

Prof. Andrzej Grodek SGH Library Rules and Regulations

I.

General provisions

§ 1

The prof. Andrzej Grodek SGH Library, hereinafter referred to as “the Library,” serves as the basis of the library and information system at the SGH Warsaw School of Economics, hereinafter referred to as “SGH” or “the University;” it performs scientific and teaching tasks and provides services pursuant to the Act of 20 July 2018 – Higher Education and Science Law (Polish Journal of Laws of 2023, item 742, as amended), hereinafter referred to as “the Law,” the Act of 27 June 1997 on Libraries (Polish Journal of Laws of 2022, item 2393), hereinafter referred to as “the Act,” and the SGH Statute.

§ 2

The provisions of the SGH Library Rules and Regulations, hereinafter referred to as “the Rules and Regulations,” concern the services provided in the following forms:

- (1) information activities which involve making available the electronic resources referred to in § 6;
- (2) making resources available for use at the Library;
- (3) lending books for use at home;
- (4) engaging in interlibrary loans;
- (5) drafting secondary documents.

§ 3

The ongoing service operations are run using the integrated computerised library system, hereinafter referred to as “the library system.”

§ 4

1. The Library makes its resources available to students, doctoral students, postgraduate students, SGH employees, as well as anyone who is over 16 years of age.
2. The personal data of persons availing themselves of the Library’s collection are processed for the purposes specified in Article 4 of the Act, the Rules and

Regulations, and the personal data processing notice which is provided in Schedule 1 to the Rules and Regulations.

3. SGH provides information referred to in Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 Directive 95/46/EC (General Data Protection Regulation), OJ EU L 119, 4.5.2016, p. 1, as amended) by enclosing the personal data processing notice to these Rules and Regulations and posting it in an easily accessible and visible spot in the Lending Library and the General Reading Room.
4. The declaration referred to in § 9(2)(a) and § 20(2) of the Rules and Regulations covers: given names, surnames, residence address, correspondence address (if different from the residence address), student number or library card number, and e-mail address, as well as, for employees, their position and unit at which they are engaged.
5. A person who avails themselves of the collections must immediately inform the Library of any changes in personal details processed by the Library that the Library must account for, especially in their name, residence address, e-mail address, place of study, or place of work.

II.

Information activities

§ 5

1. The Library's information activities involve:
 - (1) making available electronic resources, i.e., documents recorded on electronic media and in databases;
 - (2) making available reference library materials of the Information Services Section and European Documentation Centre under open access;
 - (3) providing bibliographic information concerning library resources, the rules and the forms under and within which they can be made available, and information about the Library's activities.
2. Services for Readers availing themselves of the resources referred to in section 1 are provided, in particular:
 - (1) in person at the Information Services Section;
 - (2) by phone;

- (3) via e-mail;
- (4) via other means of electronic communication.

§ 6

The use of works or databases that are made available remotely as external electronic sources, hereinafter referred to as “electronic resources,” is governed by agreements concluded with vendors of these resources. A detailed notice on the scope within which the electronic resources may be used is available on the University’s website.

§ 7

1. Readers may use electronic resources after they have logged in to the authentication system.
2. Additionally, the Library facilitates using electronic databases in designated places at the Library equipped with computer terminals (Information Services Section and European Documentation Centre).
3. The electronic resources may be used by:
 - (1) SGH employees and associates;
 - (2) SGH students;
 - (3) doctoral students enrolled in the SGH Doctoral School and doctoral students at SGH;
 - (4) postgraduate SGH students.

§ 8

Users may use licensed external databases solely to pursue their own scientific or teaching tasks. In particular, mass collection of data or use of databases for commercial purposes is prohibited.

III.

