

**Regulations of the Library  
at the Institute of Legal Sciences of the Polish Academy of Sciences**

**General principles**

**§ 1**

1. The general rules of the Library of the Institute of Legal Sciences of the Polish Academy of Sciences (hereinafter: the ILS–PAS
2. Library) are set out in the Library Act of 27 June 1997 (consolidated text in Journal of Laws 2012, item 642) and the Law on Higher Education of 27 July 2005 (Journal of Laws 2005, no. 164, item 1365, as amended).
3. *The Rules of the Library of the ILS–PAS*, hereinafter referred to as *the Regulations*, set out the principles and procedures for the use of library resources and subscribed databases, as well as the rights and obligations of readers.

**Tasks of the ILS–PAS Library**

**§ 2**

The basic tasks of the Library of ILS–PAS include:

- a) collecting, processing and providing access to national and foreign legal literature in published in traditional and electronic media;
- b) managing the Polish Law Bibliography;
- c) registering and disseminating the findings of research conducted at the ILS–PAS on an ongoing basis;
- d) documenting the scholarly output of ILS–PAS researchers, including the creation of a repository of academic texts written at the Institute;
- e) organising access to information in the field of law as well as to abstracts and full-text databases for users;
- f) providing wide access to all kinds of sources of scholarly and practical information in the legal sciences and on political and social matters;
- g) collecting other library materials necessary for carrying out the scholarly and didactic tasks of ILS–PAS;

- h) Providing library training for academics, retired academics, PhD students of ILS–PAS and post-graduate students of ILS–PAS, and external readers.

### **Rights and obligations of readers**

#### **§ 3**

The resources and services of the library-information system of the ILS–PAS Library can be used by:

- a) research workers of ILS–PAS,
- b) retired researchers of ILS–PAS,
- c) doctoral students of ILS–PAS,
- d) students of postgraduate studies at ILS–PAS,
- e) other individuals according to the rules specified in § 11 of *the Rules of Procedure*,
- f) libraries of higher education and research institutions through interlibrary loans.

#### **§ 4**

1. Users are obliged to handle the library materials they use with utmost respect and care. They are financially and legally responsible for any damage that they cause.
2. The ILS–PAS Library premises must be kept quiet, clean and tidy. Smoking, eating and drinking are forbidden.
3. The reader is obliged to behave in the Library in a manner appropriate to the seriousness of a scientific institution, to observe the provisions of these *Regulations* and to follow the instructions and directions of the librarians.
4. Users of the reading room are obliged to:
  - a) leave outer garments in the cloakroom;
  - b) turn off mobile phones;
  - c) show the required identity document so that the employee can verify the data provided;
  - d) read the *Regulations* and sign a commitment to abide by them;
  - e) confirm each visit to the science lab with a signature in the notebook
  - f) report all library materials brought into the reading room to the librarian on duty.
5. The ILS–PAS Library staff has the right to refuse service to users who behave contrary to the above rules or are aggressive, vulgar or under the influence of drugs.

## § 5

1. Researchers of the ILS–PAS and retired researchers of the ILS–PAS are entitled to use library materials through external loans and interlibrary loan procedures on the basis of a valid ID or a reader's card.
2. Providing personal data, i.e. name and surname, permanent and correspondence address, PESEL number, telephone number, e-mail address is voluntary, but necessary to use the collections and databases of the ILS–PAS Library.

## § 6

1. Materials on display in a reading room must not be taken outside the reading room.
2. Before leaving the study room for more than 15 minutes, readers are required to return the library materials made available to them in unaltered condition.

## § 7

1. Readers have the right to ask the librarian on duty for library and catalogue queries and for assistance in using the information apparatus.
2. Bibliographic, documentary and factual information which goes beyond the immediate assistance of the librarian on duty in the research room is charged according to the *Price List of Information Services of the ILS–PAS Library*.

## § 8

Readers have the right to use their own portable computers in the reading room.

## § 9

1. Users may scan, photocopy and photograph library materials themselves with their own photographic equipment in compliance with the Copyright Act.
2. Photocopying by the academic staff of the ILS–PAS and retired employees of the ILS–PAS beyond the limit set by the management of the ILS–PAS (200 pages of A4 format in black and white print) is charged according to the *Price List for Information Services of the Library of the ILS–PAS*, which is an annex to these *Regulations*.
3. Making photocopies by persons who are not employees or retired employees of ILS–PAS is always chargeable according to *the Price List of Information Services of the Library of ILS–PAS*, which is an annex to these *Regulations*.

