# Regulations and rules of the Integrated Library System at the Gdynia Maritime University

## I.GENERAL RESOLUTIONS

### §1

1. The Gdynia Maritime University [hereinafter referred to as GMU or University] uses an Integrated Library System based on the Main Library's [hereinafter referred to as the Library] activity.
2. The Integrated Library System is operating within the meaning of:
1) the Law of July 20, 2018 - Law on Higher Education and Science
2) The Act on the Libraries from June 27, 1997 (i.e. Journal of Laws, 2019, sec. 1479 with amend.);
3) the executive regulations and in the Status of the Gdynia Maritime University from June 28, 2021.

### §2

The Integrated Library System's role is collecting, processing, storing and organizing the circulation of the Library's collections and sources of information, necessary for research and teaching.

### §3

Regulations of the Integrated Library System [hereinafter referred to as Regulations] involves:
1) rules of using the Integrated Library System;
2) rules of circulation of the Library collections;
3) rules of using the interlibrary loan service;
4) rules of using the databases;
5) service variety of The Integrated Library System;
6) users' responsibilities and obligations;
7) regulations of the Library's data collecting about GMU academic research achievements.

### §4

The Integrated Library System provides access to printed and digital scientific, teaching resources, information and databases.

## II. RULES OF USING THE INTEGRATED LIBRARY SYSTEM

### §5

1. Only users with an active status have the right to access the Library collections and devices from the Integrated Library System. More details in the appendix to the Regulations.
2. Users mentioned in the appendix to the Regulations in point 4, with the agreement of the Library staff, can access the collections available on-site in the Reading Room.

### §6

3. Each user needs to create an individual account at the Library, one per person. Identity card or student ID is required, as well as familiarization with the Library Regulations.
4. Users that are **not** GMU students or professors need to pay a deposit and show the payment confirmation first, to be able to get full access to the Library's collections. Without the deposit, only the Reading room's collection is available for use on-site.
5. The price of the deposit is regulated by the GMU Rector's resolution. The deposit can be returned if the user has no obligations to the Library (delays, fees).
6. Users are obligated to update the personal data if changed, especially contact information.
7. Users have access to information about their account balance on the Library's website: https://primo.umg.edu.pl, which includes current check out, due dates, reservations, orders, due payments and history of the check out from new library system – Alma/Primo (since November 23, 2023).

### §7

1. Digital student ID and GMU parking pass can be used as library card. Users without mentioned documents will receive an access card from the Library.
2. Getting a library card does not require payment.
3. If your card got lost or destroyed, report that immediately to the Library staff. The user is entitled to receive a duplicate library card.

### §8

1. Users can receive a referral from the Library, to gain access to other university libraries in Tricity.
2. Students after finishing their studies and academics who decide to dissolve a contract of employment with GMU, have to get a current document, signed by the Library staff, with confirmation about their account resignation from referred library.

## III. RULES OF USE OF THE LIBRARY COLLECTIONS

### §9

1. Resources at the Library Reading room:
   1) collection available on-site (placed on bookshelves, high-value books and magazines from Library Storeroom and items made available by the interlibrary system);
   2) the collection items can be borrowed outside for a short-term.

2. Short-term borrow shall take place not earlier than half an hour before closing time. User is required to then return chosen items the next day, within half an hour after Library opening time.
3. In justifiable cases the Library staff can refuse the short-term borrow accessibility.
4. User's short-term borrow accessibility can be revoked due to validating the return deadline.

## §10

1. The Main Library collection is available to borrow outside.
2. Users can borrow from Library collection in person, after showing their student ID or a library card. The user can authorize someone to borrow or return items from the Library's collection on their behalf.
3. In order to receive chosen items from the Library collection, users have to create an order through their account on the Library online catalogue and searching tool Primo.
4. Users can order items listed as "unavailable" with a "on the reservation shelf", "high-value" "borrowed" or "available on-site" status. Items with "lost by the user" or "binding process" cannot be ordered.
5. Ordered items are visible on the user's account as "on the reservation shelf" for 7 days since receiving the confirmation email about order being ready to pick-up at the Library.