Making resources available for use at the Library

§ 9

The following persons are entitled to use the Library’s collection in the reading rooms of the Information Services Section and European Documentation Centre:

- (1) SGH students, doctoral students enrolled in the SGH Doctoral School and doctoral students at SGH, postgraduate SGH students, as well as SGH employees and associates – after they have provided their electronic (doctoral) student ID card or electronic employee/associate card to the librarian on duty

for safekeeping, and after they have made a relevant entry in the visitor register;

- (2) persons other than those specified under item 1 provided that they:
 - (a) fill in the relevant declaration at the General Reading Room and produce their identity document to the librarian on duty;
 - (b) pay a fee for being issued a reader's card at the amount as specified in the price list provided in Schedule 2 to the Rules and Regulations;
 - (c) receive the reader's card and provide it to the librarian on duty for safekeeping;
 - (d) make a relevant entry in the visitor register.

§ 10

1. Persons holding an SGH Alumni Card and retired SGH employees do not have to pay for being issued a reader's card.
2. The Library may issue new reader's cards to persons who lost them. The fee for being issued a new reader's card is specified in the price list provided in Schedule 2 to the Rules and Regulations.

§ 11

1. The Library's main collection (books and journals) is made available at the General Reading Room based on orders submitted. Once the Reader is done using the materials, they must immediately return them to the librarian on duty.
2. Orders are submitted via the individual library account created within the library system; this account allows the Reader to access information concerning the order status. Orders may also be submitted in person at the General Reading Room.
3. If the deadline for returning the books borrowed lapses, the Reader is charged a fee for every item borrowed in accordance with the price list provided in Schedule 2 to the Rules and Regulations.
4. Materials from the special collection, which include:
 - (1) antique books;
 - (2) materials published before 1945;
 - (3) rare and valuable works as well as works marked "Cim"may be made available upon the approval of the Head of the Library on the basis of a written request with a justification as to why access to such a publication is requested. The Head of the Library stipulates applicable access rules to minimise the risk of losing or damaging the item made available.

§ 12

1. Paper copies of graduate, bachelor's, master's and doctoral theses and dissertations may be used solely in the general reading room and the journal reading room, while electronic copies of the theses and dissertations may be accessed on designated computers.
2. No copies whatsoever of the graduate, bachelor's, master's and doctoral theses and dissertations may be made.
3. Access to graduate, bachelor's, master's and doctoral theses and dissertations is granted, upon the approval of the Head of the Library, to:
 - (1) persons holding the scientific degree of at least *doktor habilitowany* (post-doctoral degree), provided that they made a statement that the perusal of the thesis or dissertation is justified for scientific purposes;
 - (2) persons subject to habilitation proceedings, on the basis of letters from the heads of organisational units at which their dissertation is written;
 - (3) doctoral students on the basis of letters from their supervisors;
 - (4) other persons holding the scientific degree of *doktor* (doctoral degree), provided that they made a statement that the perusal of the thesis or dissertation is justified for scientific purposes.
4. In extraordinary cases, upon a justified written request, the Head of the Library may also grant access to graduate, bachelor's, master's and doctoral theses and dissertations to any person who does not satisfy the requirements under section 3.

IV.

Lending books for use at home

§ 13

1. The following may use the Lending Library:
 - (1) SGH students;
 - (2) doctoral students at SGH pursuing a doctoral programme under the Act of 27 July 2005 – Higher Education Law – and doctoral students enrolled in the SGH Doctoral School;
 - (3) postgraduate SGH students;
 - (4) SGH employees and associates;
 - (5) retired SGH employees;
 - (6) voluntary workers rendering service for SGH under agreements concluded by them with SGH.

