

## **RULES FOR THE USE OF RESOURCES AND SERVICES OF THE MAIN LIBRARY OF POZNAN UNIVERSITY OF MEDICAL SCIENCES**

The terms below shall have the following meaning:

**Library** – the Main Library of Poznan University of Medical Sciences

**University** – Poznan University of Medical Sciences

**Price List** – the Price List of services and fees collected by the Main Library of Poznan University of Medical Sciences

**PFBN** – Poznańska Fundacja Bibliotek Naukowych (Poznan Foundation of Research Libraries)

### **I. GENERAL PROVISIONS**

#### **§ 1**

1. All Library users are obliged to read the rules and to observe them, follow the instructions of the Library staff, and to handle with care all Library items and equipment made available to them.  
In case the users disobey the instructions received from the Library staff, the latter is authorised to call security guards or police.
2. Regardless of the provisions of the Rules, the Library is authorised to announce specific rules of use of the Library and its resources, define the manner of use of new sources of information etc. Such announcements shall be binding upon the users.
3. Current information concerning the functioning of the Library (e.g. opening hours) is published on the Library websites, and printed announcements are displayed on the Library premises.
4. On the premises of the Main Library of Poznan University of Medical Sciences, it is obligatory to observe the principles of social interaction and courteousness, acceptable for public facilities.
5. Students, PhD students, and staff of Poznan University of Medical Sciences shall have the priority right to use the Library.

6. The use of Library collections and rooms is free of charge. The only exception are the fees collected with regard to the operation of the Circulation and performance of specific services (according to the Price List).
7. While staying in the Library, upon request of the Library staff, the users are required to present a valid employee, student, PhD student identity card, or valid identity card with the holder's picture.
8. If the library items or property are destroyed or damaged, users shall be obliged to redress the damage.
9. Food may only be brought in and eaten on the ground floor of the Library building. Beverages may only be brought into the Library in capped mugs and bottles.
10. All reading rooms are regarded the zones of silence, and one should refrain from making too much noise in other library spaces.
11. Outer garments, bags, backpacks, suitcases, umbrellas etc. must not be brought into the reading rooms.
12. Inside the Library, all sound signals in mobile telephones and other electronic devices must be switched off at all times.
13. It is forbidden to move the furniture, objects and equipment being the property of the Library.
14. In the Library, it is forbidden to connect any private devices, except for portable computers and mobile phones, to the electric network.
15. In case an alarm sounds while the user passes the anti-theft gates, upon request of a librarian or a security guard, the user is obliged to show all library items he or she is carrying on them.
16. The Library shall not be responsible for users' belongings left unattended.
17. Smoking of any tobacco products and e-cigarettes, consumption of alcoholic beverages, and the use of drugs are strictly forbidden in the Library.  
Persons in the state of insobriety, under the influence of drugs, or disregarding the principles of personal hygiene are not allowed to enter the building.
18. No animals, except for guard-dogs, are allowed in the Library.
19. It is forbidden to operate business activity and perform paid work, and arbitrary distribute, display or leave leaflets and other advertising materials on the premises of the Library.

It is also forbidden to take photos, film and use the collections and the image of the Library for commercial purposes without prior consent of the Library's director.

## II. MAKING THE LIBRARY COLLECTIONS AVAILABLE

### § 2

The Library makes available the library collections:

- 1) on site, in the reading rooms,
- 2) via individual loan service (printed materials only),
- 3) via interlibrary loan service,
- 4) by granting access to e-resources.

### § 3

#### **Main Reading Room**

1. The Main Reading Room may be used by all persons interested in medical literature.
2. In the Main Reading Room one may use:
  - 1) the reference collection including, e.g. teaching materials and supplementary literature for the respective fields of study,
  - 2) the collections stored in controlled depositories of the Library,
  - 3) the items brought via interlibrary loans.
3. The Reference collection is made available on site, under the principles of free access.
4. Collections from the controlled depositories must be ordered through the librarian on duty no later than 30 minutes before they are closed; orders placed later shall be executed on the following day.

