Attachment to the directive number 18/12
of the PUMS Rector
March 16, 2012

REGULATIONS FOR THE MAIN LIBRARY
AT THE POZNAN UNIVERSITY OF MEDICAL SCIENCES, PUMS

I. General Rules of Conduct

1. The commonsense rules of conduct must be observed in the Main Library facilities, according to generally accepted principles of social behavior appropriate in public places.
2. Library users must follow these Regulations and handle the Library materials and equipment with care.
3. Prior to entering the Library area, Library users must leave their coats, heavy jackets, backpacks, bags, briefcases, umbrellas etc. checking them in at the Coat Check Desk or depositing them in the lockers available in the same hallway. Library staff members have the right to refuse entry to anyone who does not comply with this rule.
4. Consuming food is allowed only on the ground floor of the Library building. Library users are allowed to carry into the Library only water in reclosable bottles.
5. Silence is mandatory in the following reading rooms: the General Reading Room, the Periodicals Reading Room, and the Multimedia Room. Library users should refrain from loud behavior in all other areas of the Library.
6. Users are not allowed to rearrange or move any furniture and any other objects or devices that are Library property.
7. In case the Library exit gate alarm goes off, the Library user must cooperate with requests of the Library staff or security personnel to show the books that are in the user’s possession.
8. In the case of damage or destruction caused to Library materials or property, the Library user is required to compensate the Library according to the terms defined in the Library Regulations or in the applicable rules established by University authorities.
9. Library users are not allowed to unplug or disconnect University computers. They may plug in their personal laptops only in designated areas, and only when it does not interfere with other users' work.

10. The Library is not responsible for personal items left behind by the users.

11. Persons who pose a threat to public safety or who are breaking the general rules of conduct on Library premises may be asked to leave, or be escorted out of the Library by Security.

12. Library users must observe Library Regulations and its organizational rules as well as follow other requests made by Library staff at all times.

II. Regulations for the Different Library Facilities

General Reading Room

1) Library users may access the materials on self-service basis.

2) All library materials must be put back in the designated areas such as return carts or shelves.

3) Library materials may be taken out of the General Reading Room only after receiving permission from Library staff.

4) Orders for document retrieval from Library storage should be made no later than 30 minutes before the Library storage closing time. Orders made later will be processed on the next day.

5) Library users should always take good care of the resources made available to them and should return them in the same state they borrowed them.

6) The use of personal laptops is permitted in this reading room.

Periodicals Reading Room

1) Library users have free access to materials in this reading room.

2) All library materials must be returned to the designated areas on the return shelves.

3) Library materials may be taken out of the reading room only after receiving permission from Library staff.

4) Orders for document retrieval from Library storage should be made no later than 30 minutes before Library storage closing time. Orders made later will be processed on the next day.

5) Library users should always take good care of the materials made available to them and should return them in the same condition they had borrowed them.

6) The use of personal laptops is permitted in this reading room.

7) Authorized Library users may make use of the Documaster Campus multifunctional device installed in this reading room.

Research and Teaching Staff Reading Room

1) This reading room is a place where specialists in the field of scientific information technology provide support to the University research and teaching staff in order to share a wide range of scientific information in the areas of medicine, pharmacy, and related sciences; and to provide individual instruction and assistance regarding the ways of using electronic information resources.

2) The research and teaching staff, as well as Ph.D. students may access in this reading room the information resources based in collections of other libraries and their archives.

3) The use of personal laptops is permitted in this reading room.

Open Monograph Collection

1) Library users may access the resources on a self-service basis.

2) All library materials must be returned to the designated areas and placed on the return shelves.

3) The materials from this collection cannot be taken outside of the reading room. Authorized users may make copies of these library materials on the Documaster Campus multifunctional devices situated nearby.

4) In the readers' work area there are tables with hookups for plugging in their own laptops.

Circulation Desk

1) All Library users are required to take a basket upon entering the self-serve part of the book circulation area.

2) Books in this collection may be checked out with the help of Library staff or using the self-service book check-out device — provided that: the user has an active HORIZON account at the Library, does not owe any overdue penalty payments or other fees, and that he/she has not yet exceeded the borrowing allowance limit.

3) Users who submit order requests to the Circulation Desk for materials kept in Library storage are required to search for catalog information by themselves and write down the relevant book call numbers on their request forms.

4) Orders should be written on special forms, called *rewers* cards, and submitted at least 30 minutes prior to the storage closing time. Orders submitted later will be processed on the next day.

5) Library materials that have not been picked up by the requestor within 5 days from placing the order will be returned to storage.

6) Borrowed books may be returned to the Circulation Desk or to the Return Drop Box open 24/7 that is situated by the entrance to the building.

7) Library users should always take good care of the materials made available to them and return them in an undamaged condition. They should also report all damages they notice while handling the item.

