

**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 Learning Zone (Reading Room 1, Reading Room 2, Scientific Information Reading Room and Study 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. Users of the Main Library are obliged to comply with accepted general principles of public order and personal culture, in particular to keep quiet, not disturbing other users, and to use the Library in accordance with applicable regulations.

2. The users of the Learning Zone are obliged to leave their overcoats, umbrellas, briefcases, bags, rucksacks and other similar items in the self-service lockers. Rules of using self-service cloakroom are subjects to separate regulations.

3. In the Learning Zone users are obliged to mute cell phones, not bringing in any food or drinks, except clear water in screw cap bottles and beverages in closed thermal mugs.

§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 use computers in the Library.
3. MUG staff and students with their own laptops may use the authorized wireless access to the Internet, which is available in the Library.

II. USE OF THE MAIN LIBRARY READING ROOMS

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1. The right to use Reading Room 1 & 2 and Scientific Information Reading Room is entitled to all interested in medical literature.
2. The right to use Study Rooms is entitled to MUG staff, students and PhD students as well as those having valid MUG Library card.

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The Reading Rooms provide access to the:

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

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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 Circulation Division and Periodicals Division.

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 valid MUG Library card or MUG student ID activated as a Library card,
- 2) users without any arrears to the Library,
- 3) owners of personal email account on the domain gumed.edu.pl.

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 after paying the activation fee 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 and PhD 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 and MUG Library Card must not be given to any third parties in order to enable them to use the Library.

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1. The Lending Unit should be immediately informed about the loss or damage of the documents entitling 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 rights of the particular group of users and the status of the book.

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1. The following items cannot be borrowed:

- 1) journals,
- 2) PhD dissertations, Master dissertations, Bachelor dissertations and special collections,
- 3) exhibition collection items,
- 3) items published before 1945,
- 4) rare and valuable items.

2. The borrowing of the materials listed above needs any time the approval of the Library Director.

§22

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

3. If borrowed items are not returned to the Library before the due date, the user's account will be blocked and automatically fined by the system, according to the Price List. The user account is unblocked after paying arrears to the Library.

§23

1. User is obliged to take care of the borrowed materials. For their destroy or damage a fine will be charged, according to the Price List.

2. In case of loss of borrowed items the user is obliged to:

- 1) replace the book of the same or the newest edition,
- 2) buy another item suggested by the Head of the Circulation Division.

3. MUG staff and students are obliged to get the confirmation of no arrears to the Library, when leaving the University.

§24

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

§31

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

§32

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 follow the Regulations are 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 shall enter into force on the day of their announcement.