

Rules for borrowing books in the University Library of the Nicolaus Copernicus University from 18 May 2020

1. Books are borrowed from the Main Library and Medical Library. Faculty and institute libraries remain closed until further notice.
2. To borrow books are entitled: employees, retired employees, doctoral students and students of the Nicolaus Copernicus University in Toruń.
3. The option of borrowing applies only to books published after 1959, kept in the Main Library (including Open Access Collection) and Medical Library storage, with the exception of books with the status - for use insite only.
4. It is not possible to order and borrow periodicals or special collections. If you need to use a periodicals or materials from special collections, send an order for make a digital copies to the following addresses: skany-bu@umk.pl (in the case of 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.
5. **Borrowing from the Main Library**
 - a. From May 18 the Lending Desk of the Main Library will be open with services of borrowing and returning books.
 - b. From May 18, the limit of loans will be introduced: for students - 30 vol., for doctoral students - 50 vol., for employees - 100 vol., for retired employees - 30 vol. From May 18, return deadlines will apply in accordance with the Regulations of the Access to Collections, available at <https://www.bu.umk.pl/regulamin>.
 - c. Orders for books to borrow from the Main Library should be submitted electronically by searching in the electronic catalog of the Library or digitized catalog of books in accordance with the information available at <https://www.bu.umk.pl/wyposzyczalnia>
 - d. The pick up of books takes place at the Lending Desk of the Main Library at any time between 8.00 and 15.00. At the Lending Desk should be pick up also books ordered before May 18 by email. At the same time, up to 5 people can stay in the Main Library building.
 - e. A security guard, who is on duty at the entrance to the Main Library, is authorized to identify people incoming to pick up books and control the number of people who are simultaneously in the Library building.
 - f. Books ordered for borrowing from the storage and Open Access Collection are kept in the Lending Desk for 3 days.
 - g. The Lending Desk of the Main Library accepts from readers returns of books borrowed from the Main Library and until further notice also from inter-faculty, faculty and institute libraries. Books returned to the Library will quarantined

for 72-hour. After the quarantine period, the books will be removed from the readers' accounts.

6. **Borrowing from the Medical Library**

- a. The reader places an order by sending an e-mail to the address: udostepniane@cm.umk.pl, providing data of the ordered book (call number (s), author and title of the ordered book and volume in the case of multi-volume items) and reader's data (employee: name and surname, department, library card number; student: name and surname, field and year of study, student ID number; doctoral student: name and surname, department, ID or library card number).
 - b. Incomplete orders will be sent back to the reader with a request for complement.
 - c. The pick up of books will be possible the next business day after placing the order between 8.00 and 15.00.
 - d. The reader will receive a notification with an individual date and time of pick up. The email sent to the reader will also contain information about the unrealized part of the order, e.g. due to the lack of books in the library. The pick up of books will take place in the designated place in the lobby of the Medical Library. If the planned pickup date is not appropriate, please inform by email the Lending Desk to arrange a new pickup date.
 - e. All orders prepared for borrowing will be saved to the reader's account. The borrowing date registered in the system may be earlier than the date the reader received the book.
 - f. The reader can order up to 10 books, regardless of the number of books already registered on the account. The date of their return will not be specified. In justified cases, the number of books may increase. The decision will be made by the librarian on duty.
 - g. Books not picked up by the reader within the prescribed period will be removed from the account and sent back to the storage.
 - h. Medical Library do not accept returns of books already borrowed.
7. Enter to the library 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.
 8. The pick up of books will only be possible after presenting the student ID or the library card to the employee on duty.
 9. After receiving the order, the reader is obliged to check the status of his account, and in case of non-compliance to immediately report this fact by email to the appropriate Lending Desk .
 10. The fee for books returned after their due date is also suspended until September 30.
 11. The loan service does not limit the existing possibilities of using the digital resources of the University Library. All necessary information in this regard can be found at www.bu.umk.pl