



**ORDINANCE No 5/2026**  
**of the Rector of the Maritime University of Szczecin**  
**dated 28.01.2026**

on : **amendments to Order No. 46/2019 of the Rector of the Maritime University of Szczecin of 16 September 2019 on the introduction of "Regulations for using collections and services of the Main Library of the Maritime University of Szczecin, as amended.**

Pursuant to Art. 23 sec. 1 and Art. 49 sec. 2 of the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2024, item 1571, as amended), it is ordered as follows:

§ 1.

In the "Regulations for the use of the collections and services of the Main Library of the Maritime University of Szczecin," constituting an appendix to Order No. 46/2019 of the Rector of the Maritime University of Szczecin dated 16 September 2019, as amended, hereinafter referred to as the Regulations, the following changes are introduced:

1) § 1 point 3 shall read as follows:

„3) ID card – this should be understood as an identity card, passport, or other document certifying identity, containing the first name, last name, photograph, PESEL number, and, if you do not have a PESEL number, another appropriate identifier,

2) § 3:

a) point 2 shall read as follows:

„2. Within the University's library-information system personal data of the system users are processed, such as first and last name, PESEL (Personal Registration Number), permanent and temporary address, telephone number, e-mail, address, student book number, status of the reader and faculty.”,

b) b) paragraph 3 is repealed,

3) § 5:

a) after point 4, point 4a shall be added, reading as follows:

„4a. To use the electronic library system, you must provide a valid email address. Notifications regarding available library materials will be sent to this address.”,

b) after point 10, points 11 and 12 shall be added as follows:

„11. The user may consent to telephone communication from the Library regarding matters related to the library materials made available. Consent is voluntary and may be withdrawn at any time.

12. The user may consent to receiving emails with information about events, promotions, surveys, etc. from the Library. Consent is voluntary and may be withdrawn at any time.”,

4) In § 6, after point 1, points 1a and 1b shall be added, reading as follows:

„1a. Library materials may be borrowed and returned:

1) n person in the lending room,

2) using a book locker, i.e., a self-service device that works similarly to a parcel locker.

- 1b. The rules for using the book locker are set out in Appendix 1a to the Regulations..”,
- 5) Appendix 1a – Rules for using the book vending machine – is added after Appendix 1 to the Regulations, with the wording as in Appendix 1 to this order,
  - 6) Appendix No. 3 to the Regulations – Obligation of the Maritime University of Szczecin to provide information – shall read as in Appendix No. 2 to this order.

§ 2.

Supervision and control of the implementation of this Order shall be the responsibility of the heads of the divisions according to the powers assigned to them.

§ 3.

This Order shall come into effect as of the date of signature.

RECTOR

dr hab. inż. kpt. ż. w. Wojciech Ślęczka, prof. PM

## **Rules for using the book locker**

### § 1. General information

1. The book locker is owned by the Maritime University of Szczecin (the University) and is used to collect library materials ordered from the Main Library Lending Room, hereinafter referred to as books, and to return them.
2. The book vending machine is located at the main entrance to the Faculty of Economics and Transport Engineering and the Main Library of the University at Henryka Pobożnego str. 11 in Szczecin.
3. The book locker is located in an area covered by monitoring system, which is intended to ensure the safety of users and protect the device and library resources. The administrator of personal data from the surveillance system is the Maritime University of Szczecin.
4. Only students, doctoral students, and university employees who are registered with the Library and have an active account for accessing the library system can use the book locker.
5. A library card or electronic student ID card (e-ID card) is used to open the locker in the book vending machine..

Instructions for using the book locker are provided by the Library on its website.

### § 2. Ordering to the book locker

1. In order to use the book locker, when placing an order for books via your library account, you must indicate the book locker as the place of collection.
2. Orders placed with the book locker are processed only during Library opening hours..
3. Orders placed one hour before the Library closes will be processed on the next working day.
4. The library informs users that their ordered books are ready for collection by sending a notification to the email address assigned to their library account.
5. If it is impossible to deliver the ordered books to the book locker, e.g. because they exceed the dimensions of the locker or there is no space in the book locker, the user will be notified in the manner specified in point 4.
6. Ordered books must be collected within 3 working days (Library working days as specified in a separate order of the Rector) from the moment of receiving the notification referred to in point 4.
7. If the order is not collected on time, the books will be removed from the book locker and the order will be canceled.

