**Regulations for accessing the resources of the Main Library of the Medical University of Bialystok**

Pursuant to § 21 sec. 1 point 2 of the University Statute and § 12 sec. 5 of the Organisational Regulations I hereby order as follows:

# § 1

The Library may be used by:

1. students and doctoral students of the Medical University of Bialystok,
2. employees of the Medical University of Bialystok,
3. employees and other personnel of treatment entities formed and conducted by the Medical University of Bialystok,
4. Healthcare employees from the Podlaskie Voivodeship,
5. interns undergoing an internship and specialisation in healthcare entities formed by the Medical University of Bialystok,
6. public libraries and scientific libraries and scientific institutions as part of interlibrary rentals,
7. attendees of post-graduate studies of the Medical University of Bialystok,
8. retired employees and pensioners of the Medical University of Bialystok,

# § 2

1. The basis for setting up and activating reader's account for students and doctoral students of the Medical University of Bialystok as well as attendees of post-graduate studies is completion of an online library training after which one must indicate the required data and accept this document. Information on activating the account will be sent via electronic post to the email address indicated in the recruitment process.
2. Employees and other personnel of the healthcare entities formed and conducted by the Medical University of Bialystok, who are not employees of the Medical University of Bialystok, and employees of the healthcare system from the Podlaskie Voivodeship - are obliged to present an employment certificate.
3. Interns who undergo an internship in clinical hospitals of the Medical University of Bialystok, are obliged to present an internship certificate.

# § 3

A document which entitles to rental of books from the outside is a library card or student ID/mID card in cases specified in § 4.

# § 4

1. Students may rent resources on the basis of a student ID card/mID card or library card throughout the whole period of studies.
2. Doctoral students may rent resources on the basis of a doctoral student ID card/mID card or library card throughout the whole period of the Doctoral School.
3. Library card issued to students/doctoral students is free of charge and maintains validity for the whole period of studies/education in the Doctoral School.

# § 5

The library card issued to attendees of post-graduate students is free of charge and maintains validity for the whole period of post-graduate studies.

# § 6

The library card issued to employees of the Medical University of Bialystok is free of charge and maintains validity for the whole period of employment.

# § 7

Library card issued to retired employees of the Medical University of Bialystok is free of charge and maintains validity for an unlimited period of time.

# § 8

The library card issued to employees and personnel of healthcare units formed and maintained by the Medical University of Bialystok and to interns of clinical hospitals of the Medical University of Bialystok, employees of the healthcare sector in the area of the Podlaskie Voivodeship is valid for the period of 12 months and it is free of charge.

# § 9

1. The fee for issuance of the library card amounts to PLN 15.
2. The fee for issuance of a duplicate library card amounts to PLN 25 (the fee concerns persons specified in § 5, § 6, § 7 and § 8 of the hereby document).

# § 10

1. The library card and electronic student ID card/doctoral student ID card/mID card cannot be passed on to any third parties.
2. Misplacing or damaging the library card must be immediately reported to the library personnel.

# § 11

Library collections are disclosed for the period of time compliant with the status specified for individual groups of users, that is, for 150 days, 60 days or 30 days.

# § 12

1. Students, doctoral students of the Medical University of Bialystok may have up to 15 books rented simultaneously with a possibility of prolonging rentals, provided that a given book is not reserved by another user. Students may rent books after undergoing an online library training.
2. Attendees of post-graduate studies may rent up to 5 books solely with an archive status for the period of 30 days with a possibility of prolonging, provided that a given book is not reserved by another user.
3. Other users may have 2 books on their account solely with an archived status for a period of 1 month without the possibility of prolonging rental.
4. After registering the rented books, the user ought to verify the state of their account and submit any potential remarks to the User Service Department (email address: wypoz@umb.edu.pl; tel.: 85 748 54 50)
5. Rentals are registered electronically on the basis of the QR code of the book and the student ID card/mID card or library card.
6. Lack of notification sent by the Library by electronic post on the expiry of the term for returning the books does not release the user from an obligation to pay the fee for delayed return.

# § 13

All users of the Library are entitled to order books via the electronic system.

# § 14

Books with a status of “Handbook” copy may be rented solely by students and doctoral students.