## **§ 10**

1. In the case of loss or damage of a borrowed publication, the reader is obliged to provide a copy of the same or newer edition, to cover the costs of conservation and, if that is not possible, to cover the inventory value of the damaged or lost book. Other ways of settling the obligation are established by the head of the Design Division of ILS–PAS.
2. In exceptional cases, a second-hand book may be accepted if, in the opinion of the Head of the Design Division of ILS–PAS, it is valuable for adding to the library stock.

## **§ 11**

Users not affiliated with ILS–PAS, in particular those who are not research workers at ILS–PAS, retired research workers at ILS–PAS, PhD students at ILS–PAS or post-graduate students at ILS–PAS, can use the ILS–PAS Library collection only in the reading room, after obtaining permission from the Director of the Institute. The permission is granted on the basis of a request that includes information on the subject of the research. An appointment must be made in advance with the head of the Project Division at ILS–PAS.

### **Sharing the resources of the ILS–PAS Library**

## **§ 12**

1. The collections of the ILS–PAS Library and its information apparatus, i.e. the catalogues and directories, are the property of the ILS–PAS.
2. The collection of the ILS–PAS Library includes library materials and subscribed bibliographic, abstract and full-text databases.
3. They are made available to readers for research and teaching purposes.

## **§ 13**

The library of the ILS–PAS makes its resources available to readers in the research room and to the outside world through non-library loans.

## **§ 14**

1. The library of ILS–PAS is open to academics, retired academics, doctoral students at ILS–PAS and postgraduate students at ILS–PAS from Monday to Friday from 9.00 a.m. to

4.00 p.m. and, by order of the directorate of ILS–PAS, on weekends of postgraduate studies at ad hoc hours.

2. The management of ILS–PAS may change the opening hours of the Library.
3. Users of the ILS–PAS Library will be informed in advance of any temporary suspension of services or shortening of opening hours by an announcement on the Institute's website.

### **§ 15**

1. Researchers of the ILS–PAS have the right to borrow library materials on a long-term basis, without any limitation in terms of quantity, but with the obligation to return them at the request of the Library Director in exceptional situations.
2. Retired researchers of ILS–PAS are entitled to borrow up to five volumes for a period of three months, with the possibility of one renewal for a further period of three months.

### **§ 16**

1. Orders for library materials should be placed no later than one hour before the closing time of the science room, and the materials made available should be returned 15 minutes before the closing time of the reading room.
2. A reader may request a maximum of five volumes of library materials at a time to be made available in the study room.
3. Library materials ordered to be made available in the study room may be reserved at the reader's request for a period not exceeding five working days.
4. For statistical purposes, a reader using the book collection in the science room should report the title of the publication to the librarian on duty.

### **§ 17**

1. Readers can order books and periodicals on the spot, in the research room - by filling in a paper reversal, through the OPAC module of the integrated library system or by sending an e-mail to cin@inp.pan.pl.
2. Orders for library materials are fulfilled on a regular basis.
3. All accesses and loans of library materials are recorded in the integrated library system.
4. Requested library materials are collected by the reader in person, showing an identity document with a photograph.

5. Ordered items must be collected within three working days. Library materials not collected within this time are returned to the store.

### **§ 18**

Readers are obliged to check the condition of borrowed library materials. Any damage should be reported to the ILS–PAS Library staff and noted on the loan.

### **§ 19**

1. Doctoral theses are made available in accordance with the rules of copyright law and the Act of 25 February 2016 on the re-use of public sector information only in the research reading room.
2. In justified cases the Director of ILS–PAS may allow access to these materials.
3. The provisions of paragraph 2 shall not apply:
  - a) authors who wish to use copies of their own work in the reading room,
  - b) organisational units of ILS–PAS using the mentioned works for official purposes,
  - c) research workers of ILS–PAS.

### **§ 20**

1. With the permission of the Director of ILS–PAS, prepared and stapled materials from the Institute's own archives are made available in the research laboratory.
2. Permission from the Institute's Director to access the archival records of ILS–PAS is granted on the basis of a written application containing information on the subject of the research being carried out.
3. It is necessary to make an appointment in advance with the head of the Project Division of ILS–PAS to make the archival units available.

### **§ 21**

Not available on loan:

- a) magazines;
- b) printed books published before 1955;
- c) books from the book collection;
- d) publications not processed in an integrated library system;
- e) library materials in need of preservation.

## **Databases in the resources of the ILS–PAS Library**

### **§ 22**

The computer stations in the science laboratory may be used for research purposes only.