§ 14

1. SGH students and postgraduate SGH students may borrow books solely from the Lending Library's collection within the duration of their programme:
 - (1) as regards SGH students, a maximum of 10 items at a time for 60 days;
 - (2) as regards postgraduate SGH students, a maximum of 5 items at a time for 30 days.
2. Doctoral students enrolled in the SGH Doctoral School may borrow books from the Lending Library's collection and from the main collection within the duration of their education:
 - (1) a maximum of 10 items from the Lending Library's collection at a time for 60 days;
 - (2) a maximum of 3 items from the main collection at a time for 30 days; the total number of items borrowed in respect of a single Reader account not exceeding 10.
3. Doctoral students at SGH may borrow a maximum of 10 items at a time from the Lending Library's collection within the duration of their programme.
4. Voluntary workers may borrow books from the Lending Library's collection – a maximum of 5 items at a time for 30 days.
5. SGH employees and associates as well as retired SGH employees may borrow books from the Lending Library's collection and the main collection. Employees holding an employee ID card may borrow a maximum of 20 items at a time; SGH employees holding an associate ID card may borrow a maximum of 20 items at a time; retired SGH employees may borrow a maximum of 10 items at a time – for the period of:
 - (1) up to 60 days, if from the Lending Library's collection;
 - (2) up to 30 days, if from the main collection.

§ 15

1. The library system allows Readers to order books online if all the copies of the books are on loan from the Lending Library's collection at a given time.
2. The library system allows Readers to order books online from the main collection (applicable to SGH employees and associates, retired SGH employees, as well as doctoral students at the SGH Doctoral School).
3. The Reader must collect the books from the Lending Library within 3 days of the order being completed. If the Reader fails to collect the books within the

aforementioned timeframe, the order is cancelled.

4. The loan may be renewed, provided that:
 - (1) the loan period has not lapsed;
 - (2) no other person requested the item before the renewal request is submitted;
 - (3) the Reader has no outstanding liabilities or books to be returned to the Library.
5. If the loan period lapses, it may be renewed at the Reader's request by the librarian.
6. The Reader may renew the loan, as specified in section 4, via their individual library account or in person at the Lending Library.
7. The total period for which a book is borrowed may not exceed three times the maximum loan period.

§ 16

1. If there is particular demand for a specific item, the Library may request that the Reader returns it before the loan period lapses.
2. If the Reader fails to return the borrowed items in time, they will:
 - (1) be charged a fee for every item borrowed, as specified in the price list provided in Schedule 2 to the Rules and Regulations;
 - (2) lose the right to avail themselves of the Library's services until they return the items borrowed and pay the fees referred to in item 1.

§ 17

1. A special mode for borrowing items from the Library's collection for use at home is an overnight loan, which applies solely to the General Reading Room's reference library materials.
2. SGH students and postgraduate students holding an electronic student ID card or library card and having an active Lending Library account may avail themselves of overnight loans. Such loans are effected on the basis of a valid electronic student ID card or library card.
3. Within the framework of overnight loans, the Reader may at a time borrow three items over the limit referred to in § 14 as pertains to items from the Lending Library's collection.
4. The loans are effected an hour before the General Reading Room closes, and the books must be returned by 10:00 am the following day.
5. If the deadline for returning the books borrowed lapses, the Reader is charged

a fee in accordance with the price list provided in Schedule 2 to the Rules and Regulations.

6. Overnight loans are available for Readers who have no outstanding liabilities or books to be returned to the Library.

§ 18

1. Persons with disabilities who avail themselves of the Library are given priority service.
2. Students with disabilities may borrow a maximum of 10 items from the Lending Library's collection at a time for 90 days.
3. The Lending Library allows authorised persons to sign lending forms and borrow items on behalf of people with disabilities. In order to satisfy the formal requirements related to the authorisation, the authorised person should report to the Lending Library with an identity document.
4. Persons with disabilities and persons with other special needs may receive approval for using the SGH Library resources in a manner that is necessitated by their individual needs, in accordance with the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics.
5. In order for a person with disabilities to obtain the rights they are entitled to under the Rules and Regulations, they must present for the Lending Library's perusal the certificate of support referred to in § 5 of the Rules and Regulations for Granting Support to Persons with Special Needs at the SGH Warsaw School of Economics, or documentation confirming their disability (disabled person identification card, disability decision or other equivalent document).

