

REGULATIONS OF THE LIBRARY OF THE INSTITUTE OF PHILOSOPHY

FACULTY OF PHILOSOPHY, JAGIELLONIAN UNIVERSITY

I. General Provisions

§ 1

The Library of the Institute of Philosophy of the Faculty of Philosophy of the Jagiellonian University, hereinafter referred to as the "IF Library", makes its collections available free of charge:

- by lending outside - to authorized persons indicated in these regulations
- on the spot in the reading room - to all interested persons

§ 2

Books ordered (electronically or in person on site) not picked up within 3 working days return to the warehouse. Books from reservations wait 5 working days for pickup.

§ 3

1. The reader has full material responsibility for the provided library materials

(lost and any damage not reported at the time of making them available, but found when returning them: underlining, stains, mechanical damage, missing pages or lack of information.

upon return: underlining, staining, mechanical damage, missing pages or

attachments, etc.). 2. W razie zgubienia lub uszkodzenia pozycji bibliotecznej czytelnik jest zobowiązany :

- provide a copy of the same edition of the work, and if this is not possible - provide the another work indicated by the librarian

or

- make a payment for the unreturned book in the amount of three times the antiquarian value of the work calculated by the librarian

and this no later than the date set for the return of the work

§ 4

The library reserves the right to assert its rights to the return of books and payment of dues

dues through the courts.

§ 5

Persons who have lost the status of an employee of the Jagiellonian University, a doctoral student of the Jagiellonian University or a student of the Jagiellonian University are required to settle all their obligations to the IF Library (students of the Jagiellonian University - before receiving a diploma).

§ 6

A reader using library collections must not violate the terms of license agreements and copyright.

§ 7

Persons failing to comply with these Regulations will be denied the right to stay in the IF Library and use its collections.

§ 8

Personal data collected by the Library is processed only for the purposes specified in the Law on Libraries of June 27, 1997 and the Law on Higher Education and Science of July 20, 2018 and for the purpose of claiming the IF Library.

§ 9

The processing of personal data by the IF Library is carried out in accordance with applicable laws, i.e. Regulation 2016/679 of the European Parliament and of the Council (EU) of April 27, 2016 and the Law on Personal Data Protection of May 10, 2018.

§ 10

Comments and requests regarding the activities of the IF UJ Library may be submitted in writing to the Head of the IF Library or the Director of the Institute of Philosophy of the Faculty of Philosophy of the Jagiellonian University.

§ 11

Any disputes of interpretation regarding these Regulations shall be resolved by the Head of the IF Library in consultation with the Director of the Institute of Philosophy of the Faculty of Philosophy of the Jagiellonian University.

II. The lending library

§ 12

1. The right to use the collections of the IF Library by borrowing externally, subject to § 13, have:
 - Staff and doctoral students of the Institute of Philosophy of the Faculty of Philosophy of the Jagiellonian University: 20 books for 3 months
 - students of the Doctoral School of Humanities at the Jagiellonian University, doctoral program: philosophy and interdisciplinary sciences - 20 books for 3 months
 - students of the Doctoral School of Humanities at the Jagiellonian University, doctoral program: archaeology, history, linguistics, cultural and religious sciences, art sciences - 6 books for 3 months
 - employees and doctoral students of the Faculty of Philosophy of the Jagiellonian University: 6 books for 3 months
 - students of the Institute of Philosophy of the Faculty of Philosophy of UJ and MISH: 6 books for 1 month
 - employees of higher education libraries in Krakow: 6 books for 3 months
 - other persons - only with the approval of the Director of the Institute of Philosophy of the Faculty of Philosophy of the Jagiellonian University: 6 books for 3 months
2. Books purchased under a grant or from other sources of funding may be loaned out to individuals assigned to a specific research project at the Institute of Philosophy of the Faculty of Philosophy of the Jagiellonian University in unlimited quantities for a period of 1 year, with the possibility of renewal until the research project is completed, and then all borrowed items must be returned to the library.

§ 13

1. External lending is possible after registration in the IF Library. Registration takes place:
 - in the case of employees - on the basis of the UJ employee database
 - in the case of doctoral students - on the basis of a current entry in the USOS system and a doctoral card
 - in the case of students - on the basis of a current entry in the USOS system and a student card
2. For doctoral and undergraduate students, the library card is an ID card.
3. Entry to the library is required for each new academic year. Formalities related to registration and annual updating of the library card must be completed in person. Any changes in personal and contact details should be reported to the lending library.

§ 14

1. The reader borrows books in person, only after showing a valid library card and signing a reverse, containing the following information: name, reader number, author, title, reference, date of borrowing, date of return, signature.
2. The IF Library has the right to request early return before the deadline according to the regulations or at the time of borrowing to reserve an early return date.
3. It is possible to renew borrowed books, provided that they have not been reserved by another reader:
 - independently on your library account if the deadline for returning the book has not been exceededor
 - after bringing the borrowed books to the lending library
4. **For overdue books, a fee of PLN 0.20 zł per volume is charged for each commenced 5 days of delay. Overdue books result in automatic blocking of the reader's account (no possibility to place orders, reservations or loans). All fees for overdue books are recorded at the cash register and cannot be reduced or waived.**

§ 15

1. In the framework of interlibrary loan, the IF Library makes its collection available free of charge only to academic libraries of higher education institutions in Poland. Collections are made available for a period of 1 month under interlibrary loan. The cost of returning the books is borne by the requester.
2. Orders from other national scientific libraries IF Library carries out only for employees and doctoral students of the Institute of Philosophy of the Faculty of Philosophy of the Jagiellonian University.

§ 16

Do not rent outside:

dictionaries, encyclopedias, periodicals, books of particular value and hard-to-reach books,

all books printed until 1945,

materials reserved for use only in the reading room and those in the handheld book collections,

damaged works requiring conservation (with the abbreviation n.p.s.)

III. The reading room

§ 17

1. Persons using library materials in the reading room or made available for photocopying write a library reverse, containing the following data: name and surname, PESEL, address, list of borrowed materials by reference, date, reader's signature. The librarian must be shown an identity document to verify the data entered by the reader on the reverse. The reverse is returned to the reader after returning the library materials.
2. Books and journals that are currently in the reading room are made available immediately.
3. Books in stock must be ordered from the lending library.
4. Books and journals in the reading room shall not be lent outside the reading room.
5. A maximum of 6 library items are allowed to be used simultaneously in the reading room.

§ 18

Photographing of library materials is possible only on site and with the permission of the librarian on duty, subject to applicable copyright laws.

§ 19

1. In the reading room it is strictly forbidden to eat any food.
2. Before entering the reading room, cell phones must be silenced, silence is mandatory in the reading room.