Annex to the Ordinance of the Rector of the AMKP No. 9/2024 of 11 April 2024.

**Rules and Regulations of the Library and Information System at the Krzysztof Penderecki Academy of Music in Krakow**

Section I. Organisation and Operating Principles of the Library and Information System.

Chapter I. General Provisions

§1

The Library and Information System at the Krzysztof Penderecki Academy of Music in Krakow, the foundation of which is the AMKP Library, operates in particular on the basis of the following legal acts:

1. the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended),
2. the Act of 27 June 1997 on Libraries (Journal of Laws of 2023, item 2393, as amended),
3. the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2022, item 2509),
4. Regulation of the Minister of Culture and National Heritage of 29 October 2008 on the Way of Keeping Records of the Library Resources (Journal of Laws of 2008, No. 205, item 1283),
5. Statute of the AMKP adopted by the Resolution of the Senate of the AMKP on 9 July 2019, as amended,
6. Regulations of the Library and Information System at the AMKP, hereinafter referred to as the Regulations.

§2

1. The Library and Information System Regulations define:

1) the detailed organisation and rules of operation of the Library and Information System;

2) the rules for using the library collections by the members of the AMKP community and persons from outside the community;

3) additional tasks and forms of activity of the AMKP Library.

2. The Regulations are the fundamental internal normative act of the AMKP Library.

§3

1. The AMKP Library is a university-wide organisational unit providing support and services.
2. If needed, the Rector of the AMKP may set up specialised libraries at the request of the relevant AMKP organisational unit.
3. The main tasks of the AMKP Library are: collecting, processing, cataloguing and providing access to library collections and scientific information resources necessary for the teaching process and support of scientific research.
4. The AMKP Library provides library, bibliographic and subject-specific information services.
5. The AMKP Library may carry out educational and scientific research tasks. AMKP Library employees may participate in seminars and scientific conferences and publish the results of their research.

§4

The AMKP Library consists of:

1. Reading room,
2. Lending room,
3. Record library,
4. Collecting and processing laboratory,
5. Storage rooms.

§5

1. The Rector may appoint an AMKP Library Council for a given term of office as an advisory and consultative body on matters related to the operation of the Library and Information System at AMKP, specifying the composition, scope of tasks and operating procedures of the Library Council.
2. The AMKP Library Council shall consist of:
3. Vice-Rector for Teaching – Chair,
4. Chief Librarian of the AMKP,
5. Secretary – an employee of the AMKP Library, elected from among the persons employed at the AMKP Library by a simple majority of votes in a secret ballot,
6. one representative from each faculty, appointed by the relevant Dean,
7. a representative of the Student Council, appointed by the Chair of the Student Council,
8. a representative of the Doctoral Student Council, appointed by the Chair of the Doctoral Student Council.
9. Meetings of the AMKP Library Council are held at the request of its Chair or the Chief Librarian of the AMKP or on the initiative of the Rector of the AMKP.
10. The tasks of the AMKP Library Council include in particular:
11. evaluating the functioning of the Library and Information System, the foundation of which is the AMKP Library
12. expressing opinions on:
13. planned investments related to the operation of the Library and Information System, in particular the purchase of network access to new databases (e-resources),
14. subscribing to or cancelling subscriptions to specific periodicals,
15. the management of the collections of the AMKP Library, including their disposal/removal,
16. the Draft Regulations of the Library and Information System prepared by the AMKP Library and presented by the Chief Librarian,
17. other current issues related to the operation of the Library and Information System.

Chapter II. Specific Tasks of the AMKP Library

§6

1. The AMKP Library collects, processes and provides access to collections purchased for teaching purposes, artistic and research work, and cultural activities of the AMKP, received through interlibrary exchange, allocations from AMKP publications, and donations from institutions and private individuals.
2. Documents received by the AMKP Library as donations from institutions and private individuals are subjected to value assessment and selection in terms of their usefulness and condition.
3. The selection of donations is carried out by the Donation Value Assessment Committee, appointed each time by the Chief Librarian from among the employees of the AMKP Library.

§7

1. The AMKP Library keeps records of received and disposed/removed documents and reconciles them with the financial and accounting records of the AMKP Bursar's Office.
2. The inventory is carried out by an Inventory Committee according to the schedule and provisions specified in the applicable regulations.
3. The composition of the Inventory Committee, proposed by the Chief Librarian, is approved each time by the Rector of the AMKP.

§8

1. The AMKP Library purchases licences for online access to digital databases: text and audiovisual.
2. The AMKP Library, in cooperation with the IT department of the Academy, acts as an intermediary in the provision of access to the electronic resources referred to in point 1 to students, doctoral students, postgraduate students, interns and employees of the AMKP.

