

Appendix No. 1 to Rector's Ordinance No. 05/09/25
of Powiślańska Academy of Applied Sciences
of 23 September 2025.



REGULATIONS FOR ACCESS TO COLLECTIONS IN
THE LIBRARY AND INFORMATION SYSTEM OF
POWIŚLAŃSKA ACADEMY OF APPLIED SCIENCES

Kwidzyn, Gdańsk, Toruń, Kościerzyna, Giżycko, September 2025

§ 1 LIBRARY AVAILABILITY

The Library of Powiślańska Academy of Applied Sciences operates during the academic year (with consideration of public holidays, days off resulting from the work schedule, and other days off announced in advance on the Academy website and premises) according to the following schedule depending on the location:

1. Kwidzyn:
 - a. during session weekends:
 - Thursday: 03.00 p.m. - 8.30 p.m., Friday, Saturday, Sunday: 08.00 a.m. - 8.30 p.m.;
 - b. Outside session weekends:
 - Tuesday – Friday: 08:00 a.m.– 4:00 p.m.;
 - c. From 1 July to 15 September:
 - Monday–Friday: 08:00 a.m.– 4:00 p.m.
2. Gdańsk:
 - a. during session weekends:
 - Thursday: 03.00 p.m. - 8.30 p.m.; Friday, Saturday: 08.00 a.m.- 8.30 p.m,
 - b. From 1 July to 15 September:
 - Monday–Friday: 08:00 a.m.– 4:00 p.m.
3. Toruń:
 - a. during session weekends:
 - Monday–Friday: 08:00 a.m.– 4:00 p.m.
 - b. From 1 July to 15 September:
 - Monday–Friday: 08:00 a.m.– 4:00 p.m.
4. Kościerzyna:
 - Via the Konstanty Damrot Municipal Library in Kościerzyna Monday–Thursday: 10:00 a.m.– 05:00 p.m.; Friday: 08:00 a.m.– 3:00 p.m
5. Giżycko:
 - a. during session weekends:
 - Monday–Friday: 08:00 a.m.– 4:00 p.m.
 - b. From 1 July to 15 September:
 - Monday–Friday: 08:00 a.m.– 4:00 p.m.

§ 2

FORMS OF ACCESS TO COLLECTIONS

1. Library collections are made available::
 - a. for borrowing outside the Library,
 - b. for on-site use in the reading room (Kwidzyn / Gdańsk / Toruń / Kościerzyna / Giżycko),
 - c. through access to subject and alphabetical catalogues in the Libra Net and Academica databases,
 - d. through access to the Academica digital library terminal located in the reading rooms in Kwidzyn and Gdańsk (after prior notification to a librarian and with a valid library account),
 - e. through access to e-books via the Ibuk Libra platform,
 - f. through access to the Virtual Library of Science,
 - g. through access to the EBSCO database

§ 3

BORROWING OF COLLECTIONS

1. The following persons are entitled to use the Reading Room and Lending Service::
 - a. students of Powiślańska Academy of Applied Sciences,
 - b. employees of Powiślańska Academy of Applied Sciences,
 - c. postgraduate students of Powiślańska Academy of Applied Sciences,
 - d. participants of courses organized by the Powiślańska Academy of Applied Sciences
2. A condition for borrowing library materials is having an individual library account in the computerized library system. The reader is obliged to inform the Library of any change in personal or contact details.
3. The Library provides access to its collections using a computerized library system. By registering with the Library, the user agrees to the electronic registration of borrowings.
4. The reader may borrow books only in their own name upon presentation of a student ID card or an identity document.
5. Books are issued to the reader after submitting a prior request via e-mail to:
 - a. the information point of the selected unit:
 - Kwidzyn: info@psw.kwidzyn.edu.pl,
 - Gdańsk: info_psw_gdansk@powislanska.edu.pl,
 - b. the Dean's Office:
 - Toruń: dziekanat_psw_torun@powislanska.edu.pl,

