

Additional services provided by the Wrocław University Library

1. The Wrocław University Library provides additional paid services (in accordance with the WUL's Price list of fees and services), in particular:

1) performs queries from its collections on behalf of individuals and institutions. In the case of particularly laborious queries, a fee is charged depending on the time spent on the work.

2) prepares and conducts didactic lectures (or supports thematic trips) for students and high school students on a specific topic, agreed with the group supervisor.

3) provides facilities for filming and photographing or use of interiors for filming, except for storage rooms.

4) rents facilities for short period of time for exhibitions, shows, celebrations, etc.

5) provides collections for TV programs and press releases. Authors of TV program and press releases are permitted to use collections after presenting a list of selected objects to a manager of the appropriate Department and paying a fixed fee. In case of absence of a prepared scenario, the selection and preparation of library materials by librarians is additionally charged.

6) realizes user orders for reprographic and digitization services, including copies made from special collections.

2. The condition for the preparation and conduct of specialized library training/courses and lectures on special collections, circulating library materials, rooms for filming and photographing or for exhibitions, etc. is to obtain the written consent of the WUL's Director. Document allowing the realization of the project is the pro forma invoice paid by the interested person or institution.

3. The costs of providing the rooms are specified in the WUL's Price list of fees and services, available on the Library's website. Cleaning fees are added to the price of providing rooms, which are determined individually, depending on the amount of work needed. No fees are charged for filming and photographing facilities for information or promotion purposes of the University of Wrocław.

4. Reproductions are made from the Library's collections and publications brought by interlibrary loans, unless it is contrary to the applicable copyright law and the library materials' state of preservation allows it.

5. Only digital or microfilm copies are made of large-format newspapers (no photocopies are made), and if the Library has a microfilm copy, it is the basis for the ordered reproductions.

6. Obtaining reproductions from special collections is not tantamount to obtaining consent for their publication.

7. Publishing reproductions from the Library's collections requires a written consent and is payable.

8. The WUL's Director gives consent to their publication and sets the amount of the fee.

9. In the publication should be given the place where the original is kept and its library's call number.