



**ORDINANCE No. 46/2019**  
**of the Rector of the Maritime University of Szczecin**  
**dated 16.09.2019**

*Consolidated text taking into account the Rector's Order No. 67/2021, 59/2022, 69/2022 and 58/2023 (in force from 01.10.2023)*

on **introducing "Regulations for using collections and services of the Main Library of the Maritime University of Szczecin"**.

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 item 1668, as amended), it is ordered as follows:

§ 1.

The "Regulations for using collections and services of the Main Library of the Maritime University of Szczecin" constituting an appendix to this Ordinance are introduced.

§ 2.

Ordinance No. 42/2018 of the Rector of the Maritime University of Szczecin dated 24.10.2018 on the introduction of the "Regulations for using collections and services of the Main Library of the Maritime Academy in Szczecin" is repealed.

§ 3.

Supervision and control over the implementation of this Ordinance shall be entrusted to the managers of the divisions according to the powers assigned.

§ 4.

The Ordinance becomes effective on 01.10.2019.

RECTOR

/signature/

Wojciech Ślącza, PhD. Eng., Master Mariner, MUS Professor

## REGULATIONS FOR USING COLLECTIONS AND SERVICES OF THE MAIN LIBRARY OF THE MARITIME UNIVERSITY OF SZCZECIN.

### I. DEFINITIONS

#### § 1.

Whenever a reference is made in the Regulations to:

- 1) **Library** – it should be understood as the Main Library of the Maritime University of Szczecin,
- 2) **SNJO Reading Room** – it should be understood as the reading room located in the Foreign Languages Department (SNJO),
- 3) **ID card** – it should be understood as an identity card, passport or driver's license,
- 4) **diploma thesis** – it should be understood as a master's thesis, engineer's thesis, bachelor's thesis and diploma thesis of a student of postgraduate studies,
- 5) **Regulations** – it should be understood as "Regulations for using collections and services of the Main Library of the Maritime University of Szczecin",
- 6) **university network** – it should be understood as computers and devices of the University connected in order to: exchange data, use common equipment, common software and databases,
- 7) **students** – it should be understood as students of the first and second degree as well as doctoral students,
- 8) **universities in Szczecin** – it should be understood as public higher education institutions based in Szczecin (excluding branches, remote basic organizational units and remote teaching centers located in Szczecin),
- 9) **University** – it should be understood as the Maritime University of Szczecin,
- 10) **user** – it should be understood as a person using the services of the Library.
- 11) **e-book** - it should be understood as a digital book or other electronic publication, saved in a suitable format, readable by a computer or other device adapted for this purpose

### II. ENTITLEMENT TO USE LIBRARY SERVICES

#### § 2.

##### Entitled persons

The following have the right to use the Library's collection:

- 1) students and postgraduate students of the University,
- 2) employees of the University,
- 3) participants in courses organized by the training centers of the University,
- 3a) the students of the Maritime University of the Third Age (hereinafter MU3A),
- 4) students of universities in Szczecin,
- 5) employees of the Polish Steamship Company (PŻM),
- 6) students and employees of maritime schools in Szczecin with which the University has concluded a cooperation agreement,
- 7) other individuals.

### III. PERSONAL DATA PROTECTION

#### § 3.

1. The Administrator of personal data of the users of the Main Library of the Maritime University of Szczecin is the Maritime University of Szczecin.
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), address, telephone number, e-mail address, student book number, type and status of the reader (type of study, year of study, major).
3. The University has the right to process personal data of users:
  - 1) outside the library system - for the period required by the law on the obligation to collect and preserve archival materials and non-archival documentation, including in particular the period until the statute of limitations for claims,
  - 2) in the library system - for a period of 3 years from the deactivation of the access account counting from 1 January of the year following this deactivation.
4. In order to comply with the information obligation under Article 13 of Regulation 2016/679 of the European Parliament and of the Council of the European Union 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), the information clause of the Main Library of the Maritime University of Szczecin concerning the processing of personal data by the Main Library is attached as Annex No. 3.

