

CHAPTER 4

REGULATIONS ON USE OF THE SPECIAL COLLECTIONS DEPARTMENT SERVICES

1. Persons having a valid library card, a reader card or an employee, a student or a PhD student card are entitled to use the Standards, Patents and Cartographic Documents Reading Room.

2. Users of the reading room are required to:

- leave their overcoats, bags, briefcases, umbrellas etc. in the cloakroom
- hand out their library card or an employee/student/PhD student card to the librarian on duty upon entrance to the reading room and register in the book of visitors
- show to the librarian on duty any library materials carried in and out of the reading room
- report to the librarian on duty any noticed defects or damages in the used library materials

3. Users can register for the reader card enabling to use the resources of the Main Library reading rooms, in the Main Reading Room, the Lending Room or at the Catalogue Information Desk. Those using the Main Library reading rooms only once during the academic year are obliged to register for a reader card valid for one day.

4. Special collections, such as:

- standards
- patent descriptions
- cartographic documents
- doctoral dissertations
- reference books
- electronic information sources

can be used exclusively in the Standards, Patents and Cartographic Documents Reading Room.

5. It is possible to take some publications out of the reading room in order to make a photocopy for no longer than two hours, after filling out an order slip and leaving a valid library/reader card or an employee/student/PhD/student card with the librarian on duty.

6. Using the Internet

- the Internet can be used exclusively for scientific, research and educational purposes
- it is forbidden to use the Internet for commercial purposes
- AGH University employees and students have priority of use
- prior arrangements regarding the time of use are recommended
- there can be limitations in the use of databases resulting from the terms and conditions of licence agreements
- 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
- users from outside the AGH University can use the Internet when computers are available.

7. Detailed rules concerning circulation of some special collections:

7.1 normative documents/standards

- standards and normative documents are accessible free of charge to all users exclusively in the reading room, according to the conditions resulting from a contract between the AGH University and Polski Komitet Normalizacyjny (PKN)
- with specific permission of librarian on-duty paper copies of essential excerpts of Polish standards can be made (maximally 30% of the document volume); only AGH University employees conducting scientific researches or/and didactic coursework, and AGH students of all levels are allowed to make copies.
- each copied standard has to be marked: „only for educational/scientific purpose of AGH University” by a Special Collections Department employee
- in accordance with PKN requirements the user is obliged to enter information about copied standards into the register.
- it is not allowed to use cameras or other copying devices.

7.2 cartographic collection

- cartographic materials can be studied exclusively in the reading room
- employees and students of public universities are allowed to make copies of excerpts of maps and atlases exclusively for educational purposes
- AGH University employees or students can borrow maps of atlases to be used in class by prior arrangements with the librarian on duty.

8. In case of partial or entire damage of used library materials, the user is obliged to repair it. The decision about the way of repairing the damage is taken by the Manager of the Special Collection Department.

9. Users of the reading room are not allowed to:

- take library materials out of the reading room without permission of librarian on duty
- use mobile phones
- behave in a way which can cause damage to library materials or disturb other users, or the general quiet nature of the reading room (loud conversations, eating, etc.)
- smoke cigarettes (also e-cigarettes)

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

11. There are fees for some services. The amount of fees is decided by the Rector at the request of the Library Director, after consulting the Library Council. Information regarding fees is available on the Main Library website.

12. Failure to comply with these regulations may cause temporary or permanent suspension of the right to use the collections and services of the department. A decision in this matter is taken by the manager of the department.