

CHAPTER 3
REGULATIONS ON USE OF THE REFERENCE DEPARTMENT SERVICES

1. Persons having a valid library card, a reader card or an employee, student or PhD student card are entitled to use the Reference Department Reading Room.
2. Users of the Reference Department services are required to:
 - leave their overcoats, bags, briefcases, umbrellas etc. in the cloak-room
 - hand out their library card or a reader card or their employee/student/PhD student card to the librarian on duty upon entrance to the Reference Department Reading Room
 - show to the librarian on duty library materials carried in and out of the Reference Department 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. Users 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. Information resources of the Reference Department consist of:
 - reference books, including directories, bibliographies, encyclopaedias
 - language dictionaries, physical and chemical tables, electronic sources of information (Polish and international ones), Internet resources.
5. The Reference Department collections can be used in the Reference Department Reading Room. 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 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
7. 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.
8. The reading room users are not allowed to:
 - take out library materials out of the Reading Room without the librarian's permission
 - use mobile phones
 - behave in the way that can cause damage to library materials or disturb the peace in reading rooms (loud conversations, consumption of food etc.)
 - smoke cigarettes (also e-cigarettes)
9. Users are obliged to obey the librarian's instructions

10. 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.

11. Failure to comply with these regulations can cause a temporary suspension of the right to use collection and services of the Reference Department. The decision in this matter will be taken by the Manager of the Department.