### IV. USING THE LENDING ROOM

#### § 4.

##### Lending exclusions

1. The following library materials of the Library cannot be lent:
  - 1) publications issued before 1945,
  - 2) reading room collections, including board games,
  - 3) special collections (standards, electronic documents, databases, typescripts of unpublished scientific and research papers, doctoral theses and diploma theses) excluding e-books,
  - 4) library materials brought in through interlibrary loan,
  - 5) library materials intended for the internal (official) use of the Library.
2. The library materials referred to in sec. 1 are made available on site, in reading rooms.
3. In justified cases the Director of the Library may exclude from lending library materials not listed in sec. 1 because of their value, uniqueness, state of preservation or periodically increased popularity among readers.

#### § 5.

##### Library membership

1. The loan process is handled using the library's electronic information system, in which each user enrolled in the system has an individual access account.
2. Individuals with an active access account have the right to borrow collections.
3. Activation of an access account (enrollment in the Library) occurs after the user personally reports to the Lending Room.
4. Upon enrolling in the Library, the user shall pay a deposit for borrowing library materials, except for students and employees of the University, students of the MU3A, students of universities in Szczecin, employees of PŻM as well as students and employees of maritime schools in Szczecin with which the

University has concluded a cooperation agreement, shall sign a declaration confirming the knowledge of his/her rights and obliging him/her to observe the Regulations, and a statement expressing consent to transfer the deposit to the University in cases specified in § 19 sec. 4-5, and shall present the following:

- 1) students of the University – an electronic student ID card,
  - 2) employees of the University – an ID card, with the Library confirming the employment at the Human Resources Department,
  - 3) participants of courses organized by training units of the University – an ID card, however the Library shall previously receive lists of course participants from these units,
  - 4) students of the MU3A – a valid MU3A student ID card,
  - 5) students of universities in Szczecin – a valid interlibrary card issued by the library of their home university,
  - 6) employees of PŻM – an ID card and a document confirming that they are employees of PŻM,
  - 7) students of maritime schools in Szczecin – a student card or ID card and a document confirming the fact of attending such a school,
  - 8) other persons – an ID card.
5. The amount of the deposit for borrowing library materials is specified in Appendix No. 1 to the Regulations.
  6. The rules for the deposit return, the procedure for handling uncollected deposits and cases when the deposit is not refundable are regulated in Chapter IX of the Regulations.
  7. The electronic student card (ESC) issued by the University serves as a library card. It allows using the services of the Lending Room and all reading rooms-
  8. Users with an active access account who do not have the ESC issued by the University are issued an ID in the form of a library card.
  9. In case of loss of the library card the Lending Room issues a duplicate.
  10. Fees are charged for the issuance of a library card and its duplicate in the amount specified in Appendix No. 1 to the Regulations. Exceptions are employees of the University, students of the MU3A and students enrolled on the basis of an interlibrary card issued by another university in Szczecin, who do not pay a fee.

## § 6.

### **Borrowing library materials**

1. Library materials are ordered by users in the library system – by using an access account to this system.
2. Library materials can be loaned for the following periods:
  - 1) for a period of 180 days,
  - 2) for a period of 31 days,
  - 3) for a period of 7 days,
  - 4) for a period of 4 days.
- 2a. The loan period depends on the type of library material borrowed, subject to section 3 point 5.. This period shall be visible to the user in the library electronic information system.
3. The following lending limits apply:
  - 1) students and employees of the University – up to 25 copies (including in the SNJO Reading Room and e-books),
  - 2) participants of courses organized by the University's training centers – up to 5 copies for a period of no longer than the duration of the course,
  - 3) students and employees of maritime schools in Szczecin, with which the University has concluded a cooperation agreement, and students of other universities in Szczecin – up to 5 copies,
  - 4) employees of PŻM – up to 5 copies,
  - 5) others – up to 3 copies for a period of 31 days.
4. The Library may shorten the loan period if there is an increased demand for the given library materials.
5. It is possible to extend the loan period once for a second period of the same duration (for this purpose, the user should apply in person, by phone or e-mail to a member of staff of the Main Library or use the

option available to the user in the electronic library information system). Such extension will be made provided that the materials have not been previously reserved by another user.

