

**Information for the 1st-year students**  
**The Main Library of Poznan University of Medical Sciences**

**Contact:**

Przybyszewskiego 37a Street  
60-356 Poznan

**Opening hours of the Library during the academic year 2018/2019**

	<i>Monday-Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<b>General Reading Room</b>	<b>8:00 - 24:00</b>	<b>9:00 - 24:00</b>	<b>9:00 - 24:00</b>
<b>Information Desk</b>	<b>8:00 - 24:00</b>	<b>9:00 - 24:00</b>	<b>9:00 - 24:00</b>
<b>Group Work Rooms</b>	<b>8:00 - 24:00</b>	<b>9:00 - 24:00</b>	<b>9:00 - 24:00</b>
<b>Individual Work Cabins</b>	<b>8:00 - 24:00</b>	<b>9:00 - 24:00</b>	<b>9:00 - 24:00</b>
<b>The Research and Teaching Staff Room</b>	<b>8:00 - 24:00</b>	<b>9:00 - 24:00</b>	<b>9:00 - 24:00</b>
<b>Multimedia Room</b>	<b>8:00 - 20:00</b>	<b>9:00 - 16:00</b>	
<b>Periodicals Reading Room</b>	<b>8:00 - 20:00</b>	<b>9:00 - 16:00</b>	
<b>Service Desk</b>	<b>8:00 - 20:00</b>	<b>9:00 - 16:00</b>	
<b>Circulation Desk</b>	<b>8:00 - 20:00</b>	<b>9:00 - 16:00</b>	
<b>Main Storeroom</b>	<b>8:00 - 19:30</b>	<b>9:00 - 15:30</b>	

**The Library's collection**

The Main Library of Poznan University of Medical Sciences collects, compiles, stores and gives access to scientific literature in medicine, dentistry, pharmacy, health sciences and related fields such as: biology, chemistry, physics, psychology, sociology. The Library collects also electronic resources such as: e-books, e-journals and databases which are accessible according to the license agreement

**Access to the collection**

- Using Library materials on site: materials are available to use only in the Library
- Using Library materials outside: the Library book collection from the Circulation Desk and the Store Room is available for users to borrow. Students are entitled to borrow books from the Library after signing up at the Circulation Desk.

## Circulation Desk

The collection consists of many items to borrow: textbooks, scripts as well as compulsory and supplementary materials which are essential in the didactic process at the University.

The Circulation Desk offers services to students in the HORIZON computer system. The user is entitled to borrow books by using an electronic ID Student Card, which is a prerequisite to create a reader's account at the Circulation Desk.

In the self-service store room of the Circulation Desk there are didactic materials and supplementary literature for particular faculties at the University. Items which are in the Library store room should be ordered by call slips. Users who make orders at the Circulation Desk are required to search for catalogue information by themselves. Orders should be made no later than 30 minutes before the Library store room is closed. If made later, they will be processed on the next day.

### **Circulation Desk is responsible for:**

- Users' registration
- Lending books and receiving book returns
- Extending the borrowed materials' due dates
- Giving the signature on a clearance slip for graduates or those who discontinued studies

**Circulation Desk - contact:** phone: (61) 854 67 46

e-mail: [wypożyczalnia@ump.edu.pl](mailto:wypożyczalnia@ump.edu.pl)

## **Circulation Desk - when and how to register?**

- In order to register, the student has to present a Student ID Card as well as pay the Library fee to activate the library reader's account.
- The Library fee necessary to activate the reader's account for academic year is 12 zloty.
- The registration and activation of a library account must be completed in person.
- A document which entitles to borrow books from the library should never be lent to someone else.

## **Rules of loans**

- Textbooks in the open access which can be borrowed at the Circulation Desk are available for 180 days. After this time students can renew items via Internet (two times per 90 days).
- Books from the Library store room are lent for 30 days with the possibility to renew the item's due date via Internet once, for the next 30 days. Orders for items from the Library store room should be made no later than 30 minutes before the Circulation Desk closing time.
- Students from other universities which belong to the Poznan Foundation of Scientific Libraries
- The renewal via Internet may be made 5 days before the item's returning date; after that time the user can do it in person, at the Circulation Desk.
- For every overdue item's return, the reader owes the Library the penalty payment which is 0,20 zloty per each lag day per one volume.
- Users who reported an e-mail address will be informed about the return impending date. The notification is only extra information for the reader. If not received - it does not mean that the reader is exempt from the financial penalty calculated for materials overdue.

