

Rules Governing the Use of the Library of the Institute of Physical Chemistry and the Institute of Organic Chemistry of the Polish Academy of Sciences

The general rules of operation of the Library of the Institute of Physical Chemistry and the Institute of Organic Chemistry of the Polish Academy of Sciences, hereinafter referred to as the Library, are set in the Act on Libraries dated 27 June 1997. In the meaning of this Act the Library is a scientific library and it is public. A library card issued by the Head of the Library in consultation with the Director of the relevant Institute or the Rector of the Cardinal Stefan Wyszyński University is a document that authorizes its holder to use the Library. Persons who do not hold a library card may use the reading room if they produce a student book or an identity document.

The Library makes its collection of books available in the reading room and by lending

1. A library member is fully, financially liable for the library materials used. In the case of a loss or damage the library member is obliged to deliver a copy of the same edition or cover the costs of conservation. The Head of the Library, upon consultation with the Library Committee, may determine another manner of settlement of obligations towards the Library. The same rule applies to the use of computers.
2. **Persons using the reading room must:**
 - A. leave their coats and bags (handbags, briefcases, backpacks, etc.) in the cloakroom or the catalogue room;
 - B. present a library card or an identity document at the request of the duty librarian;
 - C. register in the visiting book;
 - D. notify all books, journals, microfilms and other items that are in the library's collection brought into the reading room;
 - E. carefully handle the Library's collection and catalogues;
 - F. not smoke or eat in the reading room;
 - G. not take library materials outside the reading room without a librarian's consent;
 - H. follow the duty librarian's instructions;
 - I. enter the library warehouse only at the consent of the duty librarian;
 - J. keep quiet, in particular not talk on a mobile phone in the reading room.
3. **On site, in the Library's reading room library members and visitors can use:**
 - A. reference-only books in the reading room by taking them directly from shelves and then leaving them on an indicated place;
 - B. current journals kept in the reading room;
 - C. books from the library warehouse, annual volumes of journals from previous years and other Library collections;
Orders may be placed by a computer network or traditionally, separately for each item.
 - D. computers – only for scientific and training purposes (to search authorized library databases, legal collections available in the Internet and to digitise documents).
4. Researchers and PhD students of the Institutes have the right to borrow books and other library materials from external libraries through the Library on the terms of the Interlibrary Loan service. Materials lent according to this procedure are made available to library members in the reading room, and they can be taken outside the library only in justified cases.

5. **The use of the book collection by borrowing from the Library**

The scope of rights of individual library members to borrow books from the Library is determined by a type of a library card of the member:

- a. Employees of the Institute of Physical Chemistry and the Institute of Organic Chemistry – no limitation as to the number of items;
- b. PhD students of the Institute of Physical Chemistry and the Institute of Organic Chemistry – up to ten items;
- c. students of the Cardinal Stefan Wyszyński University – only from the book collection of that University, and senior students (starting from the third year) also from the book collection of the Institute of Physical Chemistry and the Institute of Organic Chemistry – up to five items;
- d. retired employees of the Institute of Physical Chemistry and the Institute of Organic Chemistry, employed for definite period of time – no limitation as to the number of items;
- e. other institutions – up to ten items.

The following items are not lent by the Library to be taken outside:

- f. reference-only books (can be lent for a short time upon consultation with the Library Head);
- g. particularly valuable editions (including PhD theses).

A. A library member completes and signs a call slip for each item being borrowed. The books may be borrowed for period of one month which may be extended at a consent of the Library Head. If a return deadline is exceeded, the Library sends a reminder. Three ineffective reminders authorize the Library Head to refuse lending books further until the library member returns the overdue books. Journals are lent for the period of two weeks, however, current journal editions are lent for three days and the most recent editions for one day.

Before a leave in connection with a scholarship or another anticipated longer leave, the library member should return the materials borrowed from the Library. Each employee leaving the Institute of Physical Chemistry or the Institute of Organic Chemistry or a student leaving the Cardinal Stefan Wyszyński University is obliged to get a confirmation of fulfilment of obligations towards the Library.

B. In the case of a loss or damage to the item borrowed, the library member is obliged to repurchase the item according to point 1 of these Rules.

C. A person not holding a library member card may borrow books only through the Interlibrary Loan on the basis of a call slip issued by a relevant institution.

D. External institutions may open a library account on the basis of letters of their institution's management or a head of their library. The letter should indicate the person authorized to sign interlibrary call slips, and thus responsible for the materials borrowed. On the same terms single borrowings are possible. For each form of an Interlibrary Loan a call slip should contain:

- a. bibliographical description of the item;
- b. legible impress of the address stamp of the library;
- c. date, signature and phone number of the head of the library or the authorized employee.

6. The Library makes available its own and leased electronic collections through the local network and on individual computers pursuant to the rules set in the Act on Copyrights and Neighbouring Rights dated 4 February 1994 and the Directive of the European Union on the Legal Protection of Databases dated 11 March 1996 (96/9/EC; OJ No. L 77 dated 27 March 1996), in particular:

- A. the use of electronic documents only for scientific and training purposes;
 - B. ban on regular reproduction, saving on own carriers, redistribution or resale of documents accessible in an electronic form on the Library's computers;
 - C. ban on introducing any changes or modifications to the provided electronic documents and software;
 - D. damage caused by improper use of electronic documents or destruction thereof, e.g. by way of introducing computer viruses, shall be covered by the user on the terms specified in point 1.
7. Any non-compliance with these Rules may result in the loss of the right to use the Library's collection.
8. Any matters not regulated by these Rules shall be settled by the Directors of the Institutes.
9. Any departure from the requirements of these Rules is possible only in exceptional circumstances at a special consent of the Head of the Library issued following a written request.
10. As from the date these Rules come into force, the former Rules approved by the Directors of the Institute of Physical Chemistry and the Institute of Organic Chemistry cease to be in effect.

**Director
of the Institute of Organic Chemistry PAS**

*Stamp and signature of the Director of the
Institute of Organic Chemistry PAS, Prof. dr
Marek Chmielewski*

**Director
of the Institute of Physical Chemistry PAS**

*Stamp and signature of the Director of the
Institute of Physical Chemistry PAS, Prof. dr
hab. Aleksander Jabłoński*

Warsaw, 20 March 2008