6. In justified cases, the Library Director may decide to further extend the loan period.
7. The lending of e-books takes place remotely for a period of 4 days. The return of the e-book after this period is automatic, without the user's participation. The rules of borrowing e-books are specified in Appendix 4 to the Terms of Use.

## § 7.

### **Responsibilities of users**

1. Users of services of the Lending Room must present their IDs, i.e. library card, interlibrary loan card, or ESC, as appropriate, whenever requested by a Library staff member.
2. The documents referred to in sec. 1 may not be transferred to another person. Violation of this provision will result in deprivation of the right to use the Library for both the owner of the document and the person illegally using it.
3. The user should immediately notify the Lending Room about the loss of a library card or interlibrary loan card issued by the University, change of name or address.
4. Users are obliged to:
  - 1) respect borrowed library materials and protect them from loss or damage,
  - 2) make timely returns of borrowed library materials or legalize extensions of the loan period,
  - 3) settle accounts with the Library by returning borrowed materials, paying any fees referred to in § 8, or fulfilling the obligations referred to in § 9.
5. The fact that employees and students of the University have settled their accounts with the Library is confirmed on a clearance slip.

## § 8.

### **Failure to return library materials on time**

1. The Library applies the following sanctions to those who fail to meet the deadline for returning library materials:
  - 1) withholding the possibility to loan materials until obligations are paid,
  - 2) deprivation of the right to borrow collections in a situation where the return of library materials is unenforceable and the fees or damages charged have not been paid,
  - 3) a fee for late return.
2. The amount of fees for late return of library materials is specified in Appendix No. 1 to the Regulations.
3. If library materials are not returned within 3 years of the established return date, regardless of the fees charged for the late return of such materials, a compensation fee shall be charged for such materials as for lost materials, and then the provisions of § 9 shall apply.

## § 9.

### **Loss of borrowed library materials**

1. In case of damage or loss of borrowed library materials the user shall be obliged to:
  - 1) repurchase an identical copy or its latest edition or
  - 2) provide another copy available in the bookstore, as indicated by the Library, or
  - 3) pay a compensation fee for damage or loss.
2. In case of damage or loss of a part of the multi-volume library material, the user shall be obliged to pay for the whole of the material.
3. The method of determining the compensation fee is set forth in Appendix No. 1 to the Regulations.

## § 10.

### Interlibrary card

1. Students of the University can get an ID in a form of an interlibrary card, which entitles them to use collections of other libraries in Szczecin (West Pomeranian University of Technology, University of Szczecin, Pomeranian Medical University, Academy of Art, The West Pomeranian In-Service Teacher Training Center). Obtaining an interlibrary card does not exempt students from paying any library fees charged by these units.
2. An interlibrary card is issued free of charge for the duration of study and is valid for 1 year.
3. In order to renew an interlibrary card, the user must obtain a confirmation of the return of library materials from libraries referred to in sec. 1, which were used in a given academic year
4. The obligation to confirm the return of library materials and to settle accounts with libraries also applies to:
  - 1) students who have been granted dean's leave,
  - 2) students who have been removed from the student list.
5. If an interlibrary card is lost, the Library will issue a form for holder of the lost card to obtain written confirmation that their account has been settled at all the libraries listed in sec. 1.
6. A student who has received the confirmation specified in sec. 5 may be issued a duplicate of an interlibrary card for a fee.
7. The amount of fees for issuance of a duplicate of an interlibrary card is specified in Appendix No. 1 to the Regulations.