The access to the reader's account is available by clicking "Reader's account" on the Library website.

The screenshot shows the website interface for the Main Library of Poznan University of Medical Sciences. The browser address bar displays [www.bg.ump.edu.pl/index.php?lang=eng](http://www.bg.ump.edu.pl/index.php?lang=eng). The main header features the university's name and logo. A central banner image shows the library building with the text "Biblioteka Główna i Centrum Kongresowo-Dydaktyczne". On the left, a vertical menu lists various services, with "Reader's account" highlighted by a red arrow. Below the banner is a search interface with tabs for "Multiwyszukiwarka", "E-źródła A-Z", "Katalog Biblioteki", and "Inne". The search box contains the text "Słowo kluczowe" and a "Szukaj" button. Below the search box are links for "Wyszukiwanie zaawansowane" and "Instrukcja wyszukiwania". At the bottom, there are sections for "Quick links" and "News".

### How to log into the reader's account?

**LOGIN:** the number under the bar code on the student ID card

**PIN:** The initial PIN is 2 digits of the month and 2 digits of the day of birth (e.g. 1130)

## Self-service borrowing and returning

### Borrowing

Users may borrow books from the Library self-service device, provided that they have their reader's account activated. Be aware of single authorization of the student ID card so that it could be recognized by the system.

Self-service borrowing is possible at any time the Circulation Desk is open. It may be used only by these users who have their library account activated with no arrears to the Library and unused borrowing allowance limit.



### Returning

In order to return books, which are borrowed from the self-service store room (at the Circulation Desk), the user may use a self-returning device, which is located on the ground floor and available to use all day long (24 hours). At night the library front door is closed. To use the self-service returning device after 24.00 the user has to contact with the security staff I (ring the doorbell).



## On-site access

### Main Reading Room

The Main Reading Room makes accessible didactic materials, reference books and dictionaries. The Main Reading Room books' area is available in open access. Library materials are arranged by the following fields: medicine, pharmacy, dentistry, nursery and others related.

All used materials must be put back in designated areas such as return shelves. Books may be taken out from the Main Reading Room after asking for permission the librarian on duty. Orders for document retrieval from the Library store room should be made no later than 30 minutes before the Library storage closing time. Orders made later will be processed on the next day.



*Main Reading Room*



### Periodicals Reading Room

The Periodicals Reading Room offers free access to periodicals published in the past 10 years. They are arranged by titles in an alphabetical order. If interested in previous issues, which are located in the library store room, the user has to fill in the call slip (reverse) and write: the call number, title, issue's year and volume of the journal. Periodicals are available to use in the Periodicals Reading Room (on the Library area only after showing an ID to the librarian on duty) . Journals cannot be taken home.



## Computers in the Library

1. Computers located in the library's open areas provide the users with unauthorized access to the electronic library as well as on line catalogues of other libraries.
2. Computers in the Multimedia Room, group-work room, individual cabins provide users with access to the licensed digital resources and to the Internet after completing the user's authorization process. To complete the authorization process the user needs to type the user's name ( s + nr of the album) and Password: YYYYMMDD).
3. Access to electronic resources from laptops is possible after completing an authorization process by the local wireless connection. To use Wi-Fi the user has to type in an individual login and password which is available by the Virtual Student Service System (WISUS).
4. Library computers should never be unplugged or disconnected. Personal computers may only be connected in designated areas, provided that it does not interfere with other users' work.

## Documaster Campus

Documaster Campus is a self-service copying, printing and scanning device.

- To activate a Documaster Campus account the user has to insert his/her ID student card to the card reader (the charging device, ground floor) and select the preferable money amount. Then, the user's account will be automatically created.
- To log on the Documaster Campus visit the Virtual Student Service System.
- The charging device is located on the ground floor near the library entrance door.