

CUT Library Circulation Rules

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Chapter 1. General provisions

1. The collections of the Cracow University of Technology Library (CUT Library) are available:
 - 1) on site in reading rooms and library departments,
 - 2) can be checked-out in the lending rooms and self-service outdoor kiosks,
 - 3) through a computer network,
 - 4) by way of interlibrary borrowing.
2. The collections are made available at CUT Library (Warszawska 24) and at the CUT Branch Library at the Faculty of Mechanical Engineering (Jana Pawła II 37 G).
3. The following persons are entitled to use the CUT Library's collections and services:
 - 1) employees, PhD students and students at the Cracow University of Technology,
 - 2) employees, PhD students and students at other public universities in Cracow,
 - 3) other users (from non-public universities, scientific institutions, adults), hereinafter referred to as users.

4. CUT Library opening hours are provided in current announcements.
- 4a. Self-service outdoor kiosks are open 7 days a week, 24 hours a day.
5. Users have the right to use the library's resources, obtain information about CUT Library's collections and the rules for sharing them, as well as help in searching for information.
6. Using the library collections may not violate the terms of license agreements and the provisions of the Act on Copyright and Related Rights of February 4, 1994 (Journal of Laws 2006 No. 90, item 631 of May 17, 2006, as amended).
7. Users bear full financial responsibility for damage to library property. The amount of compensation is determined as based on the current market value of the damaged property.
8. It is forbidden to bring any objects that may pose a threat to its users, staff, and collections into the CUT Library premises.
9. Using CUT Library's collections is free of charge, apart from the fees set out in Appendix 1 to the Regulations.
10. On a fee basis, CUT Library provides importing services for materials from other domestic and foreign libraries.
11. The condition for using CUT Library is having a valid library account opened upon registration of the electronic student ID (ELS), Cracow University of Technology employee ID (IPPK), electronic PhD ID (ELD) or library card.
12. Registration of a library account and granting the status of a library user, specifying the appropriate rights and validity of the account, is carried out as based on the documents indicated for individual user groups in Appendix 2 to the Regulations.
13. After the account expires, it must be extended. The documents needed for an account extension are specified in Appendix 2 to the Regulations.
14. Using the CUT Library collections is also possible as based on a one-day admission card issued in reading rooms. The issue of one-day admission cards is based on an identity card. The one-day admission card does not entitle you to borrow collections outside.
15. When using CUT Library services, users should show ELS, IPPK, ELD, library card or one-day admission card each time.
16. A CUT Library user is obliged to update his personal data and extend the validity of the library account. An account that has not been extended for 6 years is removed from the library system if it is not encumbered with dues and borrowings.
17. The password to access the library account may not be shared with others. Consequences of unlawful sharing of the password are borne by the owner of the account.
18. A lost ELS, IPPK, ELD or library card should be immediately reported to the library to block the account.
19. Ordering library materials is possible through a computer catalogue or by filling in the reverse accurately and legibly.

20. Orders are processed in accordance with the work schedule of individual units:
 - 1) materials from reference libraries are available in reading rooms immediately,
 - 2) materials from official book collections are made available in reading rooms after consultation with the head of the department,
 - 3) materials ordered from the Library stacks are delivered on dates agreed and announced in individual units.
21. A user is obliged to report to the librarian any noticed damage to the borrowed collections, damage to equipment, etc.
22. A User is obliged to read the content of the Regulations and comply with the provisions contained therein.
23. A person violating the provisions of the CUT Library Regulations will not be served and their library account may be blocked.

Chapter 2. Library checkouts

1. Outside borrowing takes place at CUT Library and at the CUT Branch Library at the Faculty of Mechanical Engineering (in the lending rooms and self-service outdoor kiosks). Persons with physical disabilities can additionally pick up ordered books in the Science Reading Room after entering the appropriate comment when ordering books.
2. Books must be returned at the same unit at which they were borrowed.
 - 2a. Books exceeding the size of the locker are not ordered to the self-service outdoor kiosk. In that case, the order will be available for pickup at the Faculty of Mechanical Engineering or the CUT Main Library Lending Desks, depending on which self-service outdoor kiosk the books were ordered for.
3. Outside CUT Library, the following shall not be borrowed:
 - 1) materials from book collections of the reading room,
 - 2) magazines,
 - 3) PhD dissertations,
 - 4) materials from official book collections,
 - 5) special collections: graphics, old prints, atlases, maps, standards,
 - 6) library collections published up to and including 1945.
 - 7) archival copies.
4. The right to borrow library materials outside is available to users who have an active library account and have been granted the appropriate rights listed in Appendix 2 to the Regulations.
5. CUT Library is not responsible for books borrowed by a person who is not authorized to use ELS, IPPK, ELD or a library card, the loss, theft of which etc. has not been reported to the library by its owner. All costs related to the recovery of books borrowed in this way are borne by the owner of the account.
6. Borrowed books must be extended or returned on time.
7. Ordered books are waiting to be picked up in the lending room for 7 calendar days from the date of completing the order, inclusive. After this date, the order is canceled.
8. In the event of damage (underlines, annotations, stains, mechanical damage, missing pages, etc.) of a book or attached supplement (e.g., atlas, CD-ROM, etc.), the user who borrowed the book last is

responsible for the damage.

