

## The rules of using the collection of the Faculty of Chemistry Library

### 1. General rules

- 1.1 The Faculty of Chemistry Library is a scientific library working within the AMU libraries system whose operation is defined by [the set of rules](#) approved by the Rector.
- 1.2 The library offers a collection of literature necessary for realisation of teaching, research work and science popularisation at the Faculty of Chemistry. The collection may be used in the library or its items may be borrowed for use at home.
- 1.3 Access to the collection is open to the AMU staff and students upon presentation of valid library card or ELS (Electronic Student's ID card), other persons interested in using the library collection, including those having a PFBN card, can use the items from the collections only in the reading rooms.
- 1.4 Access to the licensed electronic resources is open only to the AMU staff and students upon presentation of valid library card or ELS.
- 1.5 Interlibrary borrowing (from the area of Poland) for research or teaching purposes can be realised for AMU staff, students working towards doctorate, master's degree or bachelor's degree upon written consent of promoter. Unfortunately, there is no possibility to reserve books from the libraries in Poznań.
- 1.6 AMU staff members, students of the Faculty of Chemistry can activate or prolong validity of the library account by:
  - Electronic service or
  - In the Faculty of Chemistry Library or in the University Library
- 1.7 The library collection is composed of :
  - A closed collection (for professors) made of books bought from the funds of grants , projects, etc.
  - Books labelled with an **orange** band, encyclopaedias and serial publications that can be used only in the reading rooms,
  - Books labelled with a **green** band that can be borrowed for a maximum of 5 days,
  - Books labelled with a **yellow** band that can be borrowed for a maximum of 30 days,
  - Books not labelled, including items from book depository,
  - Journals of domestic and international circulation.
- 1.8 The library offers free access to the collection on the shelves or reservation of books from the book depository through the catalogue (time of realisation – minimum 1 day).
- 1.9 Collection items that cannot be borrowed are:
  - Journals,
  - Books labelled with an orange band (to be used in reading rooms only),
  - Encyclopaedias and serial publications,
  - Rare books, particularly valuable books and damaged books.

### 2. Rules of books borrowing

Group of users  Type of items	Faculty of Chemistry staff (researchers, academic teachers)	Faculty of Chemistry students and other members of Faculty of Chemistry staff	AMU researchers and academic teachers	AMU students and other members of AMU staff
Closed collection (for professors)	200 vol/ 730 days	-	-	-
Not labelled	10 vol/ 90 days	25 vol /120 days	10 vol/ 90 days	5 vol/ 30 days
Yellow band label	5 vol/ 30 days	5 vol /30 days	5 vol/ 30 days	5 vol/ 30 days
Green band label	5 vol/ 5 days	5 vol/ 5 days	3 vol/ 5 days	2 vol/ 5 days

2.1 The library users not affiliated to the Faculty of Chemistry may borrow books after 30 days from the beginning of new semester.

2.2 For the users affiliated to the Faculty of Chemistry (faculty staff and students) the period of book borrowing may be prolonged twice (by the electronic system) for the Faculty of Chemistry staff and students, the prolongation should be made at the earliest on the 7<sup>th</sup> day before the date of due return and only if the book has not been reserved by another user.

- For the books from closed collection (for professors) and the books with no label – each prolongation by 30 days,
- For the books labelled with a yellow band – each prolongation by 30 days,
- For the books labelled with a green band – prolongation can be made electronically only once by 5 days.

2.3 The period of book borrowing may be prolonged once (by the electronic system) for AMU staff and students not affiliated to the Faculty of Chemistry, the prolongation should be made at the earliest on the 7<sup>th</sup> day before the date of due return and only if the book has not been reserved by another user.

- For the books with no label – by 30 days,
- For the books labelled with a yellow band – by 30 days,
- For the books labelled with a green band – by 5 days.

2.4 After borrowing or returning books, the user is obliged to check the status of his/her library account and inform about possible errors before leaving the library premises.

2.5 The user is obliged to return books on due date. Any disturbances in delivery of reminders by the library electronic system do not excuse the user from the overdue fee charges calculated by the system.

### **3. Payments, sanctions and overdue fee charges**

3.1 The payment for activation of the library account per a current academic year is 12 PLN.

3.2 The overdue fee charges are:

- For the books from the closed collection, the books with no label and the books with a yellow band – PLN 0.30 for a day of delay for each volume.
- For the books with a green band (borrowed for 5 days) – PLN 2 for a day of delay for each volume.

3.3 Evading the return of library materials, after reminders, for longer than 21 days and evading payments of overdue fee charges may result in a change of the user status to OM (the last reminder) which prevents the user from access to the electronic resources, reservations and borrowing.

3.4 Losing or damage to the library materials entitle the library to demand:

- Return of another copy of the material or its newer edition,
- Purchase of a book of the same value indicated by the library,
- Delivery of a xerox copy of the lost or damaged book, after bookbinding.

### **4. Order regulations**

4.1 The user is obliged to:

- Obey and follow the rules and regulations of using the collection of the Faculty of Chemistry Library and comply with the announcements of the Faculty of chemistry Dean and the Library Manager,
- Return book in due time,
- In case of departures for the time longer than the due time of book return, the borrowed library materials must be returned,
- Present a clearance slip in case of breaking studies, graduation or cessation of employment,
- leave coats and large bags or rucksacks in cloakroom or in the boxes in the library premises,
- Not make or take the phone calls,
- Not eat or drink in the library premises.

4.2 In the library the internet may be used only for research or teaching purposes.

4.3 It is strictly forbidden to use the library computers for business or commercial purposes, for actions that may breach the copyrights, for generation, searching for or presentation of materials offending other people feelings, for installation of programs or changes in configuration of computer software.

### **5. Final remarks**

5.1 The Library Manager can waive the rules only in exceptional and justified situations.

5.2 All questions and complaints should be addressed to the Library Manager.