§ 19

1. The following documents entitle Readers to borrow books, if valid:
 - (1) a library card issued by the Lending Library;
 - (2) an electronic student ID card;
 - (3) an electronic doctoral student ID card;
 - (4) an electronic employee ID card;
 - (5) an electronic associate ID card.
 - (6) a mobile student ID card.
2. The library card may not be handed over to third parties. If the holder of a library card violates this prohibition, they, and the third party in question, lose the right to avail themselves of the Library's services for one year. A third party may be

authorised to use the Reader's library card only in justified cases, upon the approval of the librarian, and for a fixed time.

3. If the Reader loses their library card, they must immediately inform the Library of this fact. If the Library is not informed as in the previous sentence, the owner of the card will bear all the consequences resulting from its third-party use.

§ 20

1. To use the Lending Library and avail themselves of overnight loans, the Reader must make a reader account at the Lending Library.
2. In order to make the account referred to in section 1, the Reader must:
 - (1) produce a valid document with a photograph, confirming that they are enrolled and pursue a higher education, postgraduate or doctoral programme at SGH, or that they have been and continue to be engaged by SGH; as regards retired SGH employees – an identity document and a document confirming the person's status of retired SGH employee;
 - (2) complete the relevant declaration and a written statement of compliance with the Rules and Regulations of the SGH Library;
 - (3) pay a fee as specified in the price list provided in Schedule 2 to the Rules and Regulations for being issued a library card (not applicable to holders of electronic (doctoral) student ID cards or electronic employee/associate ID cards).
3. A library account must be created in person.
4. A Reader may have only one library account.

§ 21

1. The library card, electronic (doctoral) student ID card, or mobile student ID card, as well as the electronic employee /associate card entitles, respectively, SGH students, doctoral students at SGH, and postgraduate SGH students, to borrow items from the Lending Library's collection, and entitles SGH employees and associates, retired SGH employees, as well as doctoral students at the SGH Doctoral School, to borrow items from the Lending Library's collection and additionally from the main collection.
2. The library card, electronic (doctoral) student ID card, mobile student ID card, or electronic employee/associate card may not be handed over to third parties with a view to them borrowing books.
3. Losing or damaging a library card, electronic (doctoral) student ID card, or

electronic employee/associate card makes borrowing an item impossible.

4. The Reader may obtain a new library card after paying a fee (does not apply to electronic (doctoral) student ID cards or electronic employee/associate cards).

§ 22

1. If the deadline for returning the books borrowed lapses, the Reader is charged a fee for every item borrowed in accordance with the price list provided in Schedule 2 to the Rules and Regulations.
2. The Reader must return the books borrowed and pay the fee; the Library will not call on them to do so.
3. Until the Reader settles the outstanding liabilities towards the Library, their account is blocked.
4. The Library has no obligation to notify the Reader about the approaching deadlines for returning items and about the amount charged for keeping the books.
5. The Reader must verify and control the status of their account in the library system on their own.
6. The Reader account shows the date the book was borrowed and the deadline for its return, along with any outstanding liabilities for books not returned in time.
7. If the Reader fails to satisfy the outstanding liabilities, SGH may pursue claims against them in court.

§ 23

A loan entry in the library system is proof that a book is borrowed.

§ 24

Students, doctoral students, and postgraduate students ending their programmes, as well as SGH employees and associates whose engagement is being terminated, must obtain a signature from the Library on a circular letter, certifying that all the liabilities towards the Lending Library are settled.

§ 25

1. Readers must take good care of the books with which they are entrusted and respect the Library's collections and property.
2. If the Reader sees that an item is damaged, they should point this out to the librarian, so that this fact may be noted down; otherwise the Reader will be responsible for the damage.
3. If the Reader loses or damages a book they borrowed, they must:

- (1) purchase an identical book;
 - (2) purchase another item as indicated by the Library.
4. A Reader does not acquire the right of ownership to a damaged or lost item. If the Reader fails to remedy the damage, SGH may pursue claims against them in court.