9. In the event of a damage / loss of a book or an addendum attached to the book, the user is obliged to return a complete copy of the same title, or another book indicated by an authorized employee of CUT Library.
10. Books are extended via a computer system.
11. Currently borrowed books can be booked through the computer system.
12. Users who keep books too long may lose their right to reserve, order, and borrow further items until the books are returned and the amounts due for materials not returned are paid.
13. In the event of exceeding the deadline for returning a book, a fee is charged for keeping it too long, its amount is specified in Appendix 1 to the Regulations.
- 13a. The inability to use the self-service outdoor kiosk does not relieve the obligation to return borrowed books on time.
14. The Library reserves the right to send reminders about the necessity to return books by e-mail or by registered mail, under pain of pursuing its claims in accordance with the law.
15. In special random cases, at the user's written request, the director of CUT Library may reduce the amount of the fee charged for keeping books too long. The application model is included in Appendix 3 to the Regulations.
16. Before receiving a diploma or work certificate, students, PhD students and employees of the Cracow University of Technology, foreign guests, and students within the framework of inter-university exchange are obliged to settle all obligations towards CUT Library, in accordance with the procedure applicable at the Cracow University of Technology.
17. Borrowing periods, book extension limits:
 - 1) books are borrowed for up to 60 days,
 - 2) borrowed books can be extended (maximum 5 extensions). Extension is possible if the book has not been reserved by another user. After the extension limit is reached, it is possible to renew it. For this purpose, it is necessary to present a given copy of the book at the library.

Chapter 3. Using the book collection in the reading room

1. Users can use the reading room at CUT Library and at the CUT Branch Library at the Faculty of Mechanical Engineering.
2. Registered users of CUT Library and other people with a one-day admission card have the right to use a reading room.
3. Readers should use available cloakrooms or wardrobes.
4. Having entered a reading room, a user is obliged to present the ELS, IPPK, ELD or a library card to the librarian.
5. Users use open access book collections themselves.

6. Users can also order collections from warehouses to a reading room. Users can place orders for collections stored in warehouses via a computer catalogue or fill in an order slip and return it to the librarian in the reading room. Information about the time of order making available is provided in individual reading rooms.
7. Library materials cannot be taken outside reading rooms. In exceptional circumstances, a user with a valid CUT Library account may obtain consent from the head of the relevant department or the CUT Library Director to borrow materials outside a reading room, as based on a dedicated reverse. The model reverse is included in Appendix 3 to the Regulations.

Chapter 4. Using special collections

1. The term "special collections" used in the Regulations refers to particularly valuable and rare library materials such as: old prints, manuscripts, graphics, cartography, PhD dissertations, standards, price lists, catalogues and library materials published up to 1945 inclusive.
2. Printed special collections are available in reading rooms, they cannot be borrowed outside.
3. Particularly valuable special collections are made available only after obtaining the consent of the CUT Library Director.
4. In justified cases, CUT Library may borrow the above-mentioned materials to the Cracow University of Technology units upon a written request of the heads of the Cracow University of Technology units and with the consent of the CUT Library Director. This does not apply to materials published before 1945 inclusive.
5. Special collections in electronic form are available at the Repository of the Krakow University of Technology.

Chapter 5. Using official reference collections

1. CUT Library reference books are stored in individual library departments.
2. Reference book collections constitute the workbench of CUT Library employees. In justified cases, they are made available to users after prior consultation with the head of the relevant branch. The head of the branch has the right to refuse to disclose the given reference book collection.

Chapter 6. Using computer stations and digital resources

1. On the premises of the Cracow University of Technology Library you can use:
 - 1) computer stations with the CUT Library catalog,
 - 2) computer workstations to work independently,
 - 3) stations dedicated to special information services,
 - 4) your own computer equipment.

