

FRYDERYK CHOPIN
UNIVERSITY OF MUSIC



**RULES AND REGULATIONS
OF THE USE
OF THE FCUM MAIN LIBRARY**

WARSAW
2014

I. General provisions

§ 1

The Main Library of the Fryderyk Chopin University of Music (hereinafter: "Library") operates pursuant to the following acts of law:

- 1) Charter of the Fryderyk Chopin University of Music of 20 June 2013 with subsequent amendments;
- 2) Act on Libraries of 27 June 1997 (Dz. U. [Journal of Laws] No 85, Item 539, with subsequent amendments);
- 3) Rules and Regulations of the FCUM Main Library of 9 September 2014.

§ 2

1. The Library consists of the following sections:
 - 1) Reading Room;
 - 2) Lending Room;
 - 3) Sound Library;
 - 4) Library of the Department of Instrumental and Educational Studies in Białystok.
2. The Library of the Department of Instrumental and Educational Studies in Białystok operates pursuant to its own Rules and Regulations.

§ 3

1. The following persons and institutions are entitled to have access to the Library collections:
 - 1) FCUM students, PhD students, post-graduate students, interns and Erasmus students – free of charge, both in the Reading Room and to lend;
 - 2) FCUM employees for the duration of their work agreement – free of charge, both in the Reading Room and to lend;
 - 3) Other people who have the written consent of the Director of the Library – both in the Reading Room and to lend, subject to a one-time refundable deposit;
 - 4) Other libraries and institutions – interlibrary loans;
 - 5) Other persons – in the Reading Room only.
2. The amount of the deposit referred to in Paragraph 1, Point 3 is defined in a regulation issued by the Director of the Library, in consultation with the Library Council.
3. The maximum number of items to lend and the loan periods are specified for the respective types of items and statuses of their copies, in a regulation issued by the Director of the Library, in consultation with the Head of the Sound Library.

§ 4

1. All persons and institutions using the Library collections (hereinafter: "Users") shall comply with the Rules and Regulations, organisational regulations, regulations of the Director of the Library, as well as requests and instructions of the librarians.
2. When (photo)copying any of the Library items, the Users shall observe and respect the intellectual property rights, copyrights and any other applicable rights.

§ 5

1. If the borrowed items are not returned on time the User shall receive a notification and shall be deprived of the right to use the Library for the period equal to the total sum of the days overdue.
2. Cases involving major delays may be referred to the respective Court of Law.

§ 6

1. The Users may be charged by the Library for the following:
 - 1) Failing to return the borrowed items on time;
 - 2) Damaging, destroying or failing to return the items;
 - 3) Information, bibliographic, reprographic, digitisation services and interlibrary loans.
2. The respective fees and charges are specified in a separate regulation issued by the Director of the Library, in consultation with the Library Council, and are approved by the Rector.
3. The Library is entitled to collect deposits.

§ 7

At the first year of their studies, students shall attend a mandatory library training on the day specified by the Library. Participation in the training is certified by an entry in the student's Transcript of Records.

§ 8

The Library has the right to process the personal data of its Users. The collection of the personal data is necessary to ensure the proper functioning of the Library system and provision of the Library services to its Users, and as such it is exempt from the registration obligation arising from the respective legal regulations, including the Act on the Protection of Personal Data.

II. Reading Room

§ 9

The Reading Room is available to everyone and may be used by all the persons interested.

§ 10

The items stored in the Reading Room are not available for lending.

§ 11

Every User of the Reading Room is obliged to present one of the following documents:

- 1) Library card (identity badge);
- 2) Student identity card;
- 3) PhD student identity card;
- 4) University employee identity card;
- 5) Personal ID or any other photo ID.