§ 26

The Library does not loan:

- (1) materials in the special collection, including antique books, materials published before 1945, rare and valuable items, as well as works marked "Cim;"
- (2) journals and magazines;
- (3) books in poor condition;
- (4) reference library materials at the Information Services Section and European Documentation Centre, and the General Reading Room, unless overnight;
- (5) graduate, bachelor's, master's and doctoral theses and dissertations.

V.

Engaging in interlibrary loans

§ 27

1. SGH employees and associates, as well as SGH students, doctoral students at SGH, doctoral students enrolled in the Doctoral School and postgraduate SGH students have the right to have books delivered from other libraries by means of interlibrary loans.
2. The Library only has books delivered that are not accessible within its own collection or the collections of other libraries based in Warsaw.
3. The ordering Reader bears all the costs of having the book delivered to the Library.
4. The books delivered are made available solely at the General Reading Room, honouring all the special requirements of the supplying library.

§ 28

1. The right to borrow books from the SGH Library is afforded to libraries based in the Republic of Poland after they submit a request to open an account, signed by the head or manager of the library.
2. Within the framework of interlibrary loans, libraries that are not based in Warsaw may borrow a maximum of 5 books at a time for 30 days.
3. Loans to libraries based in Warsaw are individually decided by the Head of the

SGH Library.

4. Libraries may make books delivered from the SGH Library available solely within their premises.
5. Materials specified under § 26 are not subject to interlibrary loans.
6. Within the framework of interlibrary loans, materials are not borrowed from or loaned to foreign libraries.

VI.

Drafting secondary documents

§ 29

1. Readers may make copies of journal articles, book fragments or database printouts against payment, within the bounds of copyright law.
2. Copies of materials published before 1945; rare and valuable items; graduate, bachelor's, master's and doctoral theses and dissertations; as well as of exceptionally rare manuscripts, marked "Cim" for "cimelia," are prohibited.
3. The fees are specified in the price list provided in Schedule 2 to the Rules and Regulations.

VII.

Final and organisational provisions

§ 30

By requesting to have a library card or reader's card issued, Readers represent that they have read the Rules and Regulations and agree to comply with them.

§ 31

1. Readers using the collections within the premises of the Library must:
 - (1) report to the librarian on duty with the books and journals that are not the Library's property and show them when exiting the premises of the Library;
 - (2) return library materials in no less favourable condition;
 - (3) not smoke tobacco or e-cigarettes;
 - (4) not consume food in reading rooms;
 - (5) not bring any electronic devices which would disrupt the security gates;
 - (6) not hold phone conversations within the premises of the General Reading Room and the Journal Reading Room;
 - (7) not take library materials outside; any attempt to take materials being the property or being in the possession of the Library will be treated as theft;
 - (8) behave in a manner that is appropriate for a scientific institution, in line with

the principles of social coexistence, which includes behaving quietly.

2. It is recommended that Readers use the dressing room to leave outerwear, umbrellas, folders, rucksacks, briefcases, suitcases, bags, etc.

§ 32

The Library's collections and its information apparatus, which includes catalogues, inventories, databases, and technical devices, are the property of the University.

§ 33

Any advertising, campaigning or promotional activities within the premises of the Library, in particular taking any photographs, recording the interior of the Library, placing posters and announcements on bulletin boards, and leaving leaflets requires prior approval of the University's administration.

§ 34

Whoever violates these Rules and Regulations may temporarily or permanently lose their right to avail themselves of the Library's services.

§ 35

The Head of the Library makes decisions in matters not governed by the Rules and Regulations.

Notice on the principles of processing personal data concerning Readers at the prof. Andrzej Grodek SGH Library

1. Controller

The Controller of your personal data is the SGH Warsaw School of Economics with its registered office at al. Niepodległości 162, 02-554 Warsaw, hereinafter referred to as the "Controller".

2. Data Protection Officer

The Controller has appointed a Data Protection Officer, who can be contacted by e-mail at: iod@sgh.waw.pl.

