

**REGULATIONS FOR ACCESSING THE COLLECTIONS
of the Library-Information System of the Medical University of Gdańsk
(EXCERPT)**

I. GENERAL STATEMENTS

§ 1

1. Library-information system of the Medical University of Gdańsk is formed by:

- 1) The Main Library,
- 2) The Library of the Faculty of Pharmacy,
- 3) libraries of the organizational units of the particular faculties of the University.

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1. The access to the Main Library and the Library of the Faculty of Pharmacy collections is provided in the form of:

- 1) presentation in the Reading Rooms,
- 2) circulation through the Lending Unit,
- 3) electronic resources accessible via the University network,
- 4) circulation through the Interlibrary Loans.

2. The access to the collections of the libraries of the University organizational units is provided to their employees in form of on-site use.

3. Detailed rules of use of the particular Main Library sections: Lending Unit and Reading Rooms as well as the Library of the Faculty of Pharmacy are subject to separate regulations.

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The use of the Library collections is free of charge.

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1. Silence should be observed in the Library.

2. The users of the Reading Rooms and Multimedia Computer Room are obliged to leave their overcoats, umbrellas, briefcases, bags, rucksacks and other similar items in the cloakroom and lockers. Losing the cloakroom token or locker key will result in fine stated in the Price List.

3. In the Reading Rooms, Multimedia Computer Room and the Catalogue Hall users are not allowed to use mobile phones. Eating or drinking - except bottled clear water - is not permitted, too.

§7

1. Computer stations of the Main Library can be used only for scientific, educational and learning purposes.
2. Librarians are authorized to inspect the way users are using Library computers.
3. MUG staff and students with their laptops may use in the Library the authorized wireless access to the Internet.

II. USE OF THE MAIN LIBRARY READING ROOMS

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1. The right to use:

- 1) Main Reading Room,
- 2) Periodicals Reading Room,
- 3) Scientific Information Reading Room,

is entitled to all interested in medical literature.

2. The right to use the computer workstations in the Multimedia Computer Room is entitled to MUG staff and students.

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The Reading Rooms provide access to the:

- 1) printed collection: the reference collection, publications from the storeroom and the original documents from other libraries provided by means of interlibrary loans,
- 2) the electronic resources,
- 3) anatomical models.

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The Reading Rooms' reference collections can be taken outside the Library – as short-term loans – only with librarian's permission.

§11

The on-site use of books and journals published before 1945 is subject to restrictions and the final decision on their use is taken by head of the Lending Division and Periodicals Division. The photocopying of these items is not allowed.

III. USE OF THE DIGITAL INFORMATION RESOURCES

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The right to use the digital information resources within the Main Library and the Library of the Faculty of Pharmacy buildings is entitled to all interested in medical literature.

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Access to the digital information resources that are subscribed to under license agreements is available from all the computers installed in the University network.

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1. The remote access to the licensed electronic resources is available only to MUG staff and students.
2. The Library provides the remote access service to the:
 - 1) owners of MUG electronic student's card or valid MUG Library Card,
 - 2) users without any arrears to the Library.
5. It is prohibited to transfer to the third parties the personal password to the licensed e-resources.

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1. Licensed e-resources can be used only for:

- 1) personal use,
- 2) research, scientific and educational purposes,
- 3) non-commercial purposes.

2. The use of licensed e-resources must comply with the copyright law. The users are obliged to refrain from:

- 1) mass copying of the content,
- 2) unjustified long-term storing of the downloaded materials as well as their redistribution to the unauthorized users,
- 3) making any changes and modifications to the resources.

IV. CIRCULATION

§16

The right to borrow books from the Main Library collection is entitled to:

- 1) MUG students, MUG intercollegiate students and MUG post-graduate and PhD students,
- 2) MUG staff,
- 3) staff and students of other Tricity universities,
- 4) healthcare workers of the Pomeranian Voivodeship on payment of a deposit specified in the Price List,
- 5) Polish and foreign libraries and Polish research institutes via Interlibrary Loans.

Lending Unit

§17

1. Following documents enable users to borrow Library materials:

- 1) for MUG students – MUG electronic student's card,
- 2) for other users – MUG Library Card.

2. In order to receive the MUG Library Card, one should fill in and submit the online enrolment form placed on the Library webpage.

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The MUG student's card must not be transferred to any other person in order to use Library.

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1. The Lending Unit should be immediately informed about the loss or damage of the documents entitled to borrow the materials.

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The items from the Library collections may be borrowed for a period from 1 to 12 months, according to the particular users group rights and the status of the book.

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1. The following items cannot be borrowed:

- 1) journals,
- 2) unpublished dissertations,
- 3) items edited before 1945,
- 4) rare and valuable items.

2. The borrowing of the materials published before 1945 as well as rare and valuable items needs any time the approval of the Library Director.

§22

1. User is obliged to check his or her User account in the Library system.

2. In case the books on loan are not returned by their due date, the user account is blocked and fines are charged by the system, according to the Price List. The user account is unblocked

§23

1. Users are responsible for the care of books on loan. A fine, according to the Price List, is applied for books destroying or damage.

2. In case of loss of loaned book the user is obliged to:

- 1) replace the same book of same or newest edition,
- 2) submit to Library another book specified by the Head of the Circulation Division.

3. MUG staff and students are obliged to get their clearance slips confirmed of no arrears to the Library, when leaving the University.

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Detailed rules of use of the Lending Unit including loan limits, books renewal and reservation rules are subject to Lending Unit Regulations.

V. LIBRARY SERVICES

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The services of databases and Internet searching and preparing of bibliographical subject lists are provided free of charge to MUG staff and students.

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The Main Library provides the educational and training services for all the users interested in searching for medical scientific information.

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1. The price list is approved by the Rector at the request of Main Library Director.
2. The prices cover the costs spent by the Library on providing the services.

VI. FINAL REGULATIONS

§33

1. Users are obliged to know and follow the Library Regulations.

2. Users failing to obey the Regulations will be subject to:

- 1) temporary or permanent withdrawal of the privilege to use the Library,
- 2) notification placed to the University authorities,
- 3) taking by the Library the legal action.

§34

To maintain order, Main Library Director is authorized to take decisions and measures in all the cases not provided for in the Regulations.

§35

The Regulations come into force from 1st October, 2014.