



Institute of Aviation Library Regulations

General rules

§ 1

1. General principles of operation of the Library of the Institute of Aviation (hereinafter referred to as the Library) are defined in the Act of 27 June 1997 on libraries (consolidated text, Journal of Laws of 2018, item 574, as amended).

2. The Library Regulations specify:

- tasks of the Library,
- rules of making library resources available,
- rules for making available materials obtained through interlibrary loans,
- rules of providing access to databases subscribed by the Library,
- the rights and obligations of readers.

Tasks of the Library

§ 2

The basic tasks of the Library are as follows:

- collecting, developing and making available domestic and foreign literature in the field of aviation and related fields, published on traditional and electronic media for scientific and didactic purposes and popularisation of aviation subjects,
- ensuring broad access to all kinds of sources of scientific and domain information, including abstract and full-text databases;
- collection of other library materials necessary for scientific and research tasks.

Rules on the use of library collections

§ 3

1. Use of the library collection is based on a filled-in library slip with a legible signature:



- in the Lending Library - only for the employees of the Aviation Institute on presentation of an ID card.

Limits and period of loans:

- research workers and doctoral students - 15 publications for 90 days,
- administrative staff - 10 publications per 30 days;
- publications purchased for the project - for the duration of the project.

In case of great interest in a given publication, the librarian may ask for earlier return of the borrowed materials.

- In the Reading Room - upon presentation of a document with a photo. Everyone interested in the collection has the right to use it. Materials made available in the Reading Room cannot be taken out of the Reading Room.

Limit:

- 10 publications at the same time, with the possibility of booking in the Reading Room for a period of 1 week.

2. Use of databases - depending on the agreement with the supplier, at the IP addresses of the Institute of Aviation or by logging into the database.

Employees of the Aviation Institute and users of the Reading Room have the right to use the licensed databases in compliance with the Copyright Act.

Making the account to licensed databases available to third parties is forbidden.

3. Use of the Internet in the Library is allowed only for scientific and didactic purposes.

Inter-library lending:

- other libraries may borrow from the Library of the Institute of Aviation on the basis of the inter-library slip with a library stamp and a legible signature for a period of 1 month;
- the Library of the Institute of Aviation lends materials from cooperating libraries, which are made available in the Reading Room for a period of 1 month;
- doctoral theses are made available only in the Reading Room in accordance with the principles of copyright law and the Act of 25 February 2016 on the re-use of public sector information (consolidated text, Journal of Laws of 2018, item 1243, as amended).

§ 4

1. The Library is open to all users from Monday to Friday from 9.00 a.m. to 2.00 p.m. In exceptional cases it is possible to extend the work of the library after prior arrangement with the Library manager.
2. The Directorate of Aviation Institute may change the opening hours of the Library.
3. Information about changes in the Library's work will be made available on the Institute of Aviation's website in the Library section.
4. Orders for library materials must be placed no later than one hour before the closing of the Library, inquiries regarding the availability of materials can be sent to the following e-mail address: *biblioteka@ilot.edu.pl*.
5. The Library collections, database licenses, catalogues and files, as well as computer equipment are the property of the Institute of Aviation and are made available for scientific and didactic purposes.

Readers' rights and obligations

§ 5

1. The Library User is obliged to read and follow the Library Regulations.
2. Providing personal data, i.e. first and last name, e-mail address and contact telephone number is voluntary, however, it is necessary to use the Library's collections.
3. The User is obliged to respect the library materials, in case of destruction or loss of the publication is obliged to cover the costs of repair or purchase of a duplicate of a given publication by the library or to buy it on their own.

The Library Manager shall determine another way of settling the obligations.

4. For unjustified and undeclared detention of borrowed library materials, the library manager has the right to charge a penalty of PLN 1 per day of delay.
5. Receivables referred to in § 5.3 and § 5.4 shall be collected from the employee's salary.
6. The reader has the right to use a personal portable computer, take photographs, scans and photocopies of library materials in compliance with the Copyright Act.
7. Library materials brought into the reading room must be reported to the librarian on duty.
8. The Library visitor is obliged to behave in a way that does not interfere with other users in the Reading Room.
9. The Reader has the right to ask the librarian on duty for help in searching for library materials and databases.

Information clause

§ 6

The administrator of personal data of the Library users is the Institute of Aviation.

The data are processed in order to enable the users to use the Library's collections. The legal basis for the processing of personal data is Article 6(1)(b) and (c) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (Official Journal of the European Union L 119 of 4.5.2016). Personal data will be kept for the period of time of use of the Library's collections by users and for the period necessary to pursue possible claims. Data subjects have the right to request from the controller access to their personal data, to rectify, erase or limit the processing and the right to transfer the data, as well as the right to lodge a complaint with the supervisory authority.

Providing personal data is voluntary, failure to provide data results in the inability to use the Library's collections. On the basis of the processed personal data, the Administrator does not perform profiling or automated decision making.

Contact details of the Data Protection Officer: *robert.owerczuk@ilot.edu.pl*.

Final provisions

§ 7

1. Failure to comply with these Regulations may result in the loss of the right to use the resources of the Institute of Aviation Library.
2. In exceptional cases, with the consent of the Library Manager, derogations from the Regulations may be applied.
3. Any disputes not covered by these Regulations shall be settled by the Director of the Institute of Aviation.

These Regulations shall enter into force on the day of signing.