## § 10a.

### Withdrawal from the Library

1. The discharge from the Library shall take place on the condition that the Library is accounted for:
  - 1) upon confirmation of this fact on the circulation card of employees and students of the University,
  - 2) at the user's request,
  - 3) after 3 years of inactivity of a user other than an employee or student of the University.
2. Deactivation of the Library access account occurs:
  - 1) upon discharge from the Library,
  - 2) when the user's claim for settlement with the Library is enforced or time-barred.

## V. USING THE READING ROOM

## § 11.

### General provisions

1. The following reading rooms operate as part of the University's unified library and information system:
  - 1) Scientific Information and Multimedia Reading Room,
  - 2) Books Reading Room,
  - 3) Periodicals Reading Room,
  - 4) SNJO Reading Room.
2. In reading rooms, access to the collection is free, subject to the provisions of Chapter VIII on unpublished works.
3. Readers using the reading room are obliged to show the librarian on duty their ID card, student card, school ID card or library card in order to identify the user.
4. *repealed.*
5. The collections located in the reading rooms may be used only on the spot, subject to the provisions of sec. 6.
6. In reading rooms, with the exception of SNJO reading room, books, journals and instructions for exercises are made available to be used outside the reading room only to the employees and students of the

University, after filling in the lending form, for the purpose of being copied for personal use, in accordance with the applicable law on copyright and related rights.

- 6a. The rules for the provision of board games are set out in Annex 5 to the Regulations.
7. Persons using the reading room are required to maintain silence and personal manners, and turn off their cell phones for the time of staying in the reading room.
8. Needed library materials located in other Library branches may be ordered to the reading room.
9. Users may use books and other materials brought with them after notifying the librarian on duty about this fact.
10. Users should take care to keep the arrangement of the collection on the shelves and to return library materials in undamaged condition, and to report noticed shortages to the librarian on duty.
11. Failure to comply with the provisions of this section shall result in permanent or temporary loss of the right to use the reading room.
12. The University shall not be responsible for private belongings of users left unattended.

## § 12.

### **Use of computers in the reading rooms of the Library**

1. Computer workstations in reading rooms of the Library are intended for research and educational purposes.
- 1a. The Library offers access to:
  - 1) the library catalogue,
  - 2) digital information resources, e.g. scientific databases available on the University's network, databases made available by password and on single-access workstations,
  - 3) Internet resources.
- 1b. Restrictions on the use of digital resources may result from licensing agreements.
2. Use computer equipment only for its intended purpose.
3. Before working, users are required to check the condition of the equipment and report any irregularities to the librarian.
4. After finishing your work, erase all entered data, log off the computer, and bring the workspace back to its original state.
5. Computer users are prohibited from:
  - 1) making changes to the system settings,
  - 2) installing computer programs (including games),
  - 3) deleting installed programs,
  - 4) using, accessing and distributing content protected by copyright and related rights as well as running of computer programs that mediate this,
  - 5) disseminating, sharing and using materials that are contrary to the law, morality and ethics,
  - 6) impersonating other users or other computers,
  - 7) link monitoring, eavesdropping and scanning of network traffic or ports,
  - 8) attempting to use protected resources without permission,
  - 9) intentionally and unreasonably slowing down the Internet connection,
  - 10) sending spam,
  - 11) using of computers to conduct commercial activities,
  - 12) obstructing or preventing other users from using the University's network or accessing its resources, disorganizing the work of other users of the University's network,
  - 13) touching computer monitors.

## § 13.

### **Interlibrary Loan System**

1. Users may access the collections of other domestic and foreign libraries through interlibrary loans.
2. Interlibrary loans are made only when the Library does not have the materials one is looking for in its collection.
3. The Library does not import library materials from another library if they are in the collection of another library in Szczecin.
4. Students and employees of the University with an active access account have the right to use interlibrary loan services.
5. Orders for library materials through interlibrary loan can be placed in the reading rooms.
6. Collections brought in from other libraries are available only on-site in the reading rooms at times specified by the library from which the materials are brought in. All costs associated with importing materials shall be borne by the person making the order.
7. Collections from the Library's resources are loaned to other libraries for a period not longer than 1 month.