### § 3. Returning books

1. The return of books via the book locker will be visible in the user's account after the locker has been emptied and verified by a Library employee, no later than on the next business day (as defined in § 2, point 6 after such verification).
2. A malfunction of the book locker or a lack of available lockers does not exempt the user from the obligation to return borrowed materials on time, including in person to the Lending Room on the given or nearest working day of the Library.

### **Obligation of the Maritime University of Szczecin to provide information**

Pursuant to Art. 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR), we inform you that:

- 1) The controller of your personal data is the Maritime University of Szczecin, ul. Wały Chrobrego 1-2, 70- 500 Szczecin, tel. +48 91 48 09 400, e-mail: pm@pm.szczecin.pl
- 2) Contact to the Data Protection Officer e-mail: iod@pm.szczecin.pl
- 3) The legal basis for the processing of your personal data is:
  - a) Article 6 point 1 subpoint c of GDPR - the Library Act in order to collect, develop, store and protect library materials (among other things, to recover them, including recovery), to provide user services, to make the collections available and to carry out information activities, to provide information about the collections of other libraries, museums and centres of scientific information, and to cooperate with archives in this respect, and the Higher Education and Science Act in order to carry out the statutory tasks of the Main Library,
  - b) Article 6 point 1 subpoint b of GDPR – in order to perform the contract for the provision of library services, which the user concludes by registering with the Library and accepting the regulations,
  - c) Article 6 point 1 subpoint e of GDPR – in connection with the use of monitoring system in the book locker – a task carried out in the public interest to ensure and increase the safety of members of the academic community, in particular employees, students, listeners, users, as well as guests staying on the administrator's premises, in order to ensure the protection of property and library resources and the possibility of determining and pursuing claims in the event of damage to equipment or theft of resources – legal basis: the Act on Higher Education and Science (provisions on property management and ensuring safety on university premises), Library Services Act, which requires the protection of library collections,
  - d) Article 6 point 1 subpoint a of GDPR – processing of non-mandatory data such as telephone number, email address for contact purposes and receiving emails with information about events, promotions, surveys, etc. organized by the Library.
- 4) Providing personal data necessary for the rental process is mandatory. Data provided voluntarily, not required for rental, is optional;
- 5) We may transfer personal data to public authorities or entities authorized to obtain data on the basis of applicable law, and to entities processing data on our behalf on the basis of a data processing agreement (e.g., IT system providers, equipment service companies). Personal data is not transferred to third countries;
- 6) The data will not be used for automated decision-making, including profiling, as referred to in Article 22 of the GDPR;
- 7) we will store your personal data:
  - a) outside the library system – for the period required under the provisions of law on the obligation to collect and store archival materials and non-archival documentation, including in particular until the statute of limitations expires,
  - b) in the library system – for a period of 3 years from the deactivation of the access account, counting from 1st January of the year following the deactivation,
  - c) in the book locker monitoring system – for 3 weeks,
  - d) However, if your personal data is processed on the basis of your consent, we will store it until you withdraw your consent to its processing.
- 8) You have the following rights:
  - a) the right to access your personal data pursuant to Article 15 of the GDPR;
  - b) the right to rectify your personal data pursuant to Article 16 of the GDPR;;
  - c) the right to request the erasure of personal data in the cases specified in Article 17 of the GDPR;
  - d) pursuant to Article 18 of the GDPR, the right to request the controller to restrict the processing of personal data, subject to the cases referred to in Article 18 point 2 of the GDPR;

- e) the right to transfer personal data in the cases specified in Article 20 of the GDPR;
- f) the right to object to the processing of personal data in the cases specified in Article 21 of the GDPR;
- g) the right to withdraw consent to the processing of personal data at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.;

Z tych praw mogą Państwo skorzystać, składając wniosek w formie pisemnej do Inspektora Ochrony Danych na adres administratora z dopiskiem „Inspektor Ochrony Danych” lub na skrzynkę: [iod@pm.szczecin.pl](mailto:iod@pm.szczecin.pl);

Moreover, you have the right to lodge a complaint with the supervisory authority, that is, the Office of Personal Data Protection if you believe that the processing of your personal data violates the provisions of the GDPR.