§ 12

1. The Users of the Reading Room are obliged to:
 - 1) Leave their overcoats in the cloakroom;
 - 2) Familiarise themselves with the Rules and Regulations of the Use of the FCUM Main Library;
 - 3) Enter their name and surname in the Readers' Book, every time upon leaving the Reading Room;
 - 4) Leave their identity badge or any other ID with the Librarian on duty;
 - 5) Leave their rucksacks/bags on the rack at the entrance;
 - 6) Report to the Librarian any other materials that they bring with themselves into the Reading Room (books, sheet music, journals/magazines, theses/diploma papers, recordings).
2. The Reading Room is a place of silence. Talking on mobile phones is not allowed.
3. Food and beverages are not allowed in the Reading Room.

4. Computers in the Reading Room may be used for scientific purposes only. The person who uses them for any other purposes may be asked by the Librarian to vacate the workstation.

§ 13

1. It is not allowed to take any of the Library items out of the Reading Room without obtaining the Librarian's permission to do so.
2. The items from the Reading Room may be taken to the FCUM Reprographic Room only upon the Librarian's consent, while the appropriate document must be left with the Librarian:
 - 1) Students and PhD students – library card or student/PhD student identity card;
 - 2) FCUM employees, interns, post-graduate students and other persons – personal ID or any other photo ID.
3. The maximum number of items that may be taken from the Reading Room to the Reprographic Room at one time is four.
4. The Librarian decides whether the given materials may be copied.
5. The items from the Reading Room may be taken to the Reprographic Room only provided that no other copy is available in the Lending Room or if the Lending Room is closed.

§ 14

1. The items labelled as stored in the storage, which may be used in the Reading Room only, must be ordered at least one day in advance.
2. The Library items may be photographed, with the exception of special collections. In particular, copying of BA (bachelor's), MA (master's) and PhD (doctoral dissertations) theses is not allowed.

§ 15

The Library is not responsible for personal items left unattended in the Reading Room or for any items left in bags/rucksacks.

III. Access to special collections

§ 16

1. Special collections include, in particular, the following:
 - 1) Manuscripts, old prints and other valuable items (hereinafter: "cimelia");
 - 2) BA (bachelor's), MA (master's) theses;
 - 3) PhD theses (doctoral dissertations);
 - 4) Archival sound recordings.

§ 17

1. Special collections are available in the Reading Room only, exclusively for research and scientific purposes.
2. Access to special collections is allowed only based on a permission issued by:
 - 1) For BA, MA and PhD theses – the Librarian on duty in the Reading Room;
 - 2) For sound collections – an authorised employee of the Sound Library;
 - 3) For cimelia – the Library employee authorised by the Director of the Library.

§ 18

1. BA and MA theses are available exclusively to students, PhD students, post-graduate students, interns, Erasmus students and FCUM employees, in the Reading Room only.
2. PhD theses are available to all the interested persons, in the Reading Room only.

3. Copying of the BA, MA and PhD theses, either in whole or in parts, by the means of any technique is not permitted.
4. Access to the BA and MA theses may be granted provided that:
 - 1) A request (Appendix 1), valid for the given academic year, is filled out and submitted to the Librarian on duty, approved and signed by:
 - a) For students writing their BA or MA thesis – the BA/MA thesis supervisor;
 - b) For PhD students – the PhD thesis supervisor or coordinator/advisor;
 - c) Students preparing their home assignments – the lecturer heading the class for which the paper is to be prepared;
 - 2) A request form for access to a thesis is filled out and submitted;
 - 3) A valid student identity card or any other ID accepted by the Reading Room is left with the Librarian on duty.
5. Access to the PhD theses may be granted provided that:
 - 1) A request (Appendix 1) is filled out and submitted to the Librarian on duty;
 - 2) A request form for access to a thesis is filled out and submitted;
 - 3) An ID accepted by the Reading Room is left with the Librarian on duty.
6. The BA, MA and PhD theses are made available on the day specified in the request (submitted via the Library computer system). If the User does not show up for 10 consecutive days the thesis needs to be re-ordered.

