

**RULES AND REGULATIONS  
OF THE CHECK-OUT SECTION AT THE LIBRARY OF POZNAŃ UNIVERSITY COLLEGE  
OF BUSINESS AND FOREIGN LANGUAGES – PWSBiJO**

§1

Students, faculty and employees of PWSBiJO - Poznan University College of Business and Foreign Languages can use the Library services free of charge.

§2

**The User has a right to:**

Receive information on the holdings.

Receive the librarian's assistance in using the directories.

Borrow up to 5 books for the period of 4 weeks. Diploma holders are entitled to borrow up to 10 books provided they have the consent of the head librarian.

Extend the deadline for returning the books to another 4 weeks, if these books have not been ordered by other users.

Submit suggestions on improving library services to the Head of Library.

§3

**The Userer has an obligation to:**

Show his/her student ID card.

Observe the deadline for returning the borrowed books.

Handle the borrowed items with care and return them after 4 weeks.

§4

**Penalties for violating the Rules and Regulations:**

In case the item borrowed is lost, the user is obligated to: buy another copy of the same item or to pay the three-time value of the lost book.

In case the book is held for more than 4 weeks, the user will be charged a penalty fee of PLN 1.00 per book for each week overdue.

Books may be returned by registered mail or valuable mail services.

Persons found violating these rules and regulations may have their user's rights suspended for a period of time or taken away permanently.