3. Purpose and legal basis for the processing of personal data

Your personal data are processed for the purpose of:

- (1) providing library services, including making and maintaining a library account and contacting you in matters related to the use of the University's library resources and services, pursuant to Article 6(1)(c) and (e) GDPR¹, the Act of 20 July 2018 – Higher Education and Science Law² and the Act of 27 June 1997 on Libraries;³
- (2) complying with statistical and reporting obligations, pursuant to Article 6(1)(c) GDPR and the Act of 29 June 1995 on Public Statistics,⁴ with the proviso that complying with these obligations does not involve making personal data available to Statistics Poland, and that personal data processing is essential solely for developing numerical summary statements;

¹ Regulation (EU) 2016/679 of the European Parliament and of the Council 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 Directive 95/46/EC (General Data Protection Regulation), OJ EU L 119, 4.5.2016, p. 1, as amended).

² consolidated text: Polish Journal of Laws of 2023, item 742, as amended.

³ consolidated text: Polish Journal of Laws of 2022, item 2393.

⁴ consolidated text: Polish Journal of Laws of 2023, item 773.

(3) complying with legal obligations related to accepting payments, e.g., for issuing a library card or failing to meet the deadline for returning a book, pursuant to Article 6(1)(c) GDPR and the Act of 29 September 1994 on Accounting;⁵

(4) recovering library materials borrowed and pursuing claims, pursuant to Article 6(1)(c) GDPR and the Act of 27 August 2009 on Public Finances;⁶

(5) satisfying your special needs which may arise, for example, from your health condition, and facilitating your use of library materials, e.g., by introducing a longer deadline for their return or affording you priority service, pursuant to Article 9(2)(b) GDPR, the Higher Education and Science Law, and the Act of 19 July 2019 on Ensuring Accessibility for Persons with Special Needs.⁷

4. Information on recipients of personal data

Where the Controller uses the services of other entities, personal data may be disclosed to them on the basis of contracts entrusting the processing of personal data and those entities will be required to preserve the confidentiality of the data processed.

5. Obligation to provide personal data

You must provide your personal data in order to use the SGH Library's resources. Providing data concerning your special needs is voluntary, and depends solely on your decision whether you would like to avail yourself of the support.

6. Duration of personal data processing

Your personal data will be processed for the time you are using the SGH Library's resources, for the period necessary to carry out legal obligations, and then for the period of documentation storage for archiving purposes in accordance with applicable laws.

7. Rights in relation to personal data processing

You have the right to access your personal data, right to rectification, erasure (in cases

⁵consolidated text: Polish Journal of Laws of 2023, item 120, as amended.

⁶consolidated text: Polish Journal of Laws of 2023, item 1270, as amended.

⁷consolidated text: Polish Journal of Laws of 2022, item 2240.

provided for by law), restriction of processing, and the right to object to processing of the data on the grounds relating to your particular situation.

No automated decisions within the meaning of Article 22 GDPR will be made on the basis of your personal data.

8. Information on the right to lodge a complaint

You have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, if you believe that the processing of your personal data violates the GDPR.

Schedule 2 to the SGH Library Rules and Regulations

SGH Library Price List		
I. Special fees		
Fee	Amount in PLN	Comments
Library card, new issue	10.00	not applicable to holders of: - an electronic student ID card; - an electronic doctoral student ID card; or - an electronic employee ID card
Reader's card, new issue	10.00	for persons outside SGH, for 1 year;
Retention of book past loan period	1.00	per day, but no more than PLN 300 per item
Overnight loan, return past loan period	5.00	per hour per item
II. Fees for reprographic services		
Fee	Amount in PLN	Comments
A4 Xerox copy, A4 printout, per page	0.20	at the Reprographic Centre
A3 Xerox copy, A3 printout, per page	0.40	at the Reprographic Centre
Computer printout in colour, A4 Xerox copy in colour, per page	2.00	at the Reprographic Centre
Interlibrary loan copy	0.40 + shipment	at the Reprographic Centre
Interlibrary loan scan	0.80	at the Reprographic Centre
A4 scan per page	0.80	at the Reprographic Centre