§ 19

1. Access to cimelia (library items labelled “CIM”) may be granted only upon the permission of the Librarian responsible for the collections of this type.
2. Cimelia are made available in the Reading Room only, in the presence of the Librarian responsible for the collections of this type.
3. Photocopying of cimelia is not allowed.
4. Cimelia may be photographed or scanned only if the Librarian responsible for the collections of this type, in consultation with the Director of the Library, agrees to it.

IV. Lending Room

§ 20

The Library items may be lent to persons referred to in §3, Section 1, Points 1-2, with the FCUM identity badge and a valid library account, and to persons referred to in Point 3, if they comply with all the requirements specified in that point.

§ 21

1. The FCUM identity badge, with a barcode, serves as a library card.
2. The badge is issued to students, PhD students and interns by the Office of Teaching Management; to post-graduate students by the heads of these studies; to employees by the Human Resources; to others by the Library.
3. In order to open, prolong or renew the library account it is necessary to:
 - 1) Present the identity badge (with the barcode);
 - 2) Settle all the borrowed Library materials;
 - 3) For deposit accounts – present the proof of the deposit payment and an ID.

§ 22

1. The User account is valid for:
 - 1) One academic year – students, PhD students, post-graduate students, interns and FCUM employees;
 - 2) The duration of the Erasmus scholarship – Erasmus students;
 - 3) An individually agreed period of time – Users with deposit accounts.
2. The User is obliged to show their identity badge every time they want to borrow any of the Library items.
3. The identity badge must not be given to other people.
4. Loss of the identity badge must be immediately reported to the Library.
5. The Library must be immediately notified about any changes of name, surname, address of residence, e-mail address or any other personal data required to ensure the effective provision of services to the User.

§ 23

The following items are not available for lending:

- 1) Single copies;
- 2) Journals/magazines;
- 3) BA, MA and PhD theses;
- 4) Cimelia and microfilms;
- 5) Documents of musical life;
- 6) Publications in need of conservation;
- 7) Items obtained via interlibrary loans;
- 8) Other items restricted by the Library.

§ 24

1. The User borrows the Library items in person, upon presenting the identity badge.
2. The Users of deposit accounts are required to present their identity badge and personal ID or other photo ID.
3. The Lending Room completes requests submitted at least 20 minutes before its closing.
4. Card catalogues (traditional and digitised) are archival catalogues only and as such they have not been modified or updated since 7 January 2014.
5. The electronic catalogue Aleph is the primary catalogue in the Library and should always be used first to submit requests for any items.
6. If the given sheet music cannot be found in the Aleph catalogue it may be registered in the scanned card catalogue. It can be requested via e-mail entitled “ZAMÓWIENIE” or “REQUEST”, including the call number(s), name and surname of the author and title of the work, sent to the following address: wypożyczalnia@chopin.edu.pl. The e-mail must specify the date for which the requested item is to be prepared. The User will receive a reply regarding the item’s availability and possible lending.
7. The requested item must be collected within 3 days (from the day for which it was ordered).
8. The items borrowed by another User may be reserved via the electronic system Aleph. The system sends an e-mail with the information on the availability of the reserved item and place in line.
9. In special cases, a paper version of the order slip will be required.
10. The requests take approx. 20 minutes to be completed. However, in certain cases it might take longer.

§ 25

1. The Users shall be held accountable for any damage to the Library items not reported upon lending but revealed upon return.

2. The Users are obliged to respect and care for the items lent to them – writing, drawing or making any permanent markings on the Library materials is not acceptable.

§ 26

1. The Librarian may decide not to accept the return of a borrowed item if it is damaged or incomplete.
2. If the item is damaged, destroyed or incomplete the User is obliged to cover the loss in the amount estimated by the Library.
3. If the item is lost the User is obliged to:
 - 1) Repurchase the same edition of the lost publication; or
 - 2) Repurchase another edition of the lost publication, approved by an authorised employee of the Library.
4. If it is impossible to comply with the requirements referred to in Section 3 hereinabove, the User is obliged to purchase other publications, as instructed by the Librarian.
5. In the User loses a volume of a multivolume publication they shall be held accountable for:
 - 1) The volume lost, if it constitutes a single, self-contained item whose loss does not affect the use of the rest of the publication;
 - 2) The whole publication, if the loss of one volume makes its further use impossible.