## **VI. INFORMATION AND BIBLIOGRAPHIC ACTIVITIES**

### § 14.

#### **Information and bibliographic services**

1. Librarians on duty in the Library shall be obliged to:
  - 1) provide information to users about using the Library's collections and those of other libraries,
  - 2) advise users on forms and methods of using library documents of all kinds,
  - 3) assist users in selecting appropriate literature based on scientific databases,
  - 4) assist users in bibliographic and documentary searches by identifying appropriate sources of information.
2. The Library compiles bibliographic information free of charge on topics submitted by academic staff of the University.

## **VII. USE OF THE GROUP WORK ROOM**

### § 15.

1. The room may be used by employees and students of the University with an active access account.
2. The maximum time of single use of the Room is 2 hours.
3. The room can be used by a group of up to 25 people.
4. Priority for use of the room is given to those who have made reservations. Reservations are made by phone, electronically, or in person – as specified on the Library's website. The Library reserves the right to cancel a booking for legitimate reasons. The cancellation will be notified to those who made the reservation.
5. Users may bring their own equipment and materials to the Room.
6. The library shall not be responsible for items left in the Room.
7. The Room is equipped with a screen and multimedia projector (if you want to use the projector, please contact the librarian).



## VIII. HANDLING UNPUBLISHED WORKS STORED AT THE LIBRARY

### § 16.

#### Scope of sharing

1. Typescripts of unpublished research papers, doctoral and diploma theses from the last 5 years stored in the Library may be made available to users only under the following conditions. They do not constitute library materials within the meaning of applicable law.
2. The typescripts mentioned in sec. 1 do not include published research papers that are scientific achievements within the framework of proceedings for the award of the degree of post-doctoral degree (doktor habilitowany), i.e. scientific monographs and scientific articles, which are treated as library materials made available on general principles.

### § 17.

#### Method of sharing

1. Works referred to in § 16, sec. 1 are made available only to students, employees and doctoral students of the University in reading rooms.
2. The works shall be made available:
  - 1) in the case of diploma theses – on the condition that the author agrees to make the thesis available, and additionally:
    - a) to doctoral students at the University who are not its employees – on the basis of permission from the thesis advisor or scientific supervisor, who is an employee of the University,
    - b) to students of the University – on the basis of permission from the thesis advisor or scientific supervisor,
    - c) to employees of the University who are not academic teachers, for official purposes – based on the consent of the head of the division in which the employee is employed,
  - 2) in the case of doctoral dissertations - provided that their subject matter is not covered by legal secrecy.
3. A model application for permission to make the unpublished works available referred to in paragraph 2(1)(a) and (b), is attached as Appendix No. 2 to these Regulations.
4. Works made available may be used only on site in the reading rooms.
5. Photographing and copying of works is prohibited.

## IX. RULES OF PAYMENT FOR LIBRARY SERVICES

### § 18.

#### Types of fees and the method of their payment

1. Library services are generally available and free of charge, subject to section 2.
2. Fees may be charged:
  - 1) in the form of a deposit for borrowed library materials,
  - 2) for issuing a library card and its duplicate,
  - 3) for issuing a duplicate of an interlibrary card,
  - 4) for late return of library materials,
  - 5) for written reminders concerning library materials not returned on time,
  - 6) for damage to or loss of library materials (compensation fee).
3. Late return fees shall be calculated from the first day following the established return date.
4. The amount of fees and the method of their calculation are set out in Appendix No. 1 to the Regulations.
5. The amount of fees referred to in sec. 2 items 4 and 6, as appropriate, shall be calculated or determined by the Library.
6. Fees are paid at the University's Main Cashier's Office or the Main Library's Cashier's Office or by bank transfer to the University's bank account listed on the Main Library's website.