§9

The AMKP Library purchases subscriptions to current and scientific periodicals for its own collections and for other departments of the Academy.

§10

1. If necessary, the AMKP Library commissions external companies to carry out bookbinding and conservation work on the book collection. Valuable, archival and single-copy items are subject to special protection.
2. Within the limits of its organisational and financial capabilities, the AMKP Library commissions periodic disinfection of storage rooms and library collections.
3. The AMKP Library ensures that the collections are properly protected:
4. against theft and other random events,
5. against destructive atmospheric, mechanical and biological factors.

§11

The AMKP Library is authorised to conduct training courses for students, doctoral students, postgraduate students, interns and employees of the AMKP, as well as practical training for library science students and librarians from other libraries.

Section II. Rules for the Use of the AMKP Library Collections

Chapter I. General Provisions

§1

1. The AMKP Library lends its collections for off-site use or makes them available on site.
2. The use of the AMKP Library collections is free of charge.

§2

1. The right to borrow library collections off-site is granted to persons listed in point 2, who are registered at the AMKP Library, i.e. have a library account.
2. The right to register with the AMKP Library is granted to students, doctoral students, postgraduate students, employees of the AMKP, as well as academic teachers and students of other higher education institutions in Krakow that have entered into an agreement with the AMKP on mutual access to collections.
3. Library collections may be made available to persons other than those specified in point 2, including AMKP interns, only in the Reading Room on site.
4. Provision of personal data is voluntary yet necessary to use the services of the AMKP Library, in particular to create a library account. [The content of the information clause on the processing of personal data](http://../../../../../../../../../../../../../../Downloads/RODO_Biblioteka_aktualizacja-dluzsza-4.pdf) is attached to these Regulations. AMKP processes personal data in relation with the provisions on personal data protection in accordance with the provisions referred to in the Regulations, applying the principles of lawfulness, purpose limitation, data minimisation, data accuracy, storage limitation, data integrity and confidentiality, and accountability for such processing.
5. A person using the AMKP Library collections, hereinafter referred to as the User or Reader, is obliged to read these Regulations and comply with their provisions.
6. A registered User is obliged to notify AMKP Library employees of any changes to their personal data.

§3

1. The AMKP Library collections may be:
2. lent to other libraries in the national library network through interlibrary loans,
3. lent to other libraries in a foreign country through interlibrary loans, upon agreement of a fee to be paid in each case by means of IFLA vouchers.
4. The AMKP Library acts as an intermediary in providing access to collections lent from other libraries and institutions, both national and international, in accordance with the provisions set out in Chapters V and VI.

§4

1. The collection of the AMKP Library, its information apparatus, technical devices, electroacoustic and computer equipment, as well as other equipment, are the property of the AMKP.
2. Users are obliged to fully respect the AMKP Library collections and equipment and are legally and financially responsible for any caused damages.
3. Destruction of lent library materials by underlining, annotating, bending pages, scratching CDs, etc. is not permitted.
4. Attempts to repair any damage on the User’s behalf are not permitted.
5. Upon receiving the requested work of art, the User is obliged to check it for damages upon check-out. If a damage is found, the User is obliged to report it to the librarian on duty, who will make a note of this fact on the reverse side of the book/on the slip. In case of failing to report the damage, the User is fully responsible for any damage.
6. In the case of significant damages or loss of lent library materials, the User is obliged to purchase an identical copy (or, if this is impossible, another publication indicated by the librarian) or pay a fee equal to the market value of the publication. The valuation is carried out by a Library employee after conducting a query.
7. In case of losing a single volume of a multi-volume work, a single vocal part (refers to works for vocal or instrumental ensemble) or a single CD from a multi-CD album, the User is charged:
8. for the lost volume, vocal part or CD – when the absence of the lost copy does not affect the use of the work,
9. for the entire work – if the lack of a lost copy makes the use of the work impossible.

§5

1. Every member of the AMKP community is obliged to have their library account cleared and evidenced on their circulation card:
2. before graduation,
3. immediately after receiving a decision to be removed from the list of students or doctoral students or postgraduate students,
4. immediately after termination of the employment contract.
5. Each member of the AMKP community, in the case of an absence from the University that exceeds 6 months, is obliged to confirm the clearance of his/her library account not later than on the day of his/her planned absence.
6. Failure to return the borrowed materials from the Library within the time limit specified in points 1 and 2 results in the possibility of the case being subject to legal debt collection. The AMKP Library is responsible for the continuous monitoring of the return of the lent materials.
7. Information about the incidents referred to in points 1 and 2 is immediately forwarded to the Chief Librarian of the AMKP by the Personal Affairs Department, Dean's Offices, Teaching Department, Erasmus+ Coordinator, and Head of Postgraduate Studies.