§ 27

1. The Users are obliged to return the borrowed Library items on time.
2. The User may prolong the return date for the given item provided that it has not been requested by another User.
3. In exceptional cases, the Library may request the return of the borrowed item prior to its return date.
4. The Users are required to settle their account at the end of each academic year.

§ 28

1. The employees whose work agreement with the FCUM is to be terminated, as well as the FCUM students, PhD students, post-graduate students, interns and Erasmus students whose studies at the FCUM are about to be finished, are required to submit a clearance slip to confirm that all their obligations towards the Library have been settled.
2. The Users with deposit accounts receive their deposit back after all the borrowed materials have been returned and the account has been settled.

V. Sound Library

§ 29

The Sound Library materials are available only on site, in the listening booths.

§ 30

1. The only persons entitled to borrow the original materials (CDs, DVDs, analogue recordings) for their classes are the FCUM lecturers and other persons with the consent of the Head of the Sound Library.
2. The original materials must be returned on the same day on which they were borrowed.
3. Taking the original CDs, DVDs and analogue recordings outside the University is not allowed.

§ 31

1. It is possible to borrow copies of the Sound Library collections, available on CD-Rs and DVD-Rs.

2. If the borrowed item or its packaging is lost, destroyed or damaged the User is obliged to report this immediately to the Sound Library and to cover the loss in the form specified by the Sound Library.

§ 32

1. The User borrows the copies of the Sound Library items in person, upon presenting the identity badge.
2. The Users of deposit accounts are every time required to present their identity badge and personal ID or other photo ID.
3. The Sound Library completes requests submitted at least 20 minutes before its closing.
4. Card catalogues (traditional and digitised) are archival catalogues only and as such they have not been modified or updated since 1 October 2014.
5. The electronic catalogue Aleph is the primary catalogue and should always be used first to submit requests for any items.
6. If the item cannot be found in the Aleph catalogue it may be registered in the digital card catalogue (PDF). It can be requested via e-mail entitled "ZAMÓWIENIE" or "REQUEST", including the exact call number(s), sent to the following address: fonoteka@chopin.edu.pl. The e-mail must specify the date for which the requested item is to be prepared. The User will receive a reply regarding the item's availability and possible lending.
7. The requested item must be collected within 3 days (from the day for which it was ordered).
8. The items borrowed by another User may be reserved via the electronic system Aleph. The system sends an e-mail regarding the availability of the reserved item and place in line.
9. In special cases, a paper version of the order slip will be required.
10. The requests take approx. 20 minutes to be completed. However, in certain cases it might take longer.

§ 33

The Sound Library does not make copies of its sound materials upon request.

§ 34

The Sound Library can digitise the analogue sound materials for the purposes of:

- 1) Lectures and classes – as requested by the FCUM employee;
- 2) BA, MA, PhD theses or home assignments – as requested by the FCUM student.

§ 35

The following rules apply to students of the Department of Sound Engineering:

- 1) Students of the Department of Sound Engineering have the right to borrow any item from the library of sound effects. The loan period is each time agreed with an authorised employee of the Sound Library;
- 2) Documentary recordings (the so-called FCUM concert documentations), made by students of the Department of Sound Engineering, should be delivered to the Sound Library within the maximum period of one week after the concert.

VI. Interlibrary loans

§ 36

Collections of other national and international libraries may be provided for scientific, educational and artistic purposes by the means of interlibrary loans.

§ 37

Persons referred to in §3, Section 1, Points 1-3 are entitled to apply for interlibrary loans.