- Giżycko: dziekanat_pans_gizycko@powislanska.edu.pl,
- c. the Konstanty Damrot Municipal Library in Kościerzyna:
 - Kościerzyna: czytelnia.bm@koscierzyna.gda.pl.
 - d. via the online catalogue (after activating the online library account).
- 6. Students wishing to register a library account online in the Ibuk Libra system are required to complete the registration form and send it to: biblioteka@powislanska.edu.pl
- 7. The form is available on the Virtual Dean's Office website. An activation link will be sent to the provided e-mail address. Completing and submitting the registration form constitutes confirmation that the user has read and accepted the Regulations for Access to Collections in the Library and Information System of Powiślańska Academy of Applied Sciences.
- 8. Persons registering via the online form are required to present an identity document or student ID card at the Information Point during their first borrowing.
- 9. Requests for reserving books are processed in the order in which they are received. Reserved and ordered materials must be collected within the specified time limit.
- 10. The number of books borrowed by a reader may not exceed:
 - a. PAAS students – 5 titles,
 - b. PAAS employees – 5 titles,
 - c. PAAS postgraduate students – 3 titles,
 - d. participants of courses organized by PAAS – 2 titles.
- 11. Borrowing periods are as follows:
 - a. PAAS students – for a period not exceeding 1 month,
 - b. PAAS employees – for a period not exceeding 3 months,
 - c. PAAS postgraduate students – for a period not exceeding 1 month,
 - d. participants of courses organized by PAAS – for a period not exceeding 1 month.
- 12. Users are required to return borrowed materials on time and extend the loan period if necessary. In case of overdue returns, the Library charges a fee of PLN 1.50/1 EUR for each day of delay per book. Failure to pay the fee will result in suspension of borrowing privileges until the outstanding amount is settled. Users are obliged to monitor their library accounts.
- 13. The library system provides users with access to information about the status of their account, including the number of borrowed or ordered books, return deadlines and any outstanding fees.
- 14. Extending the loan period, borrowing an ordered item or reserving a borrowed item is possible provided that the following conditions are met:
 - a. the maximum number of allowed extensions has not been exceeded;
 - b. the item has not been reserved by another user;
 - c. the return date of any item on the user's account has not expired;

- d. the library account is still valid;
 - e. there are no outstanding fees on the account.
15. The user has the right to extend the loan period once:
- a. independently online after activating the library account in the Libra Net system,
 - b. by contacting the Library in person or by e-mail.
16. In justified individual cases, the librarian may decide to increase the standard borrowing or extension limits.
17. Users who provide an e-mail address when registering with the PAAS Library and activate their reader account in the Libra Net system will receive system notifications regarding:
- a. the approaching due date of borrowed materials (7 days before the deadline),
 - b. overdue materials after the return date has passed.
- Failure to receive a reminder from the Library does not release the reader from the obligation to return borrowed materials on time.
18. Readers of the PAAS Library are responsible for the condition of the materials entrusted to them. To avoid liability for existing damage, it should be reported when receiving the item. Readers are financially responsible for the loss or damage of borrowed materials.
19. In the event of damage or loss of a book, the reader is required to:
- a. replace it with a new copy of the same title,
 - b. replace it with another book indicated by a Library employee,
 - c. pay an amount corresponding to the current value of the lost book (the amount is determined by a Library employee).
20. The following materials may not be borrowed outside the Library:
- a. special collections (all data carriers),
 - b. items from the reference collection, e.g. bachelor's theses,
 - c. journals.
21. The use of the Library collection is free of charge. Every Library user is obliged to familiarize themselves with the Library regulations and internal rules and to comply with them.

§ 4

RULES FOR USING THE READING ROOM OF THE LIBRARY OF POWIŚLAŃSKA ACADEMY OF APPLIED SCIENCES

1. The Reading Room may be used by all users registered at Powiślańska Academy of Applied Sciences. The Reading Room operates at the PAAS premises in Kwidzyn / Gdańsk / and at the Municipal Library in Kościerzyna..
2. Users have access to:
 - a. the book collection,

- b. the full collection of subscribed journals in both printed and electronic versions,
 - c. reference publications such as encyclopedias, dictionaries, lexicons, etc.,
 - d. electronic resources (databases, journals).
- 3. The opening hours of the Reading Room are publicly available on the notice board and on the Library's website (within the Academy's domain).
- 4. A student or employee using the Reading Room must register in the Reading Room register and present a valid student ID card or identity document to the staff member on duty.
- 5. Users are required to:
 - a. maintain silence,
 - b. refrain from bringing in or consuming food and beverages,
 - c. not remove library materials from the Library without the permission of a Library employee,
 - d. refrain from making telephone calls.
- 6. Before leaving the Reading Room, books must be returned to the Library staff member..
- 7. The reader is obliged to handle the provided materials with due care. Any damage noticed should be immediately reported to the Library staff member.