### **§ 23**

1. Only research workers, retired researchers, doctoral students of the ILS–PAS and postgraduate students at the ILS–PAS who have an active library account have the right to use the licenced databases available in the ILS–PAS Library.
2. Sharing the account for the licenced databases with third parties is prohibited.

### **§ 24**

Authorised users are entitled to:

- a) searches of licenced databases;
- b) setting search subject alerts;
- c) to download in reasonable numbers and to print (in accordance with the rules for photocopying set out in § 9 of *the Terms of Use*) articles from the licenced databases, provided that the use of such extracts does not constitute or result in commercial distribution and complies with all international copyright laws.

### **§ 25**

1. Licenced databases subscribed by ILS–PAS may not be used for the following purposes:
  - a) significant or systematic reproduction;
  - b) creation of local archives (e.g. downloading entire issues of magazines);
  - c) use of "spider", "web-crawling" and other software to automatically search for and download content online.
2. Failure to comply with the terms and conditions of use of electronic databases may result in the closure of your library account.
3. It is forbidden to copy programs being the property of ILS–PAS and any actions causing devastation or damage to computers, disorganization of the computer network and destruction of software, changes in computer configuration or breaking existing security measures.

## **§ 26**

1. The user is fully responsible for the condition of the computer station.
2. If a user discovers any irregularity in the operation of a computer, he/she is obliged to inform the librarian on duty of this fact.

## **§ 27**

Users without an active library account are only entitled to browse licenced databases in the research room.

In justified situations, a decision to grant full access to licenced databases to persons from outside ILS–PAS is made by the Director at the written request of the person concerned.

## **Interlibrary loans**

### **§ 28**

1. The library of the ILS–PAS allows the researchers and PhD students of the ILS–PAS to use the collections of national libraries in other countries on interlibrary loan.
2. The ILS–PAS Library staff reserve the right to decide on the type of interlibrary loan.

### **§ 29**

The ILS–PAS Library makes its collection available to other libraries and authorised institutions on general principles of interlibrary loan.

### **§ 30**

Interlibrary loans are made on a reciprocal basis.

### **§ 31**

The library or contracting authority is obliged to:

- a. confirm in writing, by telephone, e-mail or fax receipt of the consignment immediately upon receipt,
- b. notify the ILS–PAS Library if the package has not been received within 2 weeks of the date of receipt of the dispatch notice.

### **§ 32**

1. The borrowing library is responsible for the library materials brought in.

2. The lending library makes them available only on site - in reading rooms.
3. In the case of loss or damage of loaned library materials, the library or the institution is obliged to buy them back or pay the equivalent of their inventory value.

### **Final provisions**

#### **§ 33**

1. Failure to comply with these *Regulations* by users may result in the loss of the right to use the resources of the ILS–PAS Library.
2. Deviations from *the Regulations* may be applied only in exceptional cases, with the consent of the Head of the Design Division of ILS–PAS.
3. Settlement of matters not regulated by these *Regulations* lies within the competence of the Director of ILS–PAS.
4. These Regulations shall enter into force on the date of signature.

#### **Annexes:**

- 1. Regulations of the Information Activity of the Library of the ILS–PAS**
- 2. Collection policy of library materials and databases by the ILS–PAS Library**

**Annex 1:**

**Rules of procedure for information activities  
Libraries of the Institute of Legal Sciences of the Polish Academy of Sciences**

**§ 1**

The Library of the Institute of Legal Sciences of the Polish Academy of Sciences (hereinafter referred to as the ILS–PAS Library) offers fee-based information services to individuals, public administration bodies and private sector entities in the area of its collection of books and subscribed databases and open access information sources (OSINT).

**§ 2**

Completed order forms for queries or scans and printouts of materials from the ILS–PAS Library's holdings and publicly available sources can be sent:

- a) by e-mail in the form of a scanned printout bearing the signature of the contracting authority or a representative;
- b) by post.

**§ 3**

1. The scope of information services includes:
  - a) providing library or archival information concerning the activity of the Library of the ILS–PAS, the activity and research work carried out at the ILS–PAS, as well as the achievements of academic staff and retired academic staff of the ILS–PAS ;
  - b) providing catalogue information on its own resources and on the availability of the publications you are looking for in the collections of other institutions;
  - c) providing bibliographical information by identifying relevant sources and bibliographies, completing bibliographical data, compiling bibliographic lists;
  - d) providing domain-specific information on the basis of sources available in the ILS–PAS Library, which do not require extensive search;
  - e) training in legal searches and OSINT.
2. The ILS–PAS Library does not produce bibliographic lists for theses and dissertations, but only offers support for scientific research work.

