

Regulations for the Library of Collegium Da Vinci

§ 1 General provisions

1. The library of Collegium Da Vinci (hereinafter referred to as "CDV") (hereinafter referred to as the "Library") is a scientific library, whose main objectives include:

- a) collecting, developing and making library collections and scientific information resources necessary for the teaching process and scientific research available
- b) serving the users referred to in paragraph 4 below with regards to the use of the library collections.

2. The library collections shall be made available:

- a) in the reading room located in the Library in Poznan, ul. gen. T. Kutrzeby 10 (hereinafter referred to as the Reading Room);
- b) outside, by lending the collection under the terms of these Regulations.

3. The right to use the collections in the Reading Room is granted to any person interested in the book collection, upon presentation of a valid identity document, according to the rules specified in Part II of the Regulations.

4. The right to borrow collections is granted to:

- a) students, doctoral students, CDV employees,
- b) students, doctoral students, SWPS University employees,
- c) students and employees of the Da Vinci Academic Secondary School
- d) students of all types of studies organised by CDV and SWPS University,
- e) persons with a deposit account

hereinafter jointly referred to as: "Users" or "Readers").

5. The right to use the Reading Room is confirmed by:

- a) a valid student ID card of CDV and SWPS University
- b) a valid identity document or school ID card in the case of employees and students of postgraduate studies and Da Vinci Academic Secondary School.

6. In order for the User to use the lending library, it is also necessary to fill in the library membership card and make a declaration of acceptance of these Regulations.

7. The User may authorise in writing another person to use the User's Library account at the expense and risk of the authorising User. The User shall submit the permanent authorisation in person on the Library membership card. The

User sends the one-time authorization to biblioteka@cdv.pl from an e-mail address in the domain that belongs to CDV or SWPS University.

8. In the case of removal from the list of CDV or SWPS University students and doctoral students, graduation from the studies, graduation from the CDV Academic Secondary School or termination of the employment relationship with CDV or SWPS University, the Reader shall return all borrowed books and settle any financial arrears due to untimely return, within 30 days from the date of the event.

§ 2 Deposit account

1. Individuals who are not authorised to use the Library's collections pursuant to the provisions of §1(4)(a-d) of these Regulations, may use the Lending Library after creating a deposit account.

2. A deposit account entitles the user to use the Lending Library services during the academic year in which it is created.

3. The User shall set up a deposit account in person at the Library. When setting up a deposit account the User shall pay a deposit in the amount of PLN 300 (in words: three hundred zlotys) and sign a declaration that they have read these Regulations and undertake to comply with them. The User shall make the payment of the deposit, using the bank account indicated by a Library employee or directly at the Library employee's desk by means of a payment card.

4. A Library employee shall verify the data provided by the User when opening a deposit account on the basis of a valid identity document presented by the User.

5. The deposit account User may borrow, on a one-off basis, no more than 3 copies of books for a period of up to 28 days without the possibility of extending the deadline for their return.

6. The deposit account shall be valid for one academic year, whereby the use of library resources may begin on the date of fulfilment of conditions referred to in section 3 below at the earliest.

7. Upon expiry of one academic year, for which the deposit account was opened, the User shall be entitled to make a declaration about their intention to extend the validity of the account for another academic year. In such a situation the deposit is credited towards the use of the account for a period of another academic year. The condition for extension of the validity of the account and crediting the deposit towards another academic year is the payment of any and all outstanding amounts due resulting from a delay in the return, loss or destruction of the borrowed materials, under the provisions of § 3 para. 2; § 4 para. 11-13.

8. The deposit shall be refunded by transfer to the bank account provided by the User, within 30 days of the submission of the User's declaration on resignation from the deposit account, counting from the date of delivery of the resignation to CDV.

9. The deposit shall be returned provided that the User returns all borrowed materials and pays all fees charged on account of the delay in the return of the materials, and also, provided that the Library User performs all obligations imposed on them in the event of destruction or loss of library materials described in § 3, para 2; § 4 para. 11-13. In the event of failure to settle the amounts due, they shall be deducted from the deposit paid.

10. The Library shall not pay any interests or remedy any damage, if the deposit was not returned for reasons attributable to the User, in particular, failure to provide the bank account number.

§ 3 Reading Room. Making the library items available on spot

1. The following book collections are intended for use on spot, in the Reading Room:

a) the main library containing books marked with golden strips (the status marked in the catalogue: available on spot)

- b) the reference library
- c) language dictionaries
- d) journals and magazines.

2. Copies of books which are part of the main library may be borrowed exceptionally for the time outside the opening hours of the Library. Each time, a librarian on duty shall determine the possibility of borrowing a given item. The library items shall be made available not earlier than half an hour before the Library is closed, and they shall be returned not later than one hour after its opening on the next day. A fee of PLN 20 per volume is charged per each started day of delay.

