

**Rules of functioning of the University Library  
effective from 1 December 2020**

**General rules:**

1. As of 1 December 2020 All the libraries of the Nicolaus Copernicus Library and Information System shall be now fully operational.
2. The libraries shall serve their users in accordance with the Rules Governing the Use of the University Library Collections.
3. For safety reasons, readers entering the libraries are required to provide the staff with the necessary contact details: first name, last name, contact telephone number (legal basis: point 6.1 *d 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 - General Data Protection Regulation: processing is necessary to protect the vital interests of the data subject or of another individual*).
4. Readers must cover their mouths and noses when on the premises of the Library.
5. Visitors must disinfect their hands with disinfectant before entering the libraries.
6. Readers are obliged to adhere to the ad hoc instructions of the staff, especially in matters relating to the sanitary regime.
7. A limit of persons staying in the library spaces at the same time is set individually for each library. This limit may not exceed: 1 person per 15 square metres, exclusive of librarians. (see below).
8. Readers showing symptoms of infection are requested not to use the libraries in person. In the event that the said persons urgently need to use the collections of the University Library, the Main Library or the Medical Library shall provide to the e-mail address provided an electronic version of the requested publications (up to 50 pages), where possible. The order should be sent to the following addresses: **repro@bu.umk.pl** (Main Library) and **biblio@cm.umk.pl** (Medical Library). The service shall be provided free of charge for students, doctoral students, employees and retired employees of the University. Digital copies may be used only to the extent permitted under the provisions of the Act of 4 February 1994 on Copyright and Neighbouring Rights.
9. The services re-launched from 1 December do not limit the existing possibilities of the Reader to use digital resources of the University Library. All necessary information in this respect is available at **www.bu.umk.pl** and **www.bm.cm.umk.pl**.
10. Books returned to the libraries from outside shall be subjected to a 72-hour quarantine. Once the quarantine has ended, books shall be removed from readers' accounts.

**Specific rules for individual libraries:**

**Main Library:**

Opening hours:

Monday, Wednesday, Thursday, Friday – 9.00 – 16.00

Tuesday – 12.00 – 19.00

Limit of readers staying in the library at a given time: 200

User registration: main entrance to the building

**Medical Library of Collegium Medicum:**

Opening hours:

Monday – Friday – 9.00 – 16.00

Limit of readers staying in the library at a given time: 20

User registration: main entrance to the library

**Library of Collegium Humanisticum**

Opening hours:

Monday, Wednesday, Friday – 9.00 – 15.00

Tuesday, Thursday – 12.00 – 19.00

Limit of readers staying in the library at a given time: 10

User registration: main entrance to the library

**Library of the Faculty of Chemistry**

Opening hours:

Monday – Friday – 9.00 – 14.00

Limit of readers staying in the library at a given time: 10

User registration: main entrance to the library

**Library of the Faculty of Humanities**

Opening hours:

Monday – Friday – 9.00 – 14.00

Limit of readers staying in the library at a given time: 10

User registration: main entrance to the library

**Library of the Faculty of Philosophy and Social Sciences**

Opening hours:

Monday – Friday – 10.00 – 14.00

Limit of readers staying in the library at a given time: 10

User registration: main entrance to the library

**Library of Economic Sciences and Management**

Opening hours:

Monday, Wednesday, Friday – 8.30 – 14.30

Tuesday, Thursday – 10.00 – 17.00

Limit of readers staying in the library at a given time: 20

User registration: main entrance to the library

**Library of Politics and Security Studies**

Opening hours:

Monday – Friday – 8.00 – 13.30

Limit of readers staying in the library at a given time: 10

User registration: main entrance to the library

**Library of Mathematics and Computer Science**

Opening hours:

Monday – Friday – 9.00 – 16.00

Limit of readers staying in the library at a given time: 15

User registration: main entrance to the library

**Library of the Faculty of Law and Administration**

Opening hours:

Monday – Friday – 8.00 – 15.00

Limit of readers staying in the library at a given time: 20

User registration: main entrance to the library

**Library of the Faculty of Fine Arts**

Opening hours:

Monday – Friday – 9.00 – 14.00

Limit of readers staying in the library at a given time: 6

User registration: main entrance to the library

**Library of the Faculty of Theology**

Opening hours:

Monday, Tuesday, Wednesday, Friday – 10.00 – 15.00

Thursday – 10.00 – 17.00

Limit of readers staying in the library at a given time: 5

User registration: main entrance to the library

**Library of the Institute of Archaeology**

Opening hours:

Monday – Friday – 9.00 – 15.00

Limit of readers staying in the library at a given time: 10

User registration: main entrance to the library

**Library of the Institute of Physics**

Opening hours:

Monday – Friday – 9.00 – 15.00

Limit of readers staying in the library at a given time: 6

User registration: main entrance to the library

**Library of the Institute of Astronomy – upon prior appointment**