§ 38

Interlibrary loans are not possible for sound or audiovisual materials.

§ 39

When applying for an interlibrary loan, a request must be submitted on the respective form (Appendix 2).

§ 40

Materials obtained via interlibrary loans may be accessed in the Reading Room only, on the terms and conditions specified by the lending institution, with the exception of orchestral materials.

§ 41

The cost of payable loans is incurred by the User requesting the given materials.

§ 42

1. All loans of orchestral materials from the PWM Library of Orchestral Materials [in Polish: Biblioteka Materiałów Orkiestrowych PWM] and other institutions are carried out through the Library.
2. When applying for orchestral materials, the Library User must submit a request (Appendix 2) signed by the dean of the respective FCUM department.
3. If such item is kept past its due date, damaged, destroyed, lost or incomplete the User is obliged to cover the respective costs in compliance with the terms and conditions specified by the owner of the item.

§ 43

1. The Library loans its collections to other national and international libraries for the period of 30 days.
2. Instead of the original item the Library may loan its copy, subject to the provisions of the copyright law.
3. Interlibrary loans to international libraries are carried out exclusively via the IFLA Voucher system and are payable in accordance with the applicable pricing list. Other fees and charges might apply to particularly valuable materials or those of non-standard size.

VII. Other provisions

§ 44

Collections available locally, i.e. at the FCUM respective departments, institutes and other FCUM entities, may be lent in compliance with the terms and conditions specified by the FCUM employees responsible for these collections.

§ 45

1. The opening hours of the Reading Room, Lending Room and Sound Library are specified by the Director of the Library, in consultation with the Head of the Sound Library.
2. The information about a temporary suspension of the Library's services or any changes of the opening hours of its respective sections must be displayed in public, in a visible place.

§ 46

1. Any disputes or matters not covered by these Rules and Regulations shall be settled by the Director of the Library.
2. The decisions of the Director of the Library may be appealed to the FCUM Rector.

§ 47

The Rules and Regulations come into force on 1 October 2014.

Appendix 1

Request for access to a BA/MA/PhD thesis

Appendix 2

Interlibrary loans – request form

Appendix 1

Warsaw,

.....
Name and surname

.....
Address of residence

.....
Place of work/studies

The Main Library
of the Fryderyk Chopin University of Music
in Warsaw

I would like to request the following items:

No	Call number(s)	Author	Title
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

I will use the requested materials for the purposes of writing a(n)¹
entitled
supervised by
at the Department of

I hereby undertake to specify the sources of any data used in my thesis/paper and obtained from these publications. If requested by the Library, I shall present a copy of my thesis/paper for inspection.

I am fully aware and I acknowledge that copying of the requested items with the use of any technique is not allowed.

.....
Approved by the Supervisor

.....
Signed by the User

The Library's decision: positive

.....
Signed by the authorised Librarian

¹ A BA/MA/PhD thesis, a seminar paper, an article, etc.

Appendix 2

.....
(Name and surname)

Warsaw,

.....
FCUM – department, year of studies
or position

The Main Library
of the Fryderyk Chopin University of Music
in Warsaw

I would like to apply for an interlibrary loan from:

- The PWM Library of Orchestral Materials; or

- The Library*)

and request the following items:

Author	Title and publication form	No **)
1.
2.
3.
4.
5.
6.
7.

I will use the requested materials for the purposes of
..... ***)

and will return them until

I hereby undertake to cover any costs arising from and in connection with not returning the requested items on time without a justifiable reason.

.....
Signed by the User

Approved – Dean of the Department
Date, signature

The FCUM Main Library in Warsaw ordered the requested position(s) on
in Letter No..... Lending Library Letter No
Loaned on Returned on
Name and surname of the person accepting the order slip ***)

*) Delete where not applicable.

**) To be filled out by the FCUM Library.

***) A concert, a rehearsal, teaching classes, an exam, a paper/a thesis (please enter the title), etc.