## §11

1. Users can borrow items from the Library collection for a 30 day period with a possibility of extension.
2. Users can extend the rental period for another 30 days as mentioned in the appendix to Regulations.
3. Extension is possible if:
   1) the summary of fees for crossing the return deadline does not exceed wages mentioned in the appendix to Regulations;
   2) chosen item is not reserved by a different user;
   3) you still have 5 or less days till the return deadline;
   4) user does it by themselves on their library account or contacts the Library staff;
4. In justifiable cases the Library staff can refuse to extend the rental period.

## §12

1. Payments for validating the rental deadline or loosing borrowed items end up as a part of the Rector's Fund and are used for purchasing books and other resources.
2. Deposits are refundable and stored at a different bank account that belongs to GMU.

## IV. RULES OF USING THE INTERLIBRARY LOAN SERVICE

## §13

1. The Library lends its own collections to other libraries and imports the collections of other libraries at the request of GMU students and professors.
2. Users can report their need for an interlibrary loan service in the Primo catalogue.
3. Interlibrary loan service is used only for Libraries located out of Tricity.
4. Resources shared through interlibrary loan system are available on-site in the Reading room.

5. The return deadline is determined by the Library that circulated the item from its collection.
6. The user who ordered an item through Interlibrary Loan Service is obligated to pay for the service and delivery if needed.

## V. RULES OF USING THE DATABASES

### §14

1. Digital databases offered by the Library are available through computers logged in the University network.
2. UMG students, professors, doctorates, employees, postgraduate studies listeners and MBA can access to the digital databases without the need to be logged in the University network, if they:
1) have a library account;
2) have an individual e-mail account;
3) fill in a proper form.
3. Login details cannot be shared.
4. The Library staff can provide assistance if needed.
5. Bibliography information about diploma works are available at the Library's website in the UMG Diploma Works Database tab - https://expertus.umg.edu.pl/expertus/mgr

## VI. SERVICE VARIETY OF THE INTEGRATED LIBRARY SYSTEM

### §15

1. The Library's information service is based on its own catalogues, databases and Internet.
2. The Library's didactic activity consists of teaching ways of scientific research.
3. Details about the range of Library services are available on the website.

## VII. USER'S RESPONSIBILITIES AND OBLIGATIONS

### §16

1. UMG Library users are obligated to follow the rules of public order, social coexistence and personal culture generally accepted in public places and the Library's Regulations.
2. Readers can make use of the Library's lockers for outdoor clothing.
3. The Library is not responsible for personal items left behind.
4. The Library's computer network is exclusively for using the GMU academic, digital resources and the Internet – for research purposes only.
5. Downloading and installing programs, software or applications is forbidden.
6. Users are obligated to delete their data from computers after usage. The Library is not responsible for digital filles left behind nor archiving them.
7. The Library staff can provide assistance if needed. Users are obligated to inform the staff when technical issues occur.
8. Details about the Library Integrated System and opening hours are visible on the website.

### §17

1. Users are obligated to check their library account balance and return borrowed library items on time to avoid fees.
2. Losing one of the items from the Library collection, obligates the user to:
   1) return a new copy of the item (the same edition or a newer one)
   2) buy a different item indicated by the Library staff
3. In case of damaging the devices or Library's equipment the user is obligated to cover the costs of the repair or replacement.
4. Users are forbidden from validating the regulations of license agreements and the Act on Copyright and Related Rights in compliance with law in force.

## VIII. REGULATIONS OF THE LIBRARY ACADEMICS' RESEARCH ACHIEVEMENTS DATA COLLECTING

### §18

1. The Library collects, documents, prepares and promotes the bibliography data of GMU academics' research achievements by taking submissions from the authors.
2. The Library can collect research achievements of GMU doctorates and students.
3. The author of the research needs to bring the bibliography material immediately after the publication, but not later than 30 calendar days after.
4. The Library accepts only complete bibliography material. The details for this process are available on the website in the "Research Achievements" tab.
5. Collected bibliography data is entered into the digital system.
6. After collecting and preparation process, researcher and other units of GMU gain access to the publication.
7. The bibliography data about the publications are being passed on to the Ministry of Science and Higher Education by using a designed system. The publications become a source for bibliography information used for research activity reports and performance evaluation of the academic researcher's achievements.

## IX. FINAL RESOLUTIONS

### §19

1. The Library director decides in matters of debatable subjects and issues unmentioned above.
2. After the director's decision, you have a right of recourse to the GMU Rector.
3. Regulations are current and obligatory with the day of signing this document.