

Principles of the University Library operation from June 1, 2020

1. 1. From 1 June 2020, the following will operate:
 - a. The Main Library in the field of electronic orders and returns, as well as the opportunity to work on site
 - b. Medical Library in the field of electronic orders and returns.
2. Inter-faculty, faculty and institute libraries (hereinafter referred to as specialist libraries) remain closed until further notice. Using the collections of these libraries is possible through the Main Library on the following principles:
 - a. books can be ordered via a computer system from all specialist libraries, both for borrowing and for on-site use,
 - b. books ordered in specialist libraries are delivered to the Main Library within a maximum of 3 working days. Books ordered for borrowing can be picked up at the Lending Desk of the Main Library, books ordered for use on-site will be available for pick up in the Main Reading Room,
 - c. If the same copies are available both in the Main Library and in specialist libraries, first, an order for a copy from the Main Library will be processed,
 - d. Books borrowed from both the Main Library and specialist libraries should be returned to the Main Library. In addition, books can be returned in the library's book drops, which are located in front of the the Library of the Faculty of Economic Sciences and Management and the Collegium Humanisticum Library. These libraries are closed and do not borrow books,
 - e. Books returned to libraries will quarantined for 72-hour. After the quarantine period, the books will be removed from the readers' accounts.

3. The Main Library:

- a. From June 1, the Main Library is open on weekdays:
 - i. Monday, Wednesday, Friday – 9.00 – 15.00.
 - ii. Tuesday, Thursday - 12.00 - 18.00
- b. Persons entering the Main Library are asked by security guard, who is on duty at the entrance to the Main Library to provide the purpose of the visit

Loans:

- c. All registered readers can borrow books.
- d. Borrowing of books from the Main Library are carried out in accordance with the principles set out in the Regulations of Access to the Collections. Until September 30, limit of loans will be introduced: for students - 30 vol., for doctoral students - 50 vol., for employees - 100 vol., for retired employees - 30 vol.

Work on-site

- e. Employees, retired employees, doctoral students and students of the Nicolaus Copernicus University in Toruń, hereinafter referred to as readers, are entitled to use on-site the collections at the Main Library..
- f. Books on site at the Main Library are made available in designated so-called learning points located in the Main Reading Room and in the

2nd floor of Free Access. 20 learning points, marked with numbers, are available in these locations.

- g. The following reading rooms are also open: Periodicals, Special Collections and Pomeranian Collection. The Collections of the Archives Of Polish Emigration are shared in the Special Collections' Reading Room. In each of these reading rooms are 4 learning points for readers.
- h. The reader declaring work on-site is registered by a security guard, who also issues the learning point number and possibly the locker number .
- i. The readers are prohibited from direct access to the book collections. All necessary materials should be ordered by the reader through a computer system. Ordered materials should be pick up at the service desk of the Main Reading Room.
- j. Orders for library materials should be submitted through own devices. All computer terminals are closed.

4. The Medical Library:

- a. The Medical Library is open on weekdays

Monday, Wednesday, Friday -	8.00 – 14.30
Tuesday, Thursday - -	12.00 – 18.30
 - b. At the Medical Library Lending Desk, book ordering services via the computer system are restored and returns of library materials are accepted.
 - c. Books returned to libraries will quarantined for 72-hour.
 - d. It is not possible to order and borrow periodicals. If you need to use a periodicals, send an order for make a digital copies to the address: biblio@cm.umk.pl. The use of digital copies may only take place to the extent of permitted use in accordance with the provisions of the Act of 4 February 1994 on Copyright and Related Rights.
- 5.** Enter to the libraries will be possible only in a mask. After entering please disinfect your hands with disinfectant. It is forbidden to cross the designated zones in the library halls and in the reading rooms as well as the use of any library devices.
- 6.** The fee for books returned after their due date is also suspended until September 30.
- 7.** Readers, in particular graduates and other persons not associated with the Nicolaus Copernicus University are encouraged, if materials from storage collections or from special collections are needed please send orders for their digital copies to the following addresses: skany-bu@umk.pl (in the case of materials from The Main Library) and biblio@cm.umk.pl (in the case of the Medical Library). The use of digital copies may only take place to the extent of permitted use in accordance with the provisions of the Act of 4 February 1994 on Copyright and Related Rights.

- 8.** The services launched since June 1 do not limit the reader's ability to use the digital resources of the University Library. All necessary information in this regard can be found at www.bu.umk.pl and www.biblio.cm.umk.pl