

RULES OF USE OF THE COLLECTIONS OF THE LIBRARY OF THE ACADEMY OF FINE ARTS IN KATOWICE

General provisions:

§ 1

The terms used in the rules have the following meaning:

Reader – a person using library materials.

Library material – a document containing the written expression of human thought, intended for distribution, regardless of the physical medium and the manner in which the content was recorded, including graphical (writing, cartographic, iconographic, and musical), audio, visual, audiovisual, and electronic documents.

Library - The Library of the Academy of Fine Arts in Katowice

§ 2

The right to use library materials is granted to all interested parties, according to the rules specified in the Terms of Use.

I. Rules of checking out library materials:

§ 3

The right to check out library materials is granted to:

1. Students, auditing students, doctoral students, and employees of the Academy of Fine Arts in Katowice.
2. On the basis of reciprocity: students, auditing students, doctoral students, university staff with whom an appropriate agreement has been concluded.
3. All adult persons whose scientific interests require them to check out items from the library.
4. Other libraries and institutions, including scientific ones.

§ 4

1. The basis for checking out library materials is:
 - a) correct filling out and signing of the "Reader's declaration",
 - b) submission of:
 - by the student: a valid student book for the academic year and an identity card.
 - by an employee of the Academy of Fine Arts in Katowice: an identity card.
 - by other readers: an identity card.
 - c) correct filling out and signing of the lending form.
2. Personal data of the reader, including: first and last name, address, date of birth, PESEL number, e-mail address and telephone number, submitted at the time of the registration at the Library are stored in the manual and electronic registers of the library's readers. The data collected are protected in accordance with the Personal Data Protection Act (Journal of Laws 2002 No. 101, item 926, consolidated text, as amended).
3. The reader consents to the processing of the personal data provided at the time of registration to the extent described in the "Consent Clause of the Readers of the Library of the Academy of Fine Arts in Katowice", attached as appendix no 1 to the Rules.
4. The data of a reader, whose account has been inactive for more than 5 years and who has settled all obligations towards the Library, is deleted.
5. Checking out to other libraries and institutions shall be based on separate agreements between the Academy of Fine Arts in Katowice and these institutions.
6. The reader is obliged to notify the lending library of any change in the data described in item 2.
7. An individual online account is created for each registered reader, which is available in the electronic catalogue of the Library. Through the account one can order or make reservation for the library materials, and also prolong the checkout period.
8. Readers who have provided their e-mail address may also be sent messages about reservations made, upcoming return dates and their exceedance.

§ 5

1. All checkouts are recorded on a computer. It is the responsibility of the reader to check their account balance after each transaction. Any doubts should be immediately reported to the librarian.
2. The full responsibility for the timely return of library materials lies with the reader. The library is not obliged to inform the reader about the expiration of the deadline for returning the checked-out library materials.

§ 6

1. The library of the Academy of Fine Arts in Katowice lends to:
 - a) academic staff and doctoral students of the Academy of Fine Arts in Katowice, up to 10 items of library materials (except for special collections) for a period of up to 4 weeks. In the case of library materials purchased for scientific research – until the end of the duration of the research.
 - b) students and auditing students of the Academy of Fine Arts in Katowice, up to 3 items of library materials (except for special collections) for a period of up to 4 weeks.
 - c) students, auditing students, doctoral students, and staff of higher education institutions with whom an appropriate agreement has been concluded pursuant to the terms laid down in these rules.
 - d) other readers, up to 2 items of library materials (except special collections) for a period of up to 4 weeks.
2. In justified cases, the librarian may authorize a larger number of materials to be checked out.
3. **Popular books, which are classified as such by the librarian, can be borrowed for a period of up to 2 weeks.**
4. The reader can have the deadline for returning the checked-out materials extended if they were not reserved by another reader. Prolongation can be made no later than on the day when the materials are to be returned, and the first extension can be made by the reader on their own account for the period during which the library materials have been checked out.
5. **In justified cases, the Library may demand the return of the checked-out materials before the expiry of the statutory deadline.**
6. The librarian can set a new return date at checkout.

7. In case of failure to meet the deadline for the return of checked out library materials:
 - a fee shall be charged in the amount determined by the Rector of the Academy of Fine Arts in Katowice
in a separate ordinance.
 - the right to check out library materials is suspended.
 - a reminder is sent calling for their immediate return
8. If the reader, despite receiving a reminder calling for the return, does not return the library materials to the Library, before any legal action against the Reader is taken, the Library sends a final request to return the library materials and to pay the fee for their untimely return.
9. The use of the library collections shall be permitted for personal use and with regards to copyrights.