Users placing orders for collections from the controlled depositories are obliged to independently search for the catalogue information.
5. The manner of making the items brought via interlibrary loans available is specified by the librarian executing the order.
6. In justified cases, upon prior consent of the librarian on duty, it is allowed to use the books outside the Reading Room (on the premises of the Library). All items must be returned no later than 15 minutes prior to closing the Reading Room.

7. The librarian on duty may consent to overnight or over-holiday loan of a book (provided that it is not the only copy of the given item) from the collections of the Main Reading Room; in such case the loan is made immediately before the Library close, and the return must take place within the deadline agreed with the librarian.

This option is only available for students, PhD students and academic staff of the University with an active Reader's Account. Exceeding the time limit for item return results in imposing the fees, according to the Price List, and suspension of the right to use the Circulation until all obligations are fulfilled.

8. Users are required to take care of the borrowed books and return them in undamaged condition.
9. Old Prints are only made available upon prior written consent of the Library director.
10. Order regulations for the Main Reading Room:
  - 1) it is a zone of silence (no conversations or use of mobile phones),
  - 2) bags, backpacks, suitcases, umbrellas etc. as well as outer garments must not be brought in,
  - 3) it is forbidden to bring in food and consume meals (as is in the entire Library),
  - 4) one may only bring in drinks in capped mugs and bottles.

#### § 4

##### **Periodicals Reading Room**

1. The Periodicals Reading Room may be used by all persons interested in medical literature.
2. The Reading Room makes available Polish and foreign journals.
3. The latest journals are made available on site, under the principles of free access. Older issues must be ordered from controlled depositories of the Library through the librarian on duty, no later than 30 minutes before they are closed; orders placed later shall be executed on the following day.

Users placing orders for collections from the controlled depositories are obliged to independently search for the catalogue information.
4. In justified cases, upon prior consent of the librarian on duty, it is allowed to use the journals outside the Reading Room (on the premises of the Library). All items must be returned no later than 15 minutes prior to closing the Reading Room.
5. Users are required to take care of the borrowed items and return them in undamaged condition.
6. Order regulations concerning the Periodicals Reading Room:
  - 1) it is a zone of silence (no conversations or use of mobile phones allowed),

- 2) bags, backpacks, suitcases, umbrellas etc. as well as outer garments must not be brought in,
- 3) it is forbidden to bring in food and consume meals (as is in the entire Library),
- 4) one may only bring in drinks in capped mugs and bottles.

## § 5

### **Circulation**

1. The Circulation may be utilized by:
  - 1) staff, students and PhD students of the University,
  - 2) research staff, students and PhD students of other Poznan universities associated with Poznańska Fundacja Bibliotek Naukowych (PFBN - Poznan Foundation of Research Libraries),
  - 3) persons closely cooperating with the University with personal e-mail address in the domain: ump.edu.pl.
2. The right to borrow books is granted to persons with an active Reader's Account.
3. Setting up a Reader's Account in the Circulation is understood as an acknowledgement of these Rules.
4. Library fees for the Circulation services are included in the Price List. All payments are effected in cashless form only.
5. The basis for setting up and activating a Reader's Account is:
  - 1) for staff, students and PhD students of the University – respectively employee, student or PhD student identity card (in justified cases a certificate confirming the status of a student or an employee),
  - 2) for research staff, students and PhD students of university level schools associated with PFBN – an active library account in the home university, and, respectively, employee, student or PhD student identity card,
  - 3) for persons closely cooperating with the University – the identity card or another document confirming one's identity and a personal e-mail address in the domain: ump.edu.pl.
6. Reader's Account must be set up/activated by sending the required information to the e-mail address of the Circulation. All correspondence must be sent from an address in the domain of the home university. Activation shall be valid for an academic year.
7. Persons with an active Reader's Account may borrow:
  - 1) books from the Circulation collection,
  - 2) books from the collections kept in controlled depository of the Library (in the catalogue marked with the status "On shelf").

