

Addendum no 3 do Zarządzenia nr 278/2020 Rektora Uniwersytetu Przyrodniczego we Wrocławiu z dnia 24 września 2020 r.

## **Principles of operation of The Main Library of Wrocław University of Environmental and Life Sciences**

1. All users of Library are required to know general information on SARS-related safeguards and procedures (<http://www.bibl.up.wroc.pl>).
2. It is absolutely necessary to cover the mouth and nose and to disinfect hands in the Library.
3. It is obligatory to keep social distance 1,5 m at the whole area of Library.
4. People with illness, with the symptoms of infected, people on the quarantine or living with anyone on quarantine cannot stay in the Library.
5. There is a possibility of measuring the body temperature. Those with the temperature higher than 38° must leave the building.
6. There are limits of number of people being at one time in the Rooms. Adequate information is presented at the entrances.
7. There is again the possibility of using the Reading Rooms (but with limits).
8. All items in Reading Rooms are provided by librarian.
9. All users of the Reading Rooms are obliged to:
  - 1) leave all kind of jackets, bags, backpacks in the deposit box or in the cloakroom,
  - 2) provide the library with contact information,
  - 3) do not bring any redundant things nor borrow anything from others users,
  - 4) take the place indicated by librarian,
  - 5) use the computer indicated by librarian,
  - 6) leave the resources to the special box/place after finishing
  - 7) wear gloves for using the library books, journals and using the self autocopying machine.
10. There will be a few breaks for airing and disinfecting the rooms. At this time all users are asked to leave Library. The schedule of it is shown at the door.
11. Registration process only remote. The Declaration is to be taken from library website <http://www.bibl.up.wroc.pl/ENU/index.html>
12. Ordering the books is online – using the library system.
13. Ordered book are to be taken away from Lending Room.
14. Returning the books from The Main Library only using a **book-slop** situated in the wall of library (outside).
15. Returned books stay for 3 days for quarantine, and during this period their status is „temporarily unavailable”.
16. Returning the books from Faculty Libraries at these libraries.
17. All financial penalties and others payments only into account of Library.
18. The settlement of a circulation card remotely.
- 19. Above rules valid also in Faculty Libraries.**
20. Library provides also numerous remote services:
  - 1) applications for funding publications from the project „Dostęp do zasobów naukowych na rok 2020”,
  - 2) submission a publication,
  - 3) declaration about the author's percentage,
  - 4) information about Open Access publications,
  - 5) formalities related to the defense of doctoral dissertations,
  - 6) bibliometric/citations analyses,

Details are available: <http://www.bibl.up.wroc.pl/ENU/index.html>