§ 7

1. The following are not available for checkout:
 - a) works included in the reference library in the reading room,
 - b) encyclopedic publications, dictionaries, and other information-based publications
if there is only a single copy in the library.
 - c) special collections,
 - d) works issued before 1945,
 - e) damaged works requiring maintenance,
 - f) rare, difficult to acquire works,
 - g) works made available on a temporary basis by other libraries.
2. Library materials included in the reference book collection in the reading room may be, in justified cases, checked out for short time, previously agreed upon with the Librarian (but not longer than for a period of 2 weeks). These materials may be conditionally checked out to persons who have the right to check out.

§ 8

1. The right to check out library material expires at the moment of:
 - a) completion or termination of studies
 - b) termination of the employment contract with the Academy.
2. Before fulfilling their obligations towards the Library, students of the Academy of Fine Arts should return the checked-out library materials to all libraries of other

higher education institutions pursuant to the rules laid down in agreements concluded between the Academy of Fine Arts and these institutions.

3. In connection with the termination of the employment relationship with the Academy, employees of the Academy should include statement on their clearance slip concerning the payment of liabilities towards the Library of the Academy of Fine Arts in Katowice.

§ 9

Rules for making available library materials accessible by other libraries under the so-called interlibrary loans.

1. The library of the Academy of Fine Arts in Katowice may make it possible to use the collections of other libraries through interlibrary loans. Library materials owned by the library or reprographically processed materials may be imported. The use of library materials takes place only in the reading room for a period determined by the Library of the Academy of Fine Arts with the library in which the materials are recorded. Secondary documents sent by other libraries can be obtained by the user after paying for their copies.
2. The library can provide interlibrary checkouts from national and international libraries. Interlibrary checkout services are subject to charges depending on the country of the borrower, the type of service and the library providing the service. The fees are intended to cover the costs of the checkout. The reader shall be charged for the costs of importing library materials, including insurance.
3. The reader shall be charged for costs of importing works, even if the reader does not use the imported material and it is sent back to the home library.
4. The Library always reserves the right to make a final decision as to the type, size and date of the services requested by the readers.
5. The library makes its collections available on an interlibrary loan basis, pursuant to the agreements between libraries.

II. Rules for making the collections available in the reading room:

1. The collections contained in the reference book collection can be used by readers independently in the Library's spaces intended for work. The documents used should be forwarded to the librarian on duty. It is forbidden to put the books on shelves on your own.
2. Readers are obliged to:
 - a) present an identity document to the librarian.
 - b) notify the librarian that the books and other proprietary material have been are now in the reading room.
3. Forbidden reading room activities:
 - a) bringing in meals and drinks
 - b) use of mobile phones
 - c) taking available collections outside of the Reading Room.
4. Making special collections available takes place in accordance with the rules set out in item V.
5. Each reader can have up to 10 publications made available at the same time.

III. Financial liability of the reader:

1. The reader is financially responsible for any damage to library materials and equipment caused by them.
2. The lending form, filled out and signed by the reader, constitutes proof of borrowing. The reader bears full financial responsibility for the borrowed library materials. In case of their loss or destruction, the reader, whose lending form is in the possession of the library, is held responsible.
3. In case of destruction or loss of library materials, the following applies:
 - a) repurchase of identical the library material,
 - b) purchase of a publication designated by the Librarian,
 - c) acceptance of materials proposed by the reader after verification of its suitability for the collections,
 - d) covering the costs of binding of library material, if necessary.

- e) the possibility of providing the Academy with works/services specified in a separate agreement.
4. If it is not possible for the reader to buy a replacement copy, the librarian determines the price of the lost book depending on its merit (however, not less than 10 Euro).
 5. In case the reader is checking out a damaged library material, they are obliged to mention said damage on the lending form. In case the reader returns a damaged library, material and fails to disclose this information on the lending form, the reader will be held liable for the damage.

IV. Reprography of collections:

1. The library offers a scanner available for self-use by the Readers. The reader can independently, for personal use, make scans on the equipment intended for this purpose.
2. It is prohibited to make copies of:
 - a) diploma theses: bachelor's and master's theses and their reviews
 - b) items in bad condition
3. The librarian decides about the possibility of making a copy each time, however this does not apply to the works listed in sec. 2 letter a).
4. Filming, photographing, and scanning of collections with the reader's own equipment requires the consent of the librarian.

V. Rules for making Special Collections available:

1. The Special Collections in the Academy Library include:
 - old prints, unique and bibliophilic publications,
 - ephemeral prints, posters,
 - audiovisual material, manuscripts, original photographs, graphics, and other works having an original status,
 - archival material
2. Special collections are available only in the reading room.