8. The Circulation collection is made available under the principles of free access.
9. Collections from the controlled depository may be ordered through the librarian on duty no later than 30 minutes before closing the Circulation; orders placed later shall be executed on the following day.  
Users placing orders for collections from the controlled depositories are obliged to independently search for the catalogue information.
10. All collections intended for lending may also be ordered via the Internet. Failure to collect a book within the agreed term shall be considered a resignation from the order.
11. Users have the right to borrow one copy only of a given item.
12. All borrowings must be made in person, upon presentation of a document authorising the use of the Circulation. The document authorising the borrowings must not be made available to third persons.
13. The following limits and take out periods apply in the Circulation:
  - 1) staff, students and PhD students of the University – 20 items for 180 days, with the possibility to prolong the term twice for 90 days.  
In case of research staff, the number of borrowed books may be increased if the said items were purchased from other funds than the Library's funds.
  - 2) other readers – 5 items for 30 days, with the possibility to prolong the term once for 30 days.
14. The borrowed books must be returned to the Circulation or with the use of the drop box located in the building's lobby.
15. The borrowers bear full responsibility for timely return of books. Sending no e-mail notification of the expiry of the term for return of the borrowed books by the Library does not exempt the reader from paying the fee for holding the books too long.
16. Failure to return the borrowed items on time, shall have the following consequences:
  - 1) automatic charging the fees for each overdue item,
  - 2) deprivation of the right to use the Circulation until the fee charged is fully paid up.
17. Should the borrowed books be lost or destroyed, the user is obliged to:
  - 1) deliver the same copy of the item or its newer edition,

- 2) deliver another book of similar value available on the market, indicated by the librarian.

18. Circulation users are obliged to:

- 1) handle the borrowed books with care and return them in undamaged condition, and to report any deficits or damages discovered in them,
- 2) independently control the status of one's Reader's Account available online; should there be any inconsistencies, one should contact the Circulation without delay,
- 3) inform the Circulation of any change of personal information and address recorded on the Reader's Account,
- 4) immediately report the loss of a document entitling to the use of the Circulation; the user shall be held responsible for damages caused by the failure to meet this obligation.

19. Before leaving the University, staff members, students, and PhD students are obliged to settle all accounts with the Library and to obtain confirmation from the Circulation on the clearance slip that have no arrears towards the Library and other libraries associated with PFBN.

As soon as the user obtains confirmation on the clearance slip, the Reader's Account including all data is deleted from the library system.

## § 6

### **Interlibrary Loan**

1. The tasks of Interlibrary Loan shall include:

- 1) ordering, upon user's request, printed documents (originals or their copies) from other libraries and scientific institutions, which are not available in the Library's collections. A condition for accepting a national order is the lack of the library items searched for in Poznan-based libraries, and an international order - the lack of the items searched for in other Polish libraries.
- 2) making printed documents (originals or their copies) available to other libraries and research institutions from its own collections. The Library reserves the right to decide about the kind and number of interlibrary loans.

2. Interlibrary Loan orders items for:

- 1) staff, students and PhD students, and retired researchers of the University,

- 2) health care professionals employed in the province of Wielkopolska (upon presentation of a certificate of employment).
3. The system of international loans may only be used by employees, students, and PhD students of the University.
4. Ordering and making the library items available happens under the principle of reciprocity. The borrowing library or institution shall be fully liable for all items borrowed and for observing the rules and special requests of the institution supplying the materials.
5. Interlibrary Loan does not mediate in the purchase of any items in printed or electronic form.
6. The form and quality of the copies sent depends on technical capabilities of the Library.
7. Requests for importing library items are accepted by e-mail sent to the address of the Interlibrary Loan.  
It is required to provide full bibliographic data, name and surname, and e-mail address of the ordering person.
8. The maximum limit of orders for original items is 5 items. An execution of a further order is only possible after the return of the previously ordered items.
9. Items brought from other libraries in original form, are made available to the users only on site, in the Main Reading Room, under the conditions specified by the librarian executing the order.
10. All costs associated with executing the order shall be covered by the ordering person. They are specified before the execution of the order and depend on the price list of the executing institution and require prior approval of the ordering person.
11. Failure to pay the costs of the execution of the order, failure to collect the ordered material, and disregarding the rules of the Interlibrary Loan may result in partial or complete suspension of the right to use its services.
12. Should the borrowed materials become damaged, the user is obliged to cover the costs specified by the institution which made available its collection.