# § 15

1. Students may rent books with a status of “Handbook” for the period of 150 days whilst in case of a status “Archives” - 60 days.
2. Doctoral students may rent books with a status of “Handbook” and “Archives” for the period of 150 days.

# § 16

Employees of the Medical University of Bialystok may rent books for the period of 150 days.

# § 17

Books ordered electronically after obtaining the status of reserved for rental must be collected within 3 working days.

# § 18

Students who fail to collect a reserved book on time will have their accounts blocked for the period of one month and in case of ordering a book in July, August and September - their accounts will be blocked until the end of October.

# § 19

The Library shall charge a fee for withholding rented library materials in the amount of PLN 1.00 per each rented book copy, per each day of delay. The fee will be calculated from Monday to Friday excluding Saturdays, Sundays and bank holidays

# § 20

1. Collections available in the Reading Rooms are disclosed on site.
2. It is allowed to rent items from the collection of resources of the student Reading Room outside the premises to employees and students as well as doctoral students with an active library account for the following periods of time:
	1. books marked with a yellow strip for the period of 15 days;
	2. other items with the exclusion of doctoral works, master's works and BA theses as well as precious and rare works that may be rented as the so-called overnight-quarter rentals before closing of the student Reading Room until 9:00 am on the following day or weekend-quarter rentals before closing of the Reading room on Saturday until 9:00 on Monday.
3. In case of exceeding the term for return of item from point 2.1, 2.2 the fee shall be collected for each rented book in the amount of PLN 9 for each day of delay. The fee will be calculated from Monday to Friday excluding Saturdays, Sundays and bank holidays.

# § 21

It is forbidden to tear out sheets, underline text, make notes etc. in the Library materials.

# § 22

1. In case of displacing or damaging the rented library materials, the user shall be obliged to purchase a copy of a given work or its later edition or to deliver another work specified by the Library which is on sale.
2. In case of noticing underlined phrases or lack of sheets in a book copy or a journal copy, the user ought to immediately report this fact to the Library personnel.
3. In a situation of failing to report the above, the user shall bear liability in line with the provision of sec. 1 of the hereby paragraph.

# § 23

Prior to obtaining a diploma or departure from the University, students, doctoral students and employees of the Medical University of Bialystok are obliged to return the rented books and settle all liabilities towards the Library.

# § 24

1. Solely authorized users, i.e. employees, students and doctoral students of the Medical University of Bialystok with an active reader account may use electronic resources purchased by the University.
2. Access to electronic resources for employees, students and doctoral students of the Medical University of Bialystok is possible through:
	1. All computers registered in the Medical University of Bialystok network;
	2. remote connection from outside the Medical University of Bialystok computer network.
3. Other users may use electronic resources solely on site, in the Main Library of the Medical University of Bialystok (provided the granted licenses allow this).
4. Users of electronic resources are bound by the provisions of copyrights law in the scope of allowed personal use, scientific and educational use.
5. The use of electronic sources does not entitle to:
	1. mass upload of records from the databases and texts from full-size services;
	2. redistribution in any form of electronic resources or their parts to third parties – unauthorized users;
	3. use of e-sources for commercial purposes;
	4. granting access to third parties to electronic resources through disclosing a computer, login and password.
6. Detailed principles of disclosing individual databases are placed on the website of the Library of the Medical University of Bialystok.

# § 25

Consumption of beverages and meals is not allowed in the Reading Rooms and in the group work rooms. It is allowed solely in the Library in the place designated for this purpose.

# § 26

Application forms concerning unregulated matters in the hereby Regulations should be directed to the Library Director.

# § 27

Pricelist of services provided by the Main Library of the Medical University of Bialystok constituting Appendix no. 1.1 to the hereby Regulations is hereby introduced.

# § 28

1. The Main Library of the Medical University of Bialystok has two group work rooms at its disposal.
2. The principles of disclosing and using group work rooms are specified in the Regulations of use of the group work rooms constituting an Appendix no. 1.2 to the hereby Regulations.

# § 29

Library users are obliged to familiarize themselves with the hereby Regulations and abide by them.

**Rector**

**prof. dr hab. Marcin Moniuszko**