7. Proceeds from the fees referred to in sec. 2 are intended for library purposes, i.e. for the purchase of collections and library materials.

#### § 19.

##### **Deposits**

1. The deposit is paid only at the University's Main Cashier or by transfer to the University's bank account.
2. The deposit is returned at the time of settling accounts with the Library and ceasing to use its services on the basis of the payment receipt on which the Lending Room staff member has confirmed the fact of settling accounts, subject to section 4 of § 19.
3. The refund of the deposit shall be made at the University's Main Cashier's Office or by bank transfer to the user's bank account after a payment order has been issued by the Bursar's Office.
4. When the user is unsubscribed from being a user of the Library due to the expiry of a 3-year period of user inactivity, referred to in § 10a section 1 subsection 3 - the uncollected deposit passes to the Library as a donation and is used for the purchase of new books.
5. If a student fails to return borrowed materials by the due date and fails to pay any related fees, the deposit is not refundable and is transferred to the Library as compensation for the loss of library materials and outstanding debts.

#### § 20.

##### **Recovery of fees in court**

In the event of failure to pay fees due, the University may pursue its claims in court.

## **X. FINAL PROVISIONS**

#### § 21.

##### **Complaints and requests**

Complaints and requests regarding the Library's activities shall be submitted to the Rector of the University.

#### § 22.

##### **Publication of and compliance with the Regulations;**

1. The Library Director makes the Regulations, including information about fees for Library services, available to users by posting them in visible and publicly accessible places on Library premises and on the Library's website.
2. Using the library collection is tantamount to the user accepting the provisions of these Regulations.
3. Users are required to read and comply with the provisions of these Regulations.

## **FEES FOR LIBRARY SERVICES OF THE MAIN LIBRARY OF THE MARITIME UNIVERSITY OF SZCZECIN**

1. Deposit for borrowed library materials – PLN 200.
2. Fee for issuing a library card or its duplicate – PLN 5.00.
3. Fee for issuing a duplicate of an interlibrary card – PLN 10.00,
4. Fees for late return of library materials:
  - 1) borrowed for a period of 7 days – PLN 1.00 for each day of delay,
  - 2) borrowed for a period of 31 days – PLN 0.40. for each day of delay,
  - 3) borrowed for a period of 180 days – PLN 0.20 for each day of delay.
5. Fee for written reminders for library materials not returned on time – PLN 5.00 for each reminder sent.
6. Compensation fee for damage to or loss of library materials – the amount of compensation due results from:
  - 1) the evaluation of the lost library materials made by an employee of the Lending Room according to current market prices or the value the materials have for the Library; or
  - 2) the costs of ordered services of making a photocopy in a bindery of a particularly valuable item of the library – on the basis of a bill paid by the University.
7. If fees are required by law to be subject to value added tax, the fees set forth in this Appendix shall include this tax (gross fee value).

.....  
(date)  
student)

.....  
(student book number)

.....  
(full name of the student/doctoral

### Application for making a typescript available\*

To the Director of the Main Library

I kindly request you to make the contents of the following typescript available in the Main Library reading room  
Work identification number:

1. ....  
Author .....  
Title .....
  2. ....  
Author .....  
Title .....
  3. ....  
Author .....  
Title .....
  4. ....  
Author .....  
Title .....
  5. ....  
Author .....  
Title .....
  6. ....  
Author .....  
Title .....
  7. ....  
Author .....  
Title .....
  8. ....  
Author .....  
Title .....
- Justification .....