## § 7

### **E-Resources**

1. First of all, the Library grants access to:
  - 1) licensed e-Resources: databases, e-journals and e-books,
  - 2) own databases developed by the Library,
  - 3) library catalogues,



- 4) University's repository within the resources of Wielkopolska Digital Library,
  - 5) digital interlibrary loan Academica,
  - 6) other Internet resources used for scientific, research and education purposes.
2. Access to licensed e-Resources is possible:
    - 1) from stationary computers registered in the university's computer network after logging in,
    - 2) from mobile devices, upon authorisation of the user in the university's wireless network within Eduroam system,
    - 3) from private devices outside the university's network – only the staff, students and PhD students of the University with an active Reader's Account.
  3. Licensed e-resources may only be utilized for personal use, for scientific and research purposes, in compliance with the conditions of licence agreements, and the regulations of copyright law.
  4. Additional limitation of use of digital resources for specific groups of users may result from the licence agreements for the respective resources.
  5. Data used to authorise access to e-resources must not be made available to other persons. Their use by other, unauthorised users constitutes the breach of licence conditions of the manufacturers or suppliers of electronic resources and results in legal consequences.

### **III. THE USE OF COMPUTER WORKSTATIONS AND WIRELESS NETWORK**

#### **§ 8**

##### **Computer workstations**

1. All persons interested in scientific medical information and using it solely for scientific, research and education purposes are entitled to use the computer workstations.
2. On the premises of the Library, one may use PCs located in the open spaces of the Library, Study Rooms, and Individual Study Booths.
3. For staff, students and PhD students of the University the PCs are available after logging in the University's network.

The method of logging in is determined by the University.

No time limit applies. A session may only be limited in justified cases.

4. Users from outside the University may only use the PCs upon presentation of a valid identity document and filling in the form for the use of e-resources at Information Desk.  
PC use is subject to a time limit – one hour. In justified cases, the access time may be prolonged.
5. Persons intending to use the licensed e-resources on the PCs will be prioritised. Availability of computer workstations will be decided by the person on duty at Information Desk.
6. Sound files may only be listened to by plugging earphones or headphones into a computer.
7. It is forbidden to:
  - 1) disconnect the computers from the network, and to replace them with one's own equipment,
  - 2) install or uninstall any software,
  - 3) leave one's own files on the PCs (any data recorded on the discs is automatically deleted),
  - 4) copy and distribute any software and e-resources subject to a licence or protected by copyright,
  - 5) use a computer workstation for earning purposes,
  - 6) visit websites commonly considered to be insulting, and to perform unlawful activities.
8. Library staff members are authorised to control the manner of use of the computer equipment made available to the users.
9. Any defects or irregularities in functioning of the computers must be reported at Information Desk.
10. The PCs are available during Library opening hours. All sessions must be completed 15 minutes prior to the Library closing.
11. Failure to observe these rules results in immediate closing of the user's session by a librarian.
12. Users shall be held fully liable, financially and legally, for intentional or unintentional damage of computer workstations caused through their fault, and damage caused by improper use of the Internet connection made available to them.

## § 9

### **Wireless network**

On the Library premises, specified groups of users may use an authorised access to the University's wireless network within Eduroam system.

