

**FRYDERYK CHOPIN
UNIVERSITY OF MUSIC**



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

**WARSAW
2014**

I. General provisions

§ 1

1. The Main Library of the Fryderyk Chopin University of Music (hereinafter: "Library") operates, in particular, pursuant to the following acts of law:
 - 1) Act on Higher Education of 27 July 2005 (Dz. U. [Journal of Laws] No 164, Item 1365 with subsequent amendments);
 - 2) Charter of the Fryderyk Chopin University of Music of 20 June 2013;
 - 3) Act on Libraries of 27 June 1997 (Dz. U. [Journal of Laws] No 85, Item 539, with subsequent amendments);
 - 4) Rules and Regulations of the Use of the FCUM Main Library of 9 September 2014;
 - 5) Rules and Regulations presented below.

§ 2

1. The following Rules and Regulations constitute the primary internal normative act of the Library.
2. The Rules and Regulations specify the internal organisation and tasks of the Library.

§ 3

1. The Library is one of the units of the Fryderyk Chopin University of Music (hereinafter: "University" or "FCUM"), responsible for scientific and educational tasks and services.
2. The Library is the University's centre of scientific information, accessible to the FCUM students and staff, as well as to people from outside of the University, in accordance with the Rules and Regulations of the Use of the FCUM Main Library.
3. The Library cooperates with a nationwide network of scientific documentation and information, and a nationwide network of libraries.

§ 4

The Library is managed by its Director who reports directly to the Rector. The Director of the Library manages the library and information system, and decides on all matters related to its functioning unless they fall within the competence of other duly authorised bodies or persons.

§ 5

The procedure for appointing and dismissing the Director of the Library, as well as the scope of the Director's responsibilities are defined in the FCUM Charter.

§ 6

1. The FCUM Library Council acts as a collective advisory body to the Rector.
2. The composition, scope of responsibilities and powers of the Library Council are defined in the FCUM Charter.

§ 7

1. The Library's primary responsibility is to develop, process, disseminate, preserve and protect its collections, as well as to offer scientific, educational and informative services.
2. In particular, the Library is responsible for:
 - 1) Providing information on its collections and other sources of knowledge;
 - 2) Collecting and developing its collections in accordance with the FCUM direction of research and teaching needs, including as follows:
 - a) Sheet music;
 - b) Publications in musical sciences and related fields;
 - c) Encyclopaedias, dictionaries and other information publications;

- d) Textbooks;
 - e) Music records;
 - f) Audiovisual records;
 - g) Manuscripts and prints related to musical life;
- 3) Processing, preservation, protection and conservation of its collections;
 - 4) Organising access to the collections and sources of information necessary for scientific work, educational purposes and dissemination of knowledge;
 - 5) Participating in the organisation of educational and scientific work of the FCUM staff and students;
 - 6) Conducting research in the following fields: library and information science, sciences of art and music, and bibliography;
 - 7) Cooperation with other libraries, both in Poland and abroad;
 - 8) Upgrading and modernisation of its services and methods of work, also by the application of the world-wide systems and solutions;
 - 9) Teaching its Users how they can avail of the Library collections and of other sources of knowledge.

§ 8

1. In order to carry out its core activity the Library employs certified librarians and other library staff.
2. The terms and conditions of their employment are defined in the FCUM Charter.
3. The scope of responsibilities of the Library employees are specified in detail by the Director of the Library.

II. Structure and tasks of the Library

§ 9

The Main Library consists of the following sections:

- 1) Library (the Reading Room and the Lending Room);
- 2) Sound Library;
- 3) Library and Sound Library of the Department of Instrumental and Educational Studies in Białystok.

§ 10

The Library collects its items by the means of purchase, subscription, interlibrary exchange, allocations and donations from institutions and private persons.

§ 11

1. The Library commissions bookbinding and conservation works depending on the funds allocated to it. Special protection is extended over cimelia and single copies.
2. Insofar as the University's organisational capacity and financial resources allow it, the Library commissions periodic decontamination of storage rooms and Library collections.

§ 12

In cooperation with the FCUM administration, the Library ensures the adequate protection and safety of the collections.

§ 13

The Library keeps the following:

- 1) Records of items obtained and lost;
- 2) Inventories of the collections.

§ 14

1. All the types of items are subject to processing and technical fitting in accordance with the applicable Polish library standards and classification adopted by the Library.
2. When preparing its bibliographic descriptions, the Library takes into account the rules resulting from its cooperation with the Central Catalogue NUKAT.

§ 15

The Library staff carry out scientific and research activities, participate in scientific conferences and seminars, publish research results, in accordance with the Library's tasks and direction of activity.

§ 16

The Library provides information to the FCUM staff and students, as well as to institutions and libraries in Poland and abroad.

§ 17

The Library conducts the following:

- 1) Library trainings for students at the first year of their studies;
- 2) Library internships and supervised practical trainings;
- 3) Trainings for the FCUM students and teachers.

§ 18

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.

§ 19

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