Chapter II. Specific Provisions for the Users of the Lending Room Collections

§6

1. The Lending Room provides access to its book and sheet music collections to the persons mentioned in §2 points 1-2.
2. The Lending Room may lend its collection to persons other than those mentioned in §2 points 1-2 only on site, i.e. in the Reading Room, notwithstanding §7.

§7

1. Books can be requested via the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR), and sheet music via the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR) or the [Electronic Sheet Music Catalogue](http://149.156.54.39/prezentacja/Default.aspx).
2. It is permissible to submit a request via a handwritten request form filled in at the Lending Room in special circumstances.
3. In the case of the so-called reference collections (a list can be found at: <https://www.amuz.krakow.pl/biblioteka-wypozyczalnia/>) a verbal request at the Lending Room is sufficient.
4. The Lending Room fulfils requests according to the following rules:
5. immediately – in the case of a so-called reference collection,
6. within the same day – in the case of books and sheet music not included in the so-called reference collection, which had been requested through the electronic catalogue no later than 8 a.m. that day,
7. on the following business day – in the case of books and sheet music not included in the so-called reference collection, which had been requested in person or through the electronic catalogue after 8 a.m. that day.
8. If a request is made via the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR), the User will be notified by e-mail when the request has been fulfilled.
9. If the Reader does not claim the requested works within 7 days, the request is cancelled.

§8

1. The total number of borrowed copies, i.e. sheet music, books and recordings, must not exceed 45 (not applicable to orchestral and choral materials).
2. The reverse/slip of a library material is proof of its lending. In the case of a request made through the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR), the reverse/slip is printed by the librarian. Otherwise, the reverse/slip is filled in manually by the User for each borrowed item separately.
3. Lending is carried out on the basis of an ID card, which must be presented to the librarian on duty. In the case of students and doctoral students, this is the student or doctoral student ID card. In the case of other Users, it is either an academic teacher's ID card with a barcode or a personal access card, i.e. a personal card with a barcode which allows access to the premises of the Academy.

§9

1. A student may borrow sheet music and books (with the exception of orchestral and choral materials and works listed in §10, point 1, item 1-5) for a period of 150 days. If necessary, after the basic lending period has expired, a student may extend the lending period once for an additional 30 days.
2. An employee may borrow sheet music and books for a period of 150 days. If necessary, after the basic lending period has expired, the employee may extend the lending period twice – for an additional 30 days each time.
3. Orchestral and choral materials should be returned within 3 business days from the date of the concert. In this case, an extension is not possible.
4. The return date of borrowed materials must be strictly adhered to. If the return date is exceeded, the User shall be deprived of the right to borrow any further materials until the arrears are cleared.
5. Readers are notified via e-mail of the approaching return date for publications borrowed from the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR) (shown in their electronic User Accounts).
6. Loose parts or additional parts of works (tables, vocal parts in sheet music, etc.) should be arranged according to the numbering or the order specified in the material's label prior to its return.
7. Confirmation of the return of sheet music and books is provided by issuing a reverse/slip to the Reader.

§10

1. Materials not available for lending include:
	1. manuscripts,
	2. rare works, antique prints, archival material,
	3. damaged works,
	4. works of particular value, including urtext and collective publishers,
	5. valuable works that are the only copy in the collection,
	6. periodicals,
	7. master’s and doctoral theses.
2. The works referred to in point 1 shall be made available on site in the Reading Room, notwithstanding §7.
3. Master's theses shall only be made available if there is a statement of consent from the author.
4. The Reader may, on his/her own and for his/her own use, make scans or photographs of excerpts of the works referred to in point 1, items 1-6.
5. Copying master's and doctoral theses using any technique is not permitted.
6. In special cases, with the consent of the Chief Librarian, the publications referred to in point. 1, items 5 and 6 may be borrowed, with a specified return date.

Chapter III. Specific Provisions for Users of the Reading Room Collections

§11

1. Users of the Reading Room are required to leave their coats, bags, umbrellas, musical instruments, etc. in the cloakroom and to report any materials they bring in to the librarian on duty.
2. The Reading Room collections are made available on site.
3. The collections of the Lending Room and the Record Library may also be made available in the Reading Room, notwithstanding §7 and §16, respectively.
4. Readers may make digital copies of selected publications or recordings on site in the Reading Room for their own use.

§12

1. The Reading Room applies the principle of open access to shelves.
2. Readers are required to show the librarian on duty each item they use and return it to its proper place after use.

§13

The Reader shall have the right to use the publicly available computer stations, electroacoustic equipment, scanner and printer in the Reading Room independently, after notifying the librarian on duty of the need to do so.

§14

Any time a User leaves the Reading Room, he/she should notify the librarian on duty.