3. Diploma theses: the bachelor's and master's theses kept in the library are made available at the request of the person concerned:
 - a) without additional authorizations, on the basis of an identity card:
 - to the author of the work
 - to employees of the Academy
 - b) other persons - only with the prior written consent of the Rector
4. Use of the above-mentioned works must not infringe on the copyrights specified in the Act on Copyright and Related Rights of 4 February 1994 (Journal of Laws 1994 no 24 item 83), which should be taken into account when giving consent in sec. 3 item b.
5. A request form for special collections is available in the library.

VI. Rules of using the computer room:

1. At the Library's computer room one can:
 - use computer workstations
 - use one's own laptops
2. Computer workstations for readers are installed to provide access to sources of information necessary to conduct studies and scientific research, in particular the use of the library catalogue and databases. Users of the library computers shall be required to use them in accordance with their purpose.
3. Readers using the Library's computers are not allowed to:
 - take action which can lead to damaging the computers and their software.
 - make changes in computer configurations, make attempts to break existing protections and interfere with the content of the data collected
 - upload, download and make available content that is unlawful or is the subject of protection of intellectual property, whose author is not the user.

VII. Rules for making the Library's collection available to chairs:

1. The chair or faculty has the right to borrow library materials that are necessary for the work of their employees from the Library. The borrowed materials constitute the library's book collection, but with a limited right to use. They are the chair's reference book collection.
2. Chair or Faculty Heads have the right to borrow the library materials for their respective units. The Head may authorize, in writing, one of the Faculty's employees to take over these competencies. The person entrusted with the custody of the materials is financially responsible for the library materials. The transfer of library materials takes place on the basis of a written report of receipt.
3. Once a year, at a date set by the Rector, the reference book collection shall be reviewed. The review will be made on the basis of a physical count. The physical absence of an item during the inventory will financially burden the person entrusted with the custody of the library materials. Detailed guidelines for reviewing shall be laid down in a separate Rector's order.

VIII. Final provisions:

1. Non-compliance with the rules deprives the Reader of the right to use the Library of the Academy of Fine Arts in Katowice.
2. The reader has the right to appeal to the Rector of the Academy of Fine Arts in Katowice against decisions made by the library's employee.
3. Decisions in matters not covered by these regulations shall be taken by the Rector in consultation with the librarian or the Library Board.

CONSENT CLAUSE FOR KATOWICE ACADEMY OF FINE ARTS LIBRARY READERS

1. I agree to the processing of my personal data contained in the provided admission card and reader card for the Library's needs in connection with the use of its resources for:
processing for statistical purposes -
processing for the purpose of asserting claims for non-returned/damaged books borrowed by myself -
2. I am aware of the fact that my consent to the processing, referred to in item 1, is necessary for me to be considered a reader and also for the purposes of the Library's claims in case of failure to comply with the terms of use.
3. I acknowledge and apply the Rules of Use of the Library's collections.
4. *With my signature I declare that the following information clause of the Data Controller is understandable and fully describes the scope of my rights resulting from art. 15-17 and 19-22i 34 of the General Regulation of the European Parliament and of the Council 2016/679**)*

Instruction:

1. The Rector of the Academy of Fine Arts in Katowice, 39 Raciborska Street, 40-074 Katowice, is the controller of personal data processed using the Library's resources
2. You have the right to access the content of your data in order to correct or transfer them.
3. You have the right to restrict processing, delete data, object to processing in case of violation of legal requirements.
4. You have the right to withdraw your consent at any time – (*withdrawal of consent is tantamount to resigning from further use of the library resources*).
5. You have the right to be informed about the breach and, if a breach is detected, to lodge a complaint with the supervisory authority**).
6. You have a right to claims for confirmed breaches**).
7. Data in the process of using the Library's resources is not processed automatically and is not profiled**).
8. The data will not be processed for purposes other than those indicated in the consent clause and will not be made available to other entities.
9. The data will be processed for a period of time consistent with the above statement.
10. Providing personal data is voluntary and results from your personal decision to become a reader of the Library of the Academy of Fine Arts in Katowice.
11. You have the right to contact the Data Controller in order to exercise your rights at:
 - ✓ The Academy of Fine Arts in Katowice: **40-074 Katowice ul. Raciborska 37**
 - ✓ telephone: 32 758 77 01
 - ✓ e-mail address: rodoasp@asp.katowice.pl
 - ✓ contact with the Personal Data Protection Inspector / elzbieta.binczyk@asp.katowice.pl