§ 5

RULES FOR USING THE INTERNET READING ROOM OF THE LIBRARY OF POWIŚLAŃSKA ACADEMY OF APPLIED SCIENCES

1. Access to the Library's computer network is granted to employees and students of Powiślańska Academy of Applied Sciences who are registered in the Library user database.
2. The Library provides users with free access to the computer network, in particular to computer equipment, software and the Internet.
3. The use of computer equipment and Internet access is permitted solely for educational purposes and for obtaining materials necessary for studying, acquiring knowledge or self-education. The use of the PAAS computer network for commercial purposes or for activities inconsistent with the law is strictly prohibited..
4. Access to the local network and computer equipment is available during the Library's opening hours.
5. The time spent using a computer is not limited, except in situations when there is a high demand for computer workstations.
6. A student, employee, postgraduate participant or course participant using the Internet Reading Room must register in the Reading Room register and present a valid student ID card or identity document to the staff member on duty.
7. A maximum of two persons may use one computer workstation.

8. The user has the right to:
 - a. use a web browser to access websites,
 - b. work with office software such as OpenOffice or Microsoft Office,
 - c. save the results of their work on an external storage device.
9. The user is prohibited from:
 - a. undertaking any actions that may result in the damage or destruction of the computer workstation,
 - b. downloading or installing any software from outside the Library onto the computer,
 - c. making any changes to application software or the configuration of the operating systems of the computer workstations,
 - d. attempting to bypass or break system security protections,
 - e. independently attempting to repair malfunctions of system or application software or any equipment constituting part of the computer workstation.
10. The user is obliged to inform the staff member on duty about any damage to equipment or system malfunctions immediately upon noticing them.
11. The staff member on duty has the right to monitor the work of users and may terminate a user's session if inappropriate activities are observed.
12. Outerwear should be left in the designated area.
13. The use of mobile phones as well as the consumption of food and beverages is prohibited within the Reading Room.
14. Users working at the computers are required to maintain silence. Sound may only be used through the user's own headphones connected to the computer.
15. The user is responsible for any potential damage.
16. A person who fails to comply with the above regulations may be deprived of the right to use the Internet Reading Room until the end of the semester.

§ 6

INFORMATION SERVICES

1. The Library provides information services concerning the resources available within the library and information system of the Powiślańska Academy of Applied Sciences and, where possible, also regarding the collections of national and international libraries.
2. The scope of information services provided by Library staff includes:
 - a. providing library, bibliographic and factual information based on the Library's own resources,
 - b. assistance in searching for and selecting materials,
 - c. guidance and training activities on the use of the online library catalogue, the electronic books platform, and searching in databases.

3. The Library does not prepare bibliographic lists for bachelor's or master's theses.

§ 7

SETTLEMENT WITH THE LIBRARY

1. Students and participants of the Powiślańska Academy of Applied Sciences, upon completing their studies or resigning from education, are required to return all borrowed library materials and complete all formalities related to settling their account with the Library.
2. An employee of the Powiślańska Academy of Applied Sciences, upon termination of an employment contract or civil law contract with the Academy, is obliged to settle all obligations towards the Library.
3. Course participants, upon completion of a course or resignation from further participation, are required to return all borrowed library materials and settle their account with the Library within 3 days from the date of course completion or resignation.

§ 8

PROCESSING OF PERSONAL DATA

The processing of readers' personal data by the Library is carried out in accordance with the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws 2019, item 1781) as well as with the internal regulations of the Academy.

§ 9

FINAL PROVISIONS

1. Organizational matters related to the borrowing or provision of library collections not regulated in these Library Regulations of the Powiślańska Academy of Applied Sciences shall be resolved by the Head of the Library or the Vice-Rector for Academic and Student Affairs.
2. Failure by a user to comply with these Regulations may result in the limitation or withdrawal of the right to use the services of the Library of the Powiślańska Academy of Applied Sciences.
3. These Regulations shall enter into force on 1 October 2025.

Katarzyna Strzała-Osuch PhD, Professor of PAAS

Rector of Powiślańska Academy of Applied Sciences