

Collegium Civitas Library Rules and Regulations

The Library and Reading Room are open 5 days a week, as well as on weekends during part-time and postgraduate study sessions. The detailed schedule of the Library's working days and hours is published in a manner normally applied at the University. Books, Polish and foreign magazines, as well as teaching materials are made available in situ.

1. The following are entitled to use the Collegium Civitas Library:
 - a) Collegium Civitas students of the first and second cycle programmes;
 - b) doctoral programme students at Collegium Civitas
 - c) scholars, teachers and teacher-scholars employed on a permanent basis at Collegium Civitas;
 - d) teachers conducting classes at Collegium Civitas who are not employed on a permanent basis by the University;
 - e) postgraduate students at Collegium Civitas;
 - f) students of the University of the Third Age at Collegium Civitas;
 - g) administrative staff at Collegium Civitas.
2. Students who pursue undergraduate, graduate and postgraduate programmes as well as the University teachers are allowed to borrow **up to 3 items** at a time. Students of the University of the Third Age and the University's administrative staff are allowed to borrow **1 item** at a time.
3. The following items are available solely in situ:
 - a) books from the library's reference collection;
 - b) encyclopaedic, dictionary, bibliographic, and other informational publications;
 - c) magazines and newspapers;
 - d) rare and hard to acquire works, publications with numerous tables, maps, and illustrations;
 - e) readings delivered by teachers and required for classes;
 - f) Master's and Bachelor's theses;
 - g) videos and other items from the audiovisual collection (except when they are to be used by teachers in class).
4. Books are lent out only if there is more than one copy of a given title in the Library.
5. Book borrowing periods:
 - a) for full-time students of the first and second cycle of study: up to **21 days** from the date of borrowing;
 - b) for doctoral programme students at Collegium Civitas: up to 21 days;
 - c) for postgraduate students: up to 21 days;
 - d) for scholars, teachers and teacher-scholars employed on a permanent basis at Collegium Civitas: up to 60 days;
 - e) for students of the University of the Third Age at Collegium Civitas: up to 14 days;
 - f) for administrative staff at Collegium Civitas: up to 14 days.
6. It is possible to extend the period of borrowing (on condition that the book was not reserved by a different library user). In this instance, it is necessary to contact the librarian before the end of the borrowing period. The Library will not prolong borrowing periods in respect of books which are obligatory course readings.
7. Should the reader fail to return the books and research materials within the period specified in section 5, he/she will be obliged to pay a fine of **1 PLN per**

day of delay for each borrowed item. Moreover, a warning will be entered into the reader's library card. Once three written warnings have been issued, the reader will not be allowed to borrow anything from the Library for one semester. All cash proceeds will be used by the Library to replace any lost course books, literature and other teaching materials.

8. Settlement with the Library (return of all items and payment of all fines due) is a condition for graduation.
9. Readers are obliged to:
 - a) present a valid document (student identity card, student record book) confirming that the holder is a student at the University.
 - b) take good care of the borrowed materials (it is not allowed to underline text, make notes in the course books, texts, and teaching materials).
 - c) enter the library without jackets and overcoats (cloakroom is on the first floor).
 - d) refrain from leaving the library with teaching materials and degree theses from the university's collection.
 - e) refrain from eating or drinking in the library.
 - f) refrain from using mobile phones in the reading room.
10. If a borrowed book is lost or damaged, the reader is obliged to buy it back or pay its antiquarian price equivalent. Upon borrowing a course book, the reader should always check its condition and report any noticeable damages.
11. In case of a loss or damage of a publication coming from interlibrary borrowing, the reader is obliged to compensate for it in accordance with the rules of the library from which the publication was borrowed.
12. Any issues not governed by these Collegium Civitas Library Rules and Regulations will be resolved by the Library Director.