Chapter IV. Specific Provisions for the Users of the Record Library

§15

1. The Record Library lends audiovisual collections, including analogue records, CDs, CD-ROMs, DVDs, Blu-rays, compact cassettes and VHS tapes, exclusively to persons listed in §2 points 1-2.
2. Persons other than those listed in §2, point 3 may access recordings on CD, DVD, CD-ROM, analogue records and cassette tapes on site, i.e. in the Reading Room, notwithstanding §16.

§16

1. Recordings listed in the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR) should be requested through the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR). Audiovisual materials listed solely in the index card catalogue may be requested in person at the Record Library or, if the reference number of the recording is provided, they may be requested via email.
2. The Record Library fulfils requests according to the following rules:
3. within the same day – in the case of recordings on digital media (CD, DVD, CD-ROM, Blu-Ray), which had been requested electronically no later than 8 a.m. that day,
4. on the following business day – in the case of recordings on digital media (CD, DVD, CD-ROM, Blu-Ray), which had been requested electronically after 8 a.m. that day,
5. up to two business days – in the case of recordings on analogue records, compact cassettes and VHS tapes
6. Users may make digital copies of fragments of recordings made available by the Record Library for their own personal use.

§17

1. Students may borrow audiovisual materials for a period of 14 days. In this case, an extension is not posse/slip of a library material is proof of its lending.
2. Employees may borrow audiovisual materials for 30 days. If necessary, after the basic lending period has expired, the employee may extend the lending period once – for another 30 days.
3. In the case of recordings that are in high demand, the Record Library may stipulate a shorter lending period or request that the recording be returned earlier than specified in the Regulations.
4. In special cases, the librarian may refuse to lend certain recordings.
5. Recordings documenting events in the life of the Academy, e.g. academic concerts, scientific sessions, etc., are not available for lending. They may only be accessed on site, i.e. in the Reading Room, notwithstanding §16.
6. The total number of borrowed copies, i.e. sheet music, books and recordings, must not exceed 45
7. The revers the User for each borrowed item separately.
8. The return date of borrowed materials must be strictly adhered to. If the return date is exceeded,
	1. the employee shall be deprived of the right to borrow any further materials until the arrears are cleared,
	2. the student may be completely deprived of the right to borrow recordings.
9. Readers are notified via e-mail of the approaching return date for publications borrowed from the [Main Catalogue](https://katalogkrak.cyfronet.pl/search/query?theme=UR), which is also shown in their electronic User Accounts.

Chapter V. Interlibrary Loans

§18

1. The AMKP Library acts as an intermediary in providing access to collections lent from other national libraries for academic teachers, students and doctoral students of the AMKP.
2. The AMKP Library acts as an intermediary in providing access to collections lent from other foreign libraries for:
	1. academic teachers of the AMKP – based on a written request confirming the funding source,
	2. students and doctoral students of the AMKP – based on a written request signed by a teacher and confirming the funding source.
3. The lent materials referred to in points 1 and 2 refer to printed collections.
4. Foreign loans are subject to a fee; each loan requires a separate valuation.
5. In the event of damage, loss or failure to return library materials borrowed from other libraries by the specified return date, the User may be charged a financial penalty in accordance with the regulations of the library in question.

Chapter VI. Access to Commercial Library Collections via the AMKP Library

§19

1. The AMKP Library acts as an intermediary in providing access to collections lent from the Hire Collection Department of the PWM Edition's Warsaw Office, and other commercial institutions to:
	1. academic teachers of the AMKP – based on a written request confirming the funding source,
	2. students and doctoral students of the AMKP – based on a written request signed by a teacher and confirming the funding source.
	3. orchestral and choral ensembles of the AMKP – in accordance with the concert programme for a given academic year approved by the Rector of the AMKP or based on a written request confirming the funding source submitted to the Chief Librarian of the AMKP by the person responsible for the project.
2. The request referred to in §1 point 3 shall be submitted at least 6 weeks before the date of the first rehearsal.
3. The AMKP Library shall not be liable for delays in the delivery of orchestral and choral materials resulting from sudden changes in the repertoire or failure to meet the deadline for submitting the request referred to in point 2.
4. Works borrowed by the persons referred to in point 1, items 1 and 2, should be returned within the time limit agreed with the Chief Librarian of the AMKP Library.
5. Sheet music borrowed by members of orchestras and choirs should be returned within 3 business days of the date of the concert.
6. In the event of damage, loss or failure to return library materials borrowed from the PWM Hire Collection Department or other commercial institutions, the User may be charged additional costs presented by the institution in question.

Chapter VII. Final Provisions

§20

Any requests or complaints about the AMKP Library should be sent to the Chief Librarian.

**R e c t o r**

**prof. dr hab. Wojciech Widłak**