

Appendix No. 2 to Rector's Ordinance No. 05/09/25  
of Powiślańska Academy of Applied Sciences  
of 23 September 2025.



**Powiślańska  
Academy  
of Applied Sciences**

**REGULATIONS FOR INTERLIBRARY LOANS  
BETWEEN BRANCHES OF THE POWIŚLAŃSKA  
ACADEMY OF APPLIED SCIENCES**

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

## **§ 1**

The Library provides inter-branch loans between the branches of the Powiślańska Academy of Applied Sciences for materials related to the fields of study offered at the Academy.

## **§ 2**

The library acquires library materials according to orders from:

- a. PAAS Kwidzyn,
- b. PAAS Gdańsk,
- c. PAAS Toruń.

## **§ 3**

The right to order materials from the Powiślańska Academy of Applied Sciences is granted to:

- a. students,
- b. staff members,
- c. postgraduate studies participants,
- d. participants of courses organized by the Powiślańska Academy of Applied Sciences.

## **§ 4**

The condition for using inter-branch loan services at PAAS is having an active library account in the Libra Net system and no outstanding obligations to the Library.

## **§ 5**

Before placing an order, the reader is required to check the Library catalog to see if the requested materials are available on-site.

## **§ 6**

The Library processes orders sent to the email address [biblioteka@powislanska.edu.pl](mailto:biblioteka@powislanska.edu.pl). The reader is required to send to the above address a completed and signed order form, which includes the following information and constitutes Appendix No. 1 to these regulations:

- a. reader's first and last name,
- b. student ID number,
- c. contact details (email address, phone number),
- d. bibliographic description of the requested item and its location,
- e. signature of the requester.

## **§ 7**

In the case of an order containing incomplete information, the Library reserves the right to cancel it. If the requested item is unavailable, the reader will be duly informed.

## **§ 8**

The processing time for an order is determined individually after checking the availability of the item and the possibility of its transport. The Library notifies the reader by phone or email when the requested books (materials) have arrived and are ready for collection.

## **§ 9**

At one time, the following number of titles can be ordered:

- a. students – up to 4 titles,
- b. staff members – up to 5 titles,
- c. postgraduate studies participants – up to 3 titles,
- d. participants of courses organized by the Powiślańska Academy of Applied Sciences – up to 2 titles.

## **§ 10**

Materials are lent for a period of one month. This period may be extended in justified cases upon the reader's request, submitted before the due date. If the items are not returned on time, the Library sends a reminder (notice), to which the reader is obliged to respond immediately. Failure to respond will result in the suspension of further loans and the blocking of the account until the reasons for the overdue items are resolved.

## **§ 11**

A request to extend the loan period for borrowed materials can be sent by mail, by email, or arranged by phone.

## **§ 12**

If the reader wishes to cancel an order, they should promptly notify the Library.

## **§ 13**

Users of the Library materials are responsible for the condition of the items entrusted to them. To avoid liability for pre-existing damages, any such damage must be reported upon receipt of

the item. Readers are financially responsible for the loss or damage of borrowed materials. In the event of a book being lost or damaged, the reader is obliged to:

- a. purchase another copy of the same book,
- b. purchase another book specified by a Library staff member,
- c. pay an amount corresponding to the current value of the lost book (the amount is determined by a Library staff member).

#### **§ 14**

The following items cannot be borrowed from the Library:

- a. special collections (all data carriers),
- b. items in the reference collection, e.g., bachelor's theses,
- c. newspapers and journals.

#### **§ 15**

The Library reserves the right to make the final decision regarding the type, scope, and timing of services requested by the user

#### **§ 16**

These Regulations come into effect on the date of their approval.

Katarzyna Strzała-Osuch PhD, Professor of PAAS

Rector of Powiślańska Academy of Applied Sciences

*Appendix No. 1 to the Regulations  
for Inter-Branch Loan of Library Materials  
at the Powiślańska Academy of Applied Sciences*

**Order of Library Materials from the Branches  
of the Powiślańska Academy of Applied Sciences \***

**Reader's Information:**

Last name, first name:

Staff/Student:

Phone number:

Reader's email:

Student ID number:

**Bibliographic description of the requested item:**

Author:

Title:

Place of publication:

Year of publication:

Edition:

**Book location:**

PAAS Branch:

Inventory number:

Call number:

Date and reader's signature:

\*to be completed by the person placing the order