

Appendix No. 3
to the Rules of library's materials circulation in the
library and information system of the University of Wrocław

Documents authorizing the use of SBI services and limits on orders and loans of library materials for specific user groups

1. The user may obtain a prolongation of the first return deadline for a borrowed book, provided that it has not been ordered by another user at that time and the return deadline has not expired.
2. In justified cases, the Library has the right to loan books for a shorter or longer period or to request their return before their due date. Change of the loan period can be decided by the manager of the departmental library, the WUL's Director, or the manager of the WUL's Circulation Department.
3. There is one system-wide limit for all SBI libraries.
4. **Permissions of the users of University of Wrocław**

User category	Document required to create an account	Document required for account activation and renewal	Document authorizing the usage of the SBI services	Account validity period	Order limit *	Limit of lended materials *	First lending period	Total lending period **	Circulating locally and outside the library
students of all types of UoW's studies	active account in the USOS system	active account in the USOS system – automatic activation upon first login	student's ID card (including mLegitymacja)	studies period	25	25	60 days	120 days	all SBI libraries

postgraduate students at the University of Wrocław	active account in the USOS system	active account in the USOS system – automatic activation upon first login	WUL's Library card	studies period	25	25	60 days	120 days	all SBI libraries
students of all types of UoW's studies studying simultaneously at two faculties	active account in the USOS system	active account in the USOS system – automatic activation upon first login	student's ID card (including mLegitymacja)	studies period	40	40	60 days	120 days	all SBI libraries
UoW's academic teachers	filled and submitted registration form available on the WUL's website	valid employee ID, UoW employee's card or WUL's, identity document	employee ID, UoW employee's card or WUL's library card	in accordance with the employment contract	50	50	180 days	240 days	all SBI libraries
PhD students	active account in the USOS system	active account in the USOS system – automatic activation upon first login	PhD student's ID card	education period	40	40	90 days	150 days	all SBI libraries

UoW's employees who are not academic teachers	filled and submitted registration form available on the WUL's website	UoW employee's card, identity document	UoW employee's card or WUL's library card	in accordance with the employment contract	20	20	60 days	120 days	all SBI libraries
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*The order limit is not the same as the limit of lendable materials. Users may place orders for library materials up to the applicable order limit, regardless of the number of materials currently borrowed. Borrowing ordered materials beyond the applicable limit of lendable materials is only possible after returning enough borrowed materials to maintain the applicable limit of lendable materials.

** Within the **total lending period**, the user may prolong the return deadline, provided that the material's total lending period cannot exceed the maximum total lending period.

5. Permissions of users from outside the University of Wrocław with the right to borrow library materials outside the library

User category	Document required to create an account	Document required for account activation and renewal	Document authorizing the usage of the SBI services	Account validity period	Order limit *	Limit of lendable materials *	First lending period	Total lending period **	Circulating locally	Circulating outside the library
employees of other public universities in Wrocław (listed in Appendix No. 4 to the SBI rules of library's materials circulation)	filled and submitted registration form available on the WUL's website	certificate of employment and a valid identity document	WUL's library card	academic year	20	20	30 days	90 days	all SBI libraries	WUL
academic employees or librarians of state research institutions, employees of cultural centers in Wrocław (listed in Appendix No. 5 to the SBI rules of library's materials circulation)	filled and submitted registration form available on the WUL's website	certificate of employment and a valid identity document	WUL's library card	academic year	20	20	30 days	90 days	all SBI libraries	WUL

postgraduate students, PhD students and students of other universities in Wrocław (listed in Appendix No. 4 to the SBI rules of library's materials circulation)	filled and submitted registration form available on the WUL's website	valid student /PhD student's ID card and valid identity document	student/ PhD student's ID card or WUL's library card	academic year	15	15	30 days	90 days	all SBI libraries	WUL
retired employees of the University of Wrocław	filled and submitted registration form available on the WUL's website	a valid identity document and a Declaration of a UoW's retired employee (Appendix No. 7)	WUL's library card	academic year	5	5	60 days	120 days	all SBI libraries	WUL

*The order limit is not the same as the limit of lendable materials. Users may place orders for library materials up to the applicable order limit, regardless of the number of materials currently borrowed. Borrowing ordered materials beyond the applicable limit of lendable materials is only possible after returning enough borrowed materials to maintain the applicable limit of lendable materials.

** Within the **total lending period**, the user may prolong the return deadline, provided that the material's total lending period cannot exceed the maximum total lending period.

6. Permissions of users from outside the University of Wrocław with the right to use library materials locally

User category	Document required to create an account	Document required for account activation and renewal	Document authorizing the usage of the SBI services	Account validity period	Limit of ordered materials	Circulating locally
students of the UoW's University of the Third Age	filled and submitted registration form available on the WUL's website	valid identity document	WUL's library card	according to the card 's type	5	all SBI libraries
persons who are not Polish citizens, temporarily coming to the University of Wrocław for research or teaching purposes on the basis of appropriate contracts or agreements (including scholarship holders, interns)	filled and submitted registration form available on the WUL's website	an application from the manager of the organizational unit for acceptance into volunteering (positively considered) and a valid identity document	WUL's library card	in accordance with the agreement	10	all SBI libraries
students/PhD students who complete part of their study or training program at the University of Wrocław as part of an international exchange	active account in the USOS system	active account in the USOS system – automatic activation upon first login	student/PhD student ID card	period of study/education	10	all SBI libraries

other adults	filled and submitted registration form available on the WUL's website	identity document	WUL's library card	according to the card 's type	5	all SBI libraries
			departmental library card	according to the card 's type	no possibility of ordering	departmental library
	without creating an account	-	identity document	-	no possibility of ordering	departmental library
minors	filled and submitted registration form available on the WUL's website	identity document/school ID and Declaration of the legal guardian	WUL's library card	according to the card 's type	5	all SBI libraries