3. Computer stations in the Reading Room are intended for scientific and didactic purposes only. It is prohibited to use computers, in particular, for playing games, watching movies, searching for information which offends the feelings of other people or violates the law (pornography, racist content, etc.). It is prohibited to install any software or content by the User on the computer stations. The working time at a given computer station is limited. If the computers are not used in accordance with their intended purpose, the librarian shall be entitled to terminate the User's session immediately.

§ 4 Borrowings

1. The right to borrow books outside the Library shall be granted to the Readers listed in § 1(4).
2. Books shall be borrowed by the students of the first- and second-cycle studies based on the library card which is the valid student ID or valid identity document in the case of other Users.
3. In justified cases, the student ID may be replaced by the statement from a relevant administrative unit of CDV or SWPS University.
4. The following borrowing limits shall be set:
 - a) Students, pupils or students of postgraduate studies – 8 volumes for a period of 30 days; 2 audio-visual materials for a period of 14 days.
 - b) Students of two majors - 16 volumes for a period of 30 days; 2 audio-visual materials for a period of 14 days
 - c) Disabled students - 16 volumes for a period of 60 days; 5 audio-visual materials for a period of 30 days.
 - d) Doctoral students - 10 volumes for a period of 30 days; 2 audio-visual materials for a period of 14 days.
 - e) Lecturers, teachers and administration employees – 15 volumes for a period of 90 days; 2 audio-visual materials for a period of 14 days.
 - f) Graduates and other Users – 3 volumes for a period of 28 days;
5. The reader may extend the return deadline for the borrowed books or other materials on their own by logging to their library account via the OPAC catalogue. The extension may take place on the last day of the expiring deadline, provided that:
 - a) the Reader has no amounts due to the Library,
 - b) the library account of the Reader is updated (updates are performed every semester),
 - c) the material is not ordered by another Reader.

The extension of the deadline for the return of the borrowed items can also be made in person, on telephone and via electronic mail. It is allowed to extend the deadline for the return only once. The decision on whether the aforementioned deadline can be extended once again shall be taken by the librarian, taking into account whether a given copy is not the only copy which can be borrowed or whether such a copy is necessary for other Readers.

6. After a book is returned, it can be borrowed again after a period of minimum 7 days.

7. The following works are not lent outside the Library:

- a) works included in special collections
- b) works which are part of the reference library
- c) works which are part of the main library
- d) journals and magazines (except double copies).

8. The borrowed items shall be registered using a computer. The confirmation of the fact that a given item has been borrowed shall be the handwritten signature placed on the printed order slip. At the moment of return of any books, the order slips are destroyed in the presence of the Reader.

9. Only one copy of a given item may be registered on the Reader's account.

10. In justified cases, the Library has the right to demand the return of items lent before the date set by the regulations, or reserve an earlier date of return.

11. A fee of PLN 0.50 per volume is charged per each started day of delay in the case of any books which were not returned on time. In the case of audio-visual materials, the penalty shall be PLN 1 per each day of delay. Payments are made at the Library using a payment card. They can also be effected using the bank account dedicated for this purpose. The employees of CDV, SWPS University as well as pupils and teachers of the Da Vinci Academic Secondary School shall be exempt from the payment of for books kept by them.

12. It is the responsibility of the User to return the borrowed items on time. Any problems related to the possible delivery of reminders/requests shall not exempt the Users from penalties for keeping the borrowed materials past the due date.

13. Failure to respond to the reminder/request for the return of the borrowed materials as well as failure to pay the penalty shall result in the transfer of data of the User as well as their debts to the Library to a debt collection entity, which will enforce the amounts due by the User on behalf of the Library.

14. The User shall bear full financial responsibility for the destruction of the borrowed materials, their loss or any damage found upon their return (underlined fragments, annotations, mechanical damage, missing pages, etc.), if they did not report the fact of their existence at the time of their borrowing.

15. The Reader shall buy back the lost or destroyed item. When the buy-back is not possible, the Reader shall pay the equivalent of the current market or antiquarian price for a given item (the valuation is performed by the library), or deliver any other item agreed upon with the librarian.

16. Failure to return the borrowed books and being in arrears with any fees may cause the suspension of the right to use the Library until all amounts due are paid. It is the Library Manager who takes a decision on the suspension of the right to use the Library, and the User is immediately informed by them about this fact in one of the forms provided for in these Regulations.

17. A book can also be returned by leaving it at the drop box located by the cloakroom. The return of the book in the way described in the previous sentence is entirely at the responsibility of the borrower. The drop box shall be emptied once a day before the opening of the library.

§ 5 Psychological Tests Reading Room

1. Psychological tests and test books shall be made available exclusively to academic teachers and students of Psychology at the Faculty of Psychology and Law at the Poznan Branch of the SWPS University, in the reading room of the CDV Library in Poznan. Academic staff of the SWPS University may borrow the tests for teaching classes.