.....  
(student's / doctoral student's signature )

### Permission

.....  
(name of the thesis advisor/scientific supervisor)

.....  
(date and signature of the thesis advisor/scientific supervisor)

.....  
(stamp of the thesis advisor's/scientific supervisor's organizational unit

## 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](mailto:pm@pm.szczecin.pl)
2. Contact to the Data Protection Officer e-mail: [iod@pm.szczecin.pl](mailto:iod@pm.szczecin.pl)
3. The legal basis for the processing of your personal data is:
  - a) Article 6 (1) point (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 (1) (a) GDPR - processing of non-mandatory data such as telephone number, email address for contact purposes;
4. The provision of personal data is voluntary but necessary for the use of the Library's services, including the lending of the Library's collection
5. We may disclose your personal data to authorities or other public entities that have statutory right to access such information pursuant to binding provisions of the law as well as to entities involved in data processing on our behalf on the basis of data processing agreements. Your personal data shall not be transferred to third countries.
6. Your personal data shall not be used for automated decision making purposes, including profiling as referred to in Article 22 (GDPR).
7. We will keep your personal data:
  - a) outside the library system - for the period of time required by the law on the obligation to collect and preserve archival material and non-archival documentation, including in particular until the statute of limitations for claims,
  - b) in the library system - for a period of 3 years from the deactivation of the access account counting from 1 January of the year following this deactivation.However, if we process your personal data on the basis of your consent, we will keep it until you revoke your consent to its processing..
8. You have the following rights to access the contents of your personal data, correct it, remove it, limit the scope of its processing, right to transfer the data, right to object, right to revoke your consent at any given moment without it affecting its compliance with the processing law – pursuant to the rules stipulated in articles 16-21 of GDPR. You may choose to use these rights by submitting a written request to the Data Protection Officer to the address:

Politechnika Morska w Szczecinie  
Inspektor Ochrony Danych  
ul. Wały Chrobrego 1-2  
70-500 Szczecin

or

[iod@pm.szczecin.pl](mailto:iod@pm.szczecin.pl)

9. 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.

## **Rules for the lending of e-books**

1. E-books may be borrowed by all users of the Main Library of the Maritime University of Szczecin who have an active access account.
2. The user has the right to use borrowed e-books only for his or her own use, in accordance with the legal regulations in force.
3. Borrowed e-books shall be marked in a way that makes it possible to identify the source of the files and the borrower.
4. Users are prohibited from:
  - a. to distribute and market borrowed e-books,
  - b. modify or duplicate the content of e-books,
  - c. use e-books for commercial purposes, in particular to disseminate their contents or upload them to the Internet.
5. The number of e-books borrowed counts towards the overall library lending limit specified in the "Regulations for the Use of Collections and Services of the Main Library of the Maritime University of Szczecin".
6. The user may make an independent return before the lending period expires via the access account.
7. Upon expiry of the loan period, the e-book will be automatically removed from the user's access account.
8. In matters not regulated by these Rules, the provisions of the " Regulations for the Use of Collections and Services of the Main Library of the Maritime University of Szczecin " apply.
9. Reading these Regulations and accepting their provisions is a necessary condition for borrowing e-books.

## **Rules for the provision of board games**

1. Board games can only be used on the premises of the Library: in the Book Reading Room, the Magazine Reading Room, the Science and Multimedia Information Reading Room, the group work room or the lobby of the Library.
2. Games are made available free of charge to all willing Library users with an active access account.
3. Priority use of the games is given to users who have made a reservation. Game reservations can be made in person in the Book Reading Room, by telephone or online after logging in to an individual library account via the reservation calendar.
4. The person to whom a game is made available is responsible for checking the condition of the contents of the game according to the instructions or specifications belonging to the game. Any concerns regarding the condition or completeness of the game (including deficiencies, damage) should be reported to the Librarian on duty before the game is used. Failure to report any deficiencies or damage to the game is treated as providing the complete game.
5. When a board game is lost, damaged, decomposed or not returned, the borrower is obliged to purchase an identical copy or provide another copy as designated by the Library or pay a compensation fee.
6. The amount of compensation due is based on a valuation of the lost or damaged games by an employee of the Reading Room according to current market prices or according to the value the games have for the Library.
7. By using the game, the User accepts these Rules for the provision of board games.
8. If legislation requires the compensation fee to be taxed with value added tax, the amount of compensation due calculated in accordance with section 7 includes this tax (gross value of the fee).