## **IV. MAKING AVAILABLE THE LIBRARY ROOMS**

## § 10

### **Individual Study Booths**

1. Individual Study Booths may be used by employees, students, and PhD students of the University.
2. The booths may only be used for individual scientific, research and education purposes.
3. The booths are made available within the Library opening hours. They must be left no later than 15 minutes prior to the Library closing.
4. The use of the booths is possible upon prior booking. The booking is made at Information Desk: in person or online.
5. The entrance card to the booth must be collected personally at Information Desk upon presentation of a valid employee, student, or PhD student identity card.
6. Arriving more than 15 minutes after the declared time of occupying a booth results in cancelled reservation and making the booth available to another person.
7. The standard booking time of an Individual Study Booth is 6 hours a day. It may be prolonged depending on the availability of the booths.  
Bookings may be made maximum one week in advance.
8. One person may not book more than one booth for the same date.
9. Entry card to the individual booth shall be at the user's disposal for the entire time the person is using the booth. During a break in using the booth, the user is obliged to lock it and to take the entry card with him or her.  
After completing the work on a given day, the booth must be locked, and the entry card must be returned to Information Desk.
10. Leaving the booth for more than 1 hour may result in cancelling the right to use it.

11. Computers placed in the booths allow access to the Library's e-resources and the internet – authorization required.
12. One can bring own materials and library documents obtained from the library collections to the booth. Upon completion of work on a given day, such items must not be left in the booth.
13. The Library shall not be held liable for any items left in the booth.
14. In justified cases the Library reserves the right to enter the booth, also in the absence of the user.
15. A loss of booth entry card must be immediately reported at Information Desk. If the card is not found within 7 days from reporting the loss, the user will be charged for the issuance of a duplicate card, in compliance with the Price List.
16. The user of a booth shall be held fully liable for library items and equipment fitted in the booth. Users are also required to leave the booth clean and tidy.
17. The booth must not be made available to other persons.
18. Order regulations concerning Individual Study Booths:
  - 1) it is forbidden to bring in food and consume meals (like in the entire Library),
  - 2) one may only bring in drinks in capped mugs and bottles,
  - 3) loud behaviour, disturbing other users of the Library is unacceptable.
19. Booking a space shall also be considered an acknowledgement of these rules.
20. Any breach of the applicable rules may result in:
  - 1) the order to immediately leave the booth,
  - 2) periodical or complete deprivation of the right to book and use the booths.

## § 11

### **Group Study Rooms**

1. Group Study Rooms may be used by University students groups consisting of minimum 3 persons. A group must be assembled at the time of reporting readiness to use the room.
2. The rooms may only be used for scientific, research and educational purposes.
3. The rooms are made available within the Library opening hours. They must be left no later than 15 minutes prior to the Library closing.

4. The use of the rooms is possible upon prior booking. The booking is made in Information: in person or online.
5. Before using the room, the person booking the room is obliged to present a valid student identity card at Information Desk.  
A Library staff member is entitled to request other persons using the room to present their student identity cards.
6. Arriving more than 15 minutes after the declared time of occupying a room results in cancelled reservation and making the room available to another group.
7. The standard booking time of a Group Study Room is 6 hours a day. One group is entitled to make three bookings in a week. Booking time may be prolonged depending on the availability of rooms.  
Bookings may be made maximum one week in advance.
8. One Group may not book more than one room for the same date.
9. A key to the room remains at Information Desk. During breaks in using the room, the person on duty may be asked to lock the room.
10. Leaving the room for more than 1 hour may result in cancelling the right to use it.
11. The last person to leave the room is requested to report this fact at Information Desk.
12. PCs placed in the rooms allow access to the Library's e-resources and the Internet – authorization required.
13. Remote controls to the projector and the screen can be collected at Information Desk upon presentation of student identity card (it is required to fill in a statement with user particulars). Remote controls must be returned immediately after the end of use of the room.
14. One can bring own materials and library documents obtained from the library collections to the rooms. Upon completion of work on a given day, such items must not be left in the rooms.
15. The Library shall not be held liable for any items left in the rooms.
16. In justified cases the Library reserves the right to enter the rooms, also in the absence of the users.
17. During the use of the room by the whole group, the user booking the room is solely responsible for library items and equipment fitted in the room. The same person is also required to leave the room clean and tidy.
18. Group Study Rooms must not be made available to other persons.
19. Order regulations concerning Group Study Rooms:

- 1) it is forbidden to bring in food and consume meals (like in the entire Library),
- 2) one may only bring in drinks in capped mugs and bottles,
- 3) loud behaviour, disturbing other users of the Library is unacceptable.