2. Providing a computer for independent work in reading rooms for the first time for each new user must be preceded by an entry in the user register of a given reading room. The entry is made by the librarian on duty in the reading room on the basis of ELS, IPPK, ELD or a library card.
3. Using computer workstations at CUT Library should be in accordance with the rules contained in the regulations for the use of the University Computer Network of the Cracow University of Technology <http://bip.pk.edu.pl/index.php?ver=0&dok=571>.
4. Users using their own equipment can use the wireless Internet (Eduroam network). Library employees do not configure users' laptops to access the Internet.
5. Users may use the library computers for research, information, and education purposes only. Library employees have the right to control the activities performed by users on computers.
6. Unauthorized access to local and global networks, installation of programs and changes to the software configuration are forbidden.
7. It is forbidden to use computers to create, collect, present, or disseminate material that is prohibited by law or that offends the feelings of others.
8. The use of digital resources must be in accordance with the provisions of the Act on copyright and related laws.
9. Access to licensed resources takes place in accordance with the license terms that CUT Library signs with owners of moral and property copyrights.
10. Subscribed e-resources can be made available to users who have a current library account or a one-day admission card:
 - 1) in CUT Library on computer workstations for independent work,
 - 2) on other computers belonging to the Cracow University of Technology network;
 - 3) remotely (from computers located outside the Cracow University of Technology network) to users listed in Appendix 4 to the Regulations.

Chapter 7. Interlibrary borrowing

1. The Interlibrary borrowing centre brings materials from domestic (outside Cracow) and foreign libraries.
2. Only materials that are not available in Cracow libraries are imported from domestic libraries, and materials from foreign libraries that are not available in domestic libraries are imported from foreign libraries.
3. The library carries out orders placed by:
 - 1) CUT Library users with a valid library account,
 - 2) libraries and scientific institutions cooperating with CUT Library as part of interlibrary borrowings.
4. An interlibrary order can be placed via the electronic form or e-mail.

5. The use of the Interlibrary Borrowing centre may be partially payable. Fees are collected for photocopies, electronic documents and bringing materials from abroad. The ordering party covers the costs of bringing books or photocopies. This also applies to materials that have not been used by the ordering party.
6. A user ordering materials is obliged to pay the fee requested by the library fulfilling the order and the postage.
7. Orders are processed immediately after completing the required documentation. CUP Library is not responsible for the time of order fulfilment by the libraries in which the order was placed.
8. The library notifies the user about the date of collection of the imported materials via e-mail or by phone.
9. The use of materials brought by the Interlibrary Borrowing Centre takes place in the Main Reading Room.

Chapter 8. Personal Data

1. Pursuant to Art. 13 par. 1 and par. 2 of General Data Protection Regulation (EU) (2016/679) (GDPR) Protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, the Cracow University of Technology informs that:
 - 1) Tadeusz Kościuszko Cracow University of Technology the administrator of personal data, with its seat in Kraków at Warszawska 24, 31-155 Krakow,
 - 2) contact with the data protection officer at the Tadeusz Kościuszko Cracow University of Technology is possible at the following e-mail address: iodo@pk.edu.pl and telephone number 12 628 22 37,
 - 3) personal data is processed for the purpose of servicing CUT Library users, protecting library collections, and conducting statistical and reporting activities,
 - 4) personal data is processed pursuant to art. 6 par. 1 letter c of the General Data Protection Regulation and pursuant to:
 - a) the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended),
 - b) the Act of 27 June 1997 on libraries - Journal of Laws 2018, item 574, as amended).
 - 5) personal data is processed pursuant to a consent (Article 6 (1) (a) of the General Data Protection Regulation) for marketing purposes,
 - 6) personal data will be stored until the end of the library account validity,
 - 7) personal data processed as part of video monitoring is stored for a maximum of 21 days,
 - 8) personal data may be transferred to:
 - a) entities processing them at the request of the Cracow University of Technology, e.g.,

companies collecting the Cracow University of Technology Library's receivables and entities authorized to obtain data based on applicable law, e.g., courts or law enforcement authorities, when they make a request based on an appropriate legal basis,

- b) Poczta Polska SA with its seat in Warsaw for the purpose of delivering reminders,
- c) suppliers of electronic services and databases.

9) providing personal data is voluntary, but the consequence of not providing it will be the inability to use the collections and services of CUT Library,

10) the data subject has the right to access their data and the right to rectify, delete, limit processing, the right to transfer data, the right to object and the right to lodge a complaint to the President of the Personal Data Protection Office if it is found that the processing of personal data violates the provisions of the General Data Protection Regulation.

Chapter 9. Final provisions

1. Comments on matters related to the use of the library's collections and devices as well as information and service activities of the library may be submitted orally or in writing to the CUT Library Director or heads of relevant organizational units of CUT Library.
2. In matters not covered by the regulations, provisions of the Civil Code, the Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), the Act of 27 June 1997 on libraries (Journal of Laws of 2018, item 574, as amended) shall apply
3. Any disputes arising from the application of the regulations, on which the parties fail to reach an agreement, will be settled by the court competent for the seat of the Cracow University of Technology.

Appendix 1 to the Regulations of making collections of the Cracow University of Technology Library available

List of fees charged by CUT Library

1. Fees charged by CUT Library are as follows:

Library card fee*	PLN 10.00
Fee for each day one book is kept longer**	PLN 0.20

* The sale of library cards is carried out by the Collection Access Department (in the library office at Warszawska 24). The card is subject to record as based on an identity card.