#### **§ 4**

The information services shall be provided in the order of receipt of the order, which shall include an obligation to pay for the service performed.

#### **§ 5**

The Query Request Form and *the Price List for Information Services of the ILS–PAS Library* are published on the Institute's website.

#### **§ 6**

Once a request for a search has been accepted, the librarian informs the requester of the estimated time needed to prepare a response and provides a quote for the service offered.

#### **§ 7**

The ILS–PAS Library reserves the right to refuse to carry out particularly time-consuming searches or searches for materials that are not available in its own collection.

#### **§ 8**

1. In the event of a negative search, the client will be informed of the scope of the work carried out.
2. In the case described in paragraph 1, the ordering party is obliged to cover the cost of man-hours spent on the execution of the order.

#### **§ 9**

The results of the search can be collected after paying for the service in person at the ILS–PAS Library or by post or e-mail.

#### **§ 10**

Complaints are accepted within 14 days of the date of dispatch or receipt of the search results. After this time, the order is considered completed and accepted by the recipient.

**Annex 2:**

**Collection policy of library and database materials at the  
Institute of Legal Studies of the Polish Academy of Sciences**

**§ 1**

The Library of the Institute of Legal Sciences of the Polish Academy of Sciences (hereinafter: ILS–PAS Library) in Warsaw gathers information sources for the whole library-information system of the Institute.

**§ 2**

1. The library of the ILS–PAS collects library materials and databases in the field of legal sciences, both domestic and foreign, as well as in the field of social sciences and humanities, useful in the research of the Institute's employees.
2. For perpetual archiving, the ILS–PAS Library collects publications of the Institute's research staff and the Institute's own publications.
3. More copies of the publication are being collected:
  - a) potentially frequently accessed;
  - b) acquired through the implementation of decisions of scientific employees of ILS–PAS;
  - c) transferred to the book collections of organisational units and workstations at the ILS–PAS;
  - d) from valuable collections, especially those of high historical value.

**§ 3**

1. Gathering:
  - a) publications recorded on physical data carriers;
  - b) books and periodicals provided by publishers in files, in formats that allow for their perpetual archiving.
2. Publications recorded on physical data carriers shall be collected in a single copy. Exceptions are the copies mentioned in § 2 point 3a.
3. In the case of databases received on physical media, base software is collected to enable use of the databases and ongoing updates (up to five years back).

4. Electronic supplements to books and periodicals, which form an integral part thereof, shall be stocked separately from the main library materials, in the number of copies appropriate to them.
5. If a publication is received in more than one format, one format shall be chosen to ensure long-term archiving.

#### **§ 4**

The primary sources of library materials and databases are purchases, barter and subscriptions, allowing for planned additions to the collection.

#### **§ 5**

1. Purchases of library materials are made on the basis of a review of new publications, publishers' offers and readers' requests.
2. The purchase of library materials and databases is based on the Public Procurement Act (Journal of Laws of 2010, No. 113, item 759, as amended).

#### **§ 6**

1. Subscription to Polish and foreign periodicals is based on the Public Procurement Law (Journal of Laws of 2010, no. 113, item 759, as amended).
2. The subscription requires a tender procedure for the supply of Polish and foreign periodicals.
3. Subscriptions are ordered on the basis of an annual analysis of readers' needs.
4. Before deciding to subscribe you should:
  - a) Check if the selected title is available in full-text version in the electronic resources of the ILS–PAS Library;
  - b) Consider whether interlibrary loans are available as part of the services provided by the ILS–PAS Library.

#### **§ 7**

1. Library materials in the form of donations and exchanges are obtained from publishers, individuals, especially authors of publications, as well as from other libraries and institutions at home and abroad.

2. ILS–PAS employees who are authors or editors of monographic and textbook publications (both Polish and foreign) are obliged to donate one copy of a given title to the ILS–PAS Library.
3. The Head of the Project Division of ILS–PAS reserves the right to decide not to accept or to include proposed publications in the book collection.

## **§ 8**

The ILS–PAS Library collection is supplemented through domestic and international interlibrary exchange.

## **§ 9**

The ILS–PAS Library does not collect:

- a) prints and overprints, if the Library holds the original source;
- b) computer printouts of magazines and photocopies;
- c) publications published in open access databases.

## **§ 10**

The selection of books from the ILS–PAS Library collection and the loss of library materials is allowed:

- a) outdated, especially those collected in large numbers;
- b) in a bad physical condition;
- c) available in open digital repositories and databases;
- d) not made available or lent to readers for at least 10 years.

## **§ 11**

For lost or damaged library material, the reader is obliged to return the same publication title or its next edition.