8) Each Library user must monitor his/her personal library HORIZON account. Any inconsistencies found should be reported as soon as possible to the Circulation Desk staff.

9) All updates or changes to personal information and address data that is on file in the Library records should be promptly communicated to the Circulation Desk.

10) A Library user should inform the Library immediately should he/she lose the Library card. The Library user is solely responsible for all damages resulting from not complying with this rule.

Computer Use in the Library

1) Computers in the open areas on Floors 1 and 2 are provided for accessing the electronic Library catalog and the online catalogs of other libraries; anyone interested in using these catalogs may access them without any authorization.

2) Library computers should never be unplugged or disconnected and no other devices should be plugged in instead.

3) Students, Ph.D. students, and University employees may use the computers in the Multimedia Reading Room with no time limits. Only in justified situations may the length of their access be limited.

4) A Library user who is not affiliated with the University, and who is interested in accessing medical information online resources, may use the computers in the Multimedia Reading Room for one hour. In some justified situations the length of access to the computers may be extended by the Library staff.

5) The Library electronic resources may be used only in full compliance with licensing and copyright agreements.

6) Internet users are not allowed to access web pages commonly recognized as offensive or unlawful.

7) In the Multimedia Reading Room the audio files may accessed on computers only with the use of headphones.

8) Violation of these regulations will result in immediate termination of the computer session by Library staff.

9) All damages and problems with computer operation should be reported to Library staff.

Group Work Rooms

1) Rooms are equipped with a computer, a multimedia projector, and a white board.

2) Rooms may be used by students, Ph.D. students, and University employees in groups of at least 3 people or more.

3) In special circumstances, rooms may be made available for a few hours after receiving the Library Director's approval, and the duration of access may be further extended.

4) Room reservations may be made at the General Information Desk.

5) The reservation will be cancelled if the room key has not been picked up by the reserving party within the first hour of the reserved time slot.

6) The use of rooms for purposes other than group work is possible only after receiving permission from the Library Director.

7) Whenever room occupants need to use the multimedia projector in a given room, they must notify the Library staff at the General Information Desk in advance.

8) Library users may bring in their personal study resources and laptops to the study rooms.

9) Group study room users are responsible for library equipment in the study rooms.

10) Library users are required to vacate the study rooms 15 minutes prior to Library closing time.

Individual Work Cabins

1) Each individual work cabin is equipped with a computer that has access to the Library catalog, licensed databases and the Internet; and furnished with a lockable cabinet including a key.

2) Students, Ph.D. students, and University employees may use the individual work cabins.

3) Cabin reservations are made at the General Information Desk.

4) Depending on the user's Library privileges, the individual work cabins may be reserved for the following periods:

a. University students — a few hours with possibility of extension provided that there are no other users waiting for it.

b. Ph.D. students and University employees — no time limit.

5) Access to individual work cabins cannot be arbitrarily passed on to someone else.

6) Users of the individual work cabins may bring in their own study materials and documents into the cabin as well as the Library materials.

7) Whenever leaving the cabin just for a break, users are required to close the cabin door and take their entry key card with them.

8) Library users should vacate the individual work cabins 15 minutes prior to Library closing time.

9) After finishing work, the cabin entry key cards should be returned to the General Information Desk.

The Access to and Use of the Viewing Terrace

1) Viewing terrace opening and closing hours are:

- in April: 10 am – 5 pm
- from May 1 to July 14: 10 am – 8 pm
- from July 15 to August 15: 10 am – 5 pm
- from August 16 to September 25: 10 am – 8 pm
- due to bad weather conditions the terrace will remain closed
- during other months, the terrace may remain open depending on the weather

2) Rules of conduct while on the terrace:

- all warnings posted onsite must be read and followed at all times
- no loud behavior is allowed
- no leaning out or swinging on the railings
- no throwing of any objects either over the railings or through the roof windows
- smoking, drug use, and alcohol drinking are strictly prohibited
- no eating
- no Library furniture or equipment may be taken to the terrace
- destroying plants and equipment is strictly prohibited
- no children are allowed
- persons under the influence of alcohol or drugs are not allowed on the terrace
- tampering with or destroying any devices installed on the terrace is strictly prohibited

3) Other rules and information:

- the terrace occupancy is limited to a maximum of 50 people at any time

- the entire terrace area is under constant camera surveillance, and disciplinary action will be taken against anyone who violates these rules
- the wooden deck surface defines the only area permitted for access while on the viewing terrace
- requests made by Library staff and Security must be followed at all times

4) Any suggestions or concerns related to the use of the terrace should be addressed to the Director of the Main Library at the Poznan University of Medical Sciences, and/or to the Technical Manager.

III. Final Comments

1) All Library users — no matter whether they are constant users or occasional visitors — must become acquainted with and follow all of the above rules.

2) Managers of the different Main Library facilities are responsible for making these regulations available to all Library users.

Main Library Director

Aniela Piotrowicz, M.A.