**

The fee for keeping books too long is calculated for each commenced day from the set date of returning the

book to the actual date of return, for each book separately.

Appendix 2 to the Regulations of making collections of the Cracow University of Technology Library available

List of documents required for registration and a library account extension and the rights of CUT Library users to borrow books outside

User categories	Required documents		Rights	
	For a registration of a library account	For a library account extension	Max. number of borrowed books	Validity of the account
Cracow University of Technology students (full-time, part-time)	ID card *, valid electronic student ID (ELS)	valid electronic student ID (ELS)	15	Academic year
Participants of postgraduate studies at the Cracow University of Technology	certificate from the dean's office	certificate from the dean's office	3	Academic semester
PhD students at the Cracow University of Technology	ID card*, valid electronic PhD student card (ELD)	valid electronic PhD ID card (ELD)	20	Academic year
Cracow University of Technology employees	ID card* and a declaration confirmed by the appropriate institute (department) of the Cracow University of Technology	Cracow University of Technology employee card (or library card and ID card *)	20	2 years from the date of registration or extension
Cracow University	identity card* and a	valid ID from the	5	Calendar year

of Technology graduates	valid ID from the Association of Cracow University of Technology students	Association of Cracow University of Technology students		
Pensioners and retirees of the Cracow University of Technology	ID card and ZUS card	ID card	3	Calendar year
Senior professors of the Cracow University of Technology	ID card and ZUS card	ID card	3	Calendar year
Students at other universities studying at the Cracow University of Technology as part of exchange between universities	electronic student ID (ELS) valid for a given academic semester or a certificate issued by the relevant dean's office of the Cracow University of Technology	electronic student ID valid for a given academic semester (ELS)	15	Academic semester
Students at other public universities in Krakow	ID card *, valid electronic student ID (ELS)	valid electronic student ID (ELS)	4	Academic semester
PhD students at other public universities in Krakow	ID card *, valid electronic PhD student card (ELD)	valid electronic PhD ID card (ELD)	4	Academic semester
Employees of other public universities in Krakow, employees of Krakow's scientific institutions	ID card* and a statement confirmed by the appropriate institution (department)	ID card* and a statement confirmed by the appropriate institution (department)	4	Academic year
Students at private	ID card* and valid	valid electronic	3**	Academic semester

universities	electronic student ID (ELS)	student ID (ELS)		
PhD students at non-public universities	ID card*, valid electronic PhD student card (ELD)	ID card*, valid electronic PhD student card (ELD)	3**	Academic semester
Employees of non-public universities	declaration confirmed by the university administration and ID card *	declaration confirmed by the university administration and ID card *	3**	Academic year
Other adults	ID card*	ID card*	0***	Calendar year

* for citizens of other countries - a valid passport

** rights are granted only after signing a bilateral agreement between CUT Library and the institution; in the absence of the above-mentioned agreement, the user has the rights due to the category "Other adults"

***rights to use the collections only in reading rooms

Model application for the reduction of the fee for books kept too long

Krakow, on

**Director of the Library of the
Cracow University of Technology**

First name and last name

Library account number

Faculty and year of study

Amount of the fee charged PLN

confirmation of the library

Justification for submitting the application:

.....
.....
.....

.....
the applicant's signature

To be filled in by CUT Library employees

Decision.....
.....

Final amount to be paid PLN


The decision is valid for 30 days from the date of submission of the application.

Krakow, on.....

.....

Signature of the head of the Department of Collections

Model reverse of borrowing materials from a reading room

 Biblioteka Politechniki Krakowskiej			
*Sygnatura			
Auto?			
*Tytuł (książki, czasopisma)			
Tom		Vol./nr	
*Data wydania (rocznik)			
DANE UŻYTKOWNIKA			
Nr konta bibliotecznego*			
*Nazwisko			
*Imię			
*Adres e-mail			
Nr telefonu			
*Termin zwrotu (wypełnia bibliotekarz)	--/--/-- (dd/mm/rr)	godzina zwrotu	
Data*	Czytelny podpis osoby wypożyczającej: -----		
--/--/-- (dd/mm/rr)			

pola z * należy wypełnić obowiązkowo

Appendix 4 to the Regulations of making collections of the Cracow University of Technology Library available

List of categories of CUT Library users who have remote access to subscribed e-resources:

- 1) Cracow University of Technology students (full-time, part-time),
- 2) Participants of the Cracow University of Technology postgraduate studies,
- 3) Cracow University of Technology PhD students,
- 4) Cracow University of Technology employees,
- 5) Cracow University of Technology senior professors,
- 6) Students at other universities studying at the Cracow University of Technology as part of exchange between universities.