

RULES AND REGULATIONS FOR USERS OF SPECIAL COLLECTIONS

1. The special collections can only be accessed on site in:
 - a. the Special Collections Reading Room,
 - b. the Musical Documents Section.
2. In the Special Collections Reading Room, there are collections from the following sections: Rare Prints, Social Life Documents, Iconography, Cartography, Manuscripts and Old Prints.
3. In special cases, the music collection may be used in the Special Collections Reading Room.
4. In the Special Collections Reading Room and the Musical Documents Section, access is provided to:
 - a. valuable and rare objects,
 - b. other special collections,
 - c. reference book collections.
5. Valuable or rare objects may be accessible to:
 - a. academic staff,
 - b. other persons, e.g. doctoral students, students, employees of the institution, upon presentation of a certificate from the supervisor or head of the institution, specifying the purpose and subject of research. The certificate is valid for one year.
6. Readers wishing to use the special collections are required to:
 - a. present the librarian on duty with a valid library card or other document entitling them to use the collections of the University of Lodz Library, and in the case of access to valuable or rare collections to present an identity card,
 - b. present a certificate from the supervisor or head of the institution, subject to point 6,
 - c. register in the visitors' book,
 - d. to fill in the lending form(s).
7. No certificate is required from readers using other special collections and reference libraries.
8. A template of the certificate is attached to these Rules and Regulations.
9. When a requested object is available in a secondary form (digital copy, photocopy, photographic print, microfilm), the original can be made available only in exceptional and justified cases with the consent of the head of the Special Collections Department.
10. In order to access non-distributed, copyrighted material (e.g. correspondence) the reader must obtain a written authorisation from the author or their heirs.
11. A reader may use 3 volumes of an old or rare print or 1 manuscript unit at a time, otherwise the number of ordered objects may not exceed 5 items; the consent of the librarian on duty is required for simultaneous use of a greater number of items.

12. Orders from the reference library can be processed within 20 minutes and from other special collections within 1 hour. The processing time may change due to the object's status, its state of preservation or the library's preparation for making it available. When ordering particularly valuable or rare items or a large number of documents, the date and procedure for processing the order must be arranged in advance.
13. Orders placed after 1:30 p.m. and 5:30 p.m. respectively will be processed the following day.
14. Ordered documents are returned to the warehouse on the same day unless the reader requests an extension.
15. Simultaneous use of the collections of different sections is possible with the consent of the librarian on duty.
16. The reader is not allowed to make both digital copies and photocopies of special collections on their own.
17. The reader may:
 - a. be assisted by the librarian on duty in the use of the equipment available in the reading room and special collection sections, as well as the piano,
 - b. use their own equipment (laptop, digital camera without lamp, etc.) - this must, however, be done with the knowledge and permission of the librarian on duty in the specific conditions and designated place,
 - c. order reproductions (photocopies, scans) of the library materials for a fee, within the limits allowed by copyright law and taking into account the state of preservation of the object. Photocopies of objects published before 1950 are not allowed.
18. The reader is required to:
 - a. handle the provided materials with care,
 - b. use disposable latex or cotton gloves while using valuable or rare collections,
 - c. take notes using pencils only (no pens, markers, etc.),
 - d. follow the instructions of the librarian on duty regarding the use and security of the collections,
 - e. inform the librarian on duty if they need to leave the reading room or study hall temporarily, the librarian shall secure the materials provided to the reader,
 - f. indicate the place the materials are stored together with the University of Lodz Library's reference number while citing the materials,
 - g. use the obtained copies of the materials in accordance with the Act on Copyright and Related Rights of 4 February 1994 (Polish Journal of Laws 24/1994) as amended.
19. The reader is financially responsible for any damage caused to library materials and equipment.
20. Every reader is required to comply with the provisions contained in the **Rules and Regulations for the Use of the Library Collections of the University of Lodz.**
21. Any matters not regulated in the abovementioned documents require a decision of the Director of the University of Lodz Library.