2. Students of psychology can borrow selected test books only upon request from the module coordinator (after completing the exercises). A list of books to borrow is available from the librarian on duty.

3. The maximum period for borrowing test books shall be 2 weeks, with no extensions to the deadline for return. A fee of PLN 1 per volume shall be charged for each started day of delay in the case of any books which have not been returned on time.

4. The student shall buy back the lost or damaged test books. The person conducting the classes must be approached to issue a certificate entitling them to a one-off purchase.

5. Psychologists and students of psychology from other universities may use the psychological tests in the reading room, after presenting the diploma of a psychologist or the Student's logbook.

6. All the keys to the tests shall be made available only in the reading room of the Library. The academic staff of the SWPS University may borrow the keys for tests for teaching classes.

7. Each SWPS University student, for didactic purposes, has the right to receive one sheet of some tests available in the library for free (for the entire course of studies), save for the fact that the total number of all the sheets provided in the course of the studies must not exceed 20.

8. The Students who use the test sheets as part of their diploma papers or empirical works, shall purchase them at places which distribute the legal versions of the tests and other research tools (the Bookshop of the Psychological Test Lab in Warsaw). If the acquisition of the sheets refers only to those tools which are issued based on licence rights, this can take place, at the distributor's discretion, upon presenting the current student ID, including the statement from the tutor regarding the purpose of use of the sheets. The print of statement is available on the website of the SWPS University, Poznan Satellite Campus, under the Library tab: instructions, regulations, prints.

9. It is prohibited to copy/scan/photocopy any element, part or fragment of tests and keys which are made available under pain of incurring full liability for damages. The Psychological Tests are the property of the SWPS University, Poznan Satellite Campus.

§ 6 Provisions related to keeping order

1. The Library Users shall observe the present Regulations.

2. The User has the right to receive assistance from the librarian, while seeking any information or using any catalogue or equipment in the Library.

3. The Users of the Reading Room should leave their outer clothing, umbrellas, briefcases, handbags, rucksacks in the cloakroom.

4. Before entry, the Readers are obliged to mute their mobile phones.

5. In all the procedural issues, the Users are obliged to observe the instructions of the librarians on duty.

6. The Library collections as well as technical equipment are the property of CDV. The readers shall fully respect the scientific research tools which were put into their disposal and shall be held financially and legally liable for any damages caused in the case of these materials.

§ 7 Personal data processing

1. The controller of personal data of the library users is Collegium Da Vinci with the registered office at ul. gen. Kutrzeby 10, 61-719, Poznan. Address for correspondence: ul. Kutrzeby 10, 61-719 Poznan, phone: +48 61 271 10 00, e-mail address: info@cdv.pl

2. Collegium Da Vinci, with its registered office at ul. Kutrzeby 10, 61-719 Poznań has appointed the personal data inspector (PDI), whom you can contact in the event of any issues regarding the personal data processing. Contact: e-mail address: iod@cdv.pl.

3. Collegium Da Vinci processes the following personal data of the Users (pursuant to §28 of the Statutes of Collegium Da Vinci):

a) name and surname;

b) Personal Identification Number (PESEL);

c) home address;

d) number of the student ID card or other identity document,

e) contact telephone number;

f) e-mail address in the domain of the university or private e-mail address of the user;

g) data regarding privileged users, i.e. data about prominent students or people with disabilities.

4. The User shall report any changes in their personal data as well as correspondence data, otherwise all activities and correspondence sent by the Library using the data which have not been updated shall be deemed effective.

5. The personal data of Users may be shared with suitable recipients, especially institutions authorised to control the activity of the controller, or entities authorised to obtain personal data pursuant to separate provisions of law.

6. The recipients of personal data of the Users will also include the SWPS University with its registered office in Warsaw, with which Collegium Da Vinci has entered into the data processing agreement, providers which render services related to technical solutions and organisation management to the Controller, and also the entities which render legal and consulting services and entities that provide assistance to the Controller in pursuing due claims.

7. The User has the right to:

a) rectify their incorrect data;

b) demand the erasure of their data (the right to be forgotten) in the event of occurrence of circumstances provided for in art. 17 of the GDPR;

c) demand restrictions in the processing of their data in the cases referred to in art. 18 of the GDPR;

d) object to the processing of their data in the cases referred to in art. 21 of the GDPR;

e) transfer the provided data that are processed in an automated manner.

8. The personal data of Users will neither be subject to profiling nor will they be transferred to countries outside the European Economic Area.

9. Detailed information clause for the processing of Users' personal data can be found on the university's website <https://cdv.pl/o-nas/dane-osobowe/>.

§ 8 Final provisions

1. Any observations, proposals and complaints regarding the activities of the Library may be reported to the Library Manager.

2. In any disputable matters, the User shall be entitled to appeal against the decision of the Library Manager to the CDV Rector, whose decision shall be final and binding.

The Regulations shall come into force on 01 October 2023.