

The Novum Library (BFN) Rules and Regulations

1. The Library activates library accounts for: academic staff members, PhD students, students of the Faculty of Modern Languages and Literatures and the Faculty of English. Library accounts are activated for the duration of an academic year. The account has to be renewed every year, either in the Library or online.
2. The Library lends its collections to:

Visitor type	Type and number of volumes	Lending period	Possible extension
Academic staff members of the Faculty of Modern Languages and Literatures and the Faculty of English	Books – 50 vol. Audiovisual materials, duplicate journals – 6 vol. Books from the German Library (Biblioteka Niemiecka) – 10 vol.	365 days 7 days 30 days	2 x 180 days --- 2 x 14 days
PhD students of the Faculty of Modern Languages and Literatures and the Faculty of English	Books – 30 vol. Audiovisual materials, duplicate journals – 6 vol. Books from the German Library (Biblioteka Niemiecka) - 10 vol.	180 days 7 days 30 days	2 x 90 days --- 2 x 14 days
Other staff members of the Faculty of Modern Languages and Literatures and the Faculty of English	Books – 20 vol. AV materials, duplicate journals - 6 vol. Books from the German Library (Biblioteka Niemiecka) - 10 vol.	60 days 7 days 30 days	2 x 30 days --- 2 x 14 days
Students of the Faculty of Modern Languages and Literatures and the Faculty of English ----- AMU students of many faculties ----- Erasmus students of the Faculty of Modern Languages and Literatures and the Faculty of English	Books – 20 vol. AV materials, duplicate journals – 6 vol. Books from the German Library (Biblioteka Niemiecka) - 10 vol.	60 days 7 days 30 days	2 x 30 days --- 2 x 14 days
Students of many faculties (two majors at the Faculty of Modern Languages and Literatures and/or the Faculty of English)	Books – 25 vol. AV materials, duplicate journals – 6 vol. Books from the German Library (Biblioteka Niemiecka) - 10 vol.	60 days 7 days 30 days	2 x 30 days --- 2 x 14 days
Postgraduate students of the Faculty of Modern Languages and Literatures and the Faculty of English	Books – 20 vol. AV materials, duplicate journals – 6 vol. Books from the German Library (Biblioteka Niemiecka) - 10 vol.	60 days 7 days 30 days	2 x 30 days --- 2 x 14 days
Students of the Faculty of Modern Languages and Literatures and the Faculty of English doing short-term exchange studies (eg. Most)	Books – 10 vol. AV materials, duplicate journals – 6 vol. Books from the German Library (Biblioteka Niemiecka) - 10 vol.	60 days 7 days 30 days	2 x 30 days --- 2 x 14 days
AMU academic staff members, PhD students, students and other employees	Books – 4 vol. AV materials, duplicate journals – 6 vol. Books from the German Library (Biblioteka Niemiecka) - 10 vol.	60 days 7 days 30 days	2 x 30 days --- 2 x 14 days
External borrowers	Books from the NOVUM Library collection – after paying a security deposit Books from the German Library (Biblioteka Niemiecka) – 5 vol.	30 days 30 days	--- 2 x 14 days

3. Books with audio CDs or other attached materials can only be lent out and returned in the Circulation Section of the Library (readers cannot use check-out machines or self-service book returning devices).
4. Items from special collections are lent out for 7 days and cannot be renewed.
5. The Library collections are accessible mainly through self-service, with free access to shelves.
6. Items from library storerooms can be booked by placing an order on legibly filled call slips. The materials are made available within an hour of placing an order with a librarian on duty at the Main Desk. Readers can order up to 10 volumines of books or 10 year`s issues of magazines. Items ordered from the Library storerooms are booked for no longer than 7 days.
7. Borrowing the Library materials for classes by the academic staff and students of the Faculty of Modern Languages and Literatures and the Faculty of English is possible by placing them on the reader`s library account by the librarian on duty. Borrowed materials are to be returned immediately after classes.
8. The Library collects fees for untimely return of books, as stated in the Library`s regulations.
9. In the event of loss or damage of the borrowed book, the user is obliged to replace it with an identical copy or deliver the title indicated by the Library staff member according to the Library`s collection development policy. By doing this, the reader does not acquire ownership of the lost or damaged item.
10. The following readers are entitled to use the Library collections on site for free:
 - a) students, PhD students, staff members and retired staff members of public universities; students and teachers from public schools after presenting:
 - student ID card
 - academic staff member ID card or other documents confirming the employment
 - b) external visitors, once every 6 months
11. The Library does not lend out:
 - a) non-serial printed materials published before 1945 (except for popular editions, such as required readings)
 - b) books marked as "Library Use Only" (marked with a label on a spine)
 - c) rare, exceptionally valuable or damaged books
 - d) journals
 - e) audiovisual materials marked as "Library Use Only"
12. Copying the materials is possible only on site, by self-service:
 - scanning, for free (readers must use their own storage devices, eg. pen drives)
 - photocopying (for a fee)
13. BA, MA and PhD dissertations are available only on site for academic staff members and PhD students of the Faculty of Modern Languages and Literatures and the Faculty of English.
14. Materials that cannot be copied:
 - a) non-serial printed materials and journals published before 1945 (except for printed materials in good condition used for research, with the Library Management`s agreement)
 - b) printed materials that are not in good condition, regardless of the year of publishing
 - c) BA and MA dissertations

The Novum Library Fees and Charges

Library account with activation and renewal for staff members, PhD students and AMU students, enabling to check library materials out (valid for one academic year)	PLN 12,00
One-day permission for external visitors enabling to use the Library collections on site (once every 6 months)	free

Reader`s card for external visitors enabling to use the Library collections on site (for one academic year)	PLN 12,00
Issuing a duplicate of a library card/ reader`s card	PLN 12,00
Borrowed library materials in the form of a security deposit	min. PLN 50,00
Untimely return of library materials checked out (per day, for each volume)	PLN 0,30
Refund of postal costs of sent prompt notes	PLN 2,00
Damaged materials	Determined by the Library staff
Photocopies (self-service)	PLN 0,20 per A4 sheet
Scanning (self-service)	free