20. Booking a space shall also be considered an acknowledgement of these rules.

21. Any breach of the applicable rules may result in:

- 1) the order to immediately leave the room,
- 2) periodical or complete deprivation of the right to book and use the rooms.

## § 12

### **Researchers' Rooms**

1. Places in Researchers' Rooms may be used by researchers and PhD students of the University.
2. The rooms may only be used for individual scientific, research and educational purposes; they are not intended for exclusive use by a single person. Conducting examinations, colloquia or business meetings is not allowed.
3. The places in the rooms are made available within the Library opening hours. They must be left no later than 15 minutes prior to the Library closing.
4. The places in the rooms are made available upon presentation of a valid employee or PhD student identity card at Information Desk.
5. During the use of the rooms, a key to the room remains at Information Desk.
6. The last person to leave the room is requested to report this fact at Information Desk.
7. PCs placed in the rooms allow access to the Library's e-resources and the Internet – authorization required.
8. One can bring own materials and library documents obtained from the library collections to the rooms. Upon completion of work on a given day, such items must not be left in the rooms.
9. The Library shall not be held liable for any items left in the rooms.
10. In justified cases the Library reserves the right to enter the rooms, also in the absence of the users.
11. The user of a place in a room is held fully liable for library items and equipment used by him or her. The same person is also required to leave the room clean and tidy.

12. Order regulations concerning Researchers' Rooms:

- 1) it is a zone of silence (no conversations or use of mobile phones allowed),
- 2) it is forbidden to bring in food and consume meals (like in the entire Library),
- 3) one may only bring in drinks in capped mugs and bottles.

13. The use of a place in the rooms constitutes acknowledgement of these rules.

14. Any breach of the applicable rules may result in:

- 1) the order to immediately leave the room,
- 2) periodical or complete deprivation of the right to book and use the rooms.

### § 13

#### **Workstation for visually impaired persons**

1. This workstation is intended for the Library collection use solely by visually impaired persons whose health condition does not allow them to independently read regular print, or to process information perceived visually.
2. Within the facilities available, the users can use:
  - 1) a computer workstation adjusted to the needs of a visually impaired person,
  - 2) a stationary magnifier,
  - 3) an electronic magnifying glass.
3. The workstation is available in the Main Reading Room during its opening hours.
4. The need to use the workstation must be reported to the librarian on duty. No booking required.
5. The librarian on duty provides all information required for the use of the workstation and offers necessary assistance.
6. During the use of the workstation one must observe the rules applicable for the Main Reading Room.
7. It is forbidden to occupy the workstation for other purposes than the use of the dedicated equipment.
8. The use of an electronic magnifying glass is only possible after signing an appropriate statement available in the Main Reading Room.  
On the Library premises (besides the Main Reading Room) the use of the magnifying glass is only possible after notifying the librarian on duty.  
The electronic magnifying glass is not to be taken outside the Library.

9. Any damage or fault of the equipment must be reported immediately to the librarian on duty.

## **V. REPROGRAPHY**

### **§ 14**

1. Library users are entitled to use self-operated copy machines (carbon copies, scans, printouts), administered by an external company.
2. The rules of use of the equipment are specified in the operating manuals posted on the equipment.
3. The use of self-operated copy machines is payable according to the price list determined by the external company.
4. Library Director may restrict making copies of certain library items to safeguard the collections or protect copyrights.

## **VI. SERVICES WITHIN SCIENTIFIC INFORMATION**

### **§ 15**

1. The basic services of the Library within scientific information include:
  - 1) preparation of thematic lists,
  - 2) verifying bibliographic data,
  - 3) preparation of bibliometric analyses.
2. Service fees are specified in the Price List. All payments are effected in cashless form only.

