also available.

1.4. Organizationally the cubicles belong to the Main Reading Room, and the employees of the Circulation Department are responsible for them.

2. The reservation schedule is available on the Main Library website. It is possible to make an online reservation. The final decision is left to the Main Library employees.

3. The key to the cubicle can be obtained from the librarian on duty in the Main Reading Room. The user is obliged to leave the valid library card or the employee/student/PhD student card with the librarian on duty and register in the book of visitors.

4. After finishing work for the day the key should be returned to the librarian on duty. The key cannot be shared with other people. In case of the key being lost the user bears the costs of a duplicate. The library has a spare key, and in justified cases the library employees reserve the right to enter a cubicle even in the user's absence.

5. The cubicles can be booked by employees or PhD students for the period of two weeks, and by students for a day. The period can be extended provided there are no reservations. The library has the right to allot cubicles which are not occupied in spite of reservations to other users.

6. All library materials available in the Main Reading Room can be used in cubicles. Library materials ordered from the storeroom should be ordered to the Main Reading Room. Books ordered from the storeroom can be used for 10 days; journals ordered from the storeroom - for 3 days. After finishing work for a particular day books and journals from the Main Reading Room collections should be returned to the librarian on duty in the Main Reading Room.

7. Users can use their own equipment in the cubicles. Laptops can be logged into the WI-FI network.

8. Users can also use their own materials in the cubicles. The library is not responsible for items left in the cubicles. Each time when leaving the cubicle the reader is obliged to lock it.

9. The user is fully responsible for library materials and equipment in the cubicle and obliged to maintain order and cleanliness. Consumption of food or drink and loud conversations are forbidden.

10. Users are obliged to obey the regulations on use of the cubicles for individual work and the regulation on use of the Main Reading Room and the instructions of the librarian on duty.

11. Violation of the regulations by the user can result in the temporary or permanent suspension of the right to use the cubicles.