### **§ 16**

#### **Thematic lists**

1. Requests for thematic lists include browsing medical sources of scientific information available in the Library, to search for literature (bibliography) concerning a specific topic. Search for full texts of articles is not included in the service.



2. The right to submit request for thematic lists is granted to all persons interested in medical scientific information.
3. Requests for thematic lists should only be sent by e-mail, on a dedicated form with a confirmation of payment enclosed. Requests without the confirmation of payment will not be proceeded.
4. The ordering person will be notified by e-mail of the date of execution of the order (waiting time depends on the number of orders; staff and students of the University shall be prioritised).
5. Thematic lists are supplied solely in a file format - by e-mail.
6. Service fee according to the Price List.

#### § 17

##### **Verification of bibliographic data**

1. Bibliographic data is verified for whom it may concern.
2. Data for verification must be sent by e-mail.
3. Service fee according to the Price List.

#### § 18

##### **Preparation of bibliometric analyses**

1. Bibliometric analyses are performed upon requests submitted by the authorities of the University or Human Resources Department. Analyses are not prepared for individual requests of persons concerned.
2. Persons concerned are obliged to send a file with their scientific achievements on the basis of which the analysis is performed and appropriate division of the publications is made, following the guidelines of Documentation and Scientific Information Department.
3. Service fee according to the Price List.

## **VII. FINAL PROVISIONS**

#### § 19

1. With regard to the operation of the Main Library of Poznan University of Medical Sciences, the following personal data of the persons using the information and library system are processed: name and surname, date of birth,

PESEL [*personal identification number*], domicile address / mailing address, place of employment, faculty and type of studies, bar code of the student / employee identity card, e-mail address, telephone number.

2. The controller of personal data referred to in paragraph 1 is Poznan University of Medical Sciences with the seat at ul. Fredry 10, 61-701 Poznan, Main Library, ul. Przybyszewskiego 37a, 60-356 Poznan.
3. The personal data referred to in paragraph 1 will be processed for recording the handling and control of making the collections available, for statistical and communication reasons.
4. Main Library users' personal data is processed on the basis of the European Parliament and of the Council (EU) Regulation No. 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing the Directive 95/46/EC (General Data Protection Regulation) Article 6, letter a), on the basis of the law of 20 July 2018 - the Act on Higher Education and Science.
5. In all matters concerning personal data protection and exercising the rights associated with personal data processing one may contact Personal Data Protection Officer at: [iod@ump.edu.pl](mailto:iod@ump.edu.pl)
6. Your personal data will be processed during execution of the purpose, i.e. keeping the record of handling and control of making available the library collections, for statistical and communication reasons until the consent to personal data processing is withdrawn or until you obtain the confirmation from Circulation on the clearance slip that you have no arrears towards the Main Library and libraries associated with PFBN.
7. Your personal data will not be transferred to other entities / institutions, except for the entities / institutions authorised on the grounds of legal regulations.
8. Your personal data will not be processed automatically and shall not be subject to profiling.
9. You shall have the right to obtain information concerning processing the data referred to in paragraph 1 by the Controller, to request rectification, deletion or restriction of your personal data processing, the right to transfer the provided data, and the right to object to data processing, as well as the right to withdraw the consent to personal data processing at any time.
10. You shall have the right to lodge a complaint to the Personal Data Protection Office in Warsaw, ul. Stawki 2, 00-193 Warsaw, if you believe that your data processing breaches the law.

## § 20

1. The Price List applicable in the Library is subject to approval by the Rector upon request of the Library director.
2. Failure to observe these Rules may result in:
  - 1) expelling the user from the Library,
  - 2) periodical or complete deprivation of the right to use the Library,
  - 3) notifying the authorities of the University on breaching the Rules,
  - 4) pursuing claims in compliance with the applicable legal regulations.
3. Solving matters which are not regulated by the provisions hereof, by the applicable laws and detailed rules, and disputes associated with the use of the collections and services of the Library, shall fall within the competence of the Library Director. The Director acts upon written request of the person concerned, or ex officio.
4. Complaints and comments should be submitted in writing to the secretariat of the Library.