



BIBLIOTEKA

Uniwersytetu
Łódzkiego

**Announcement No. 6
by the Director of the Library of the University of Lodz
of 29/10/2020
on the rules of using the services of the Library of the University of Lodz from November 2, 2020**

In connection with the SARS-Cov-2 coronavirus pandemic causing the disease called COVID-19, for the sake of health safety, we call for compliance with the recommendations of sanitary services, special care when moving around the BUŁ building and following the rules:

- keeping spatial distance (minimum 1.5 meters)
- moving only in the designated "reader zone"
- following the current guidelines / recommendations of the Library staff and building security staff
- using own mouth and nose protection and disinfecting hands after entering the building
- avoiding visits to the BUŁ during an infection and when there are any symptoms, especially those that may suggest infection with the SARS-COV-2 virus
- in a situation where symptoms appear during a visit to BUŁ, leave the BUŁ building as soon as possible and contact a doctor - report the appearance of symptoms to the librarian on duty. The notification will allow to take measures to prevent the spread of the virus (disinfection of rooms, additional disinfection of the surface, identification of people who have direct contact with the Reader)
- in a situation where it is not possible to leave the building, you should report to the librarian on duty, who will take the sick reader (with symptoms of SARS-COV-2 virus infection) to the isolation room, where he will await the arrival of the ambulance.

Readers and staff of BUŁ are also obliged to comply with the rules of work organization set out in Rector's Regulation [Zarządzeniu nr 174 Rektora UŁ z dnia 18.09.2020 r. w sprawie zmiany sposobu prowadzenia działalności Uniwersytetu Łódzkiego w warunkach epidemii, wywołanej wirusem SARS-CoV-2.](#)

Decisions on individual matters, in the scope not regulated in this Announcement, are made by the Director of the Library or a person authorized by him.

REGISTRATION OF NEW READERS

1. The library account can be activated in person at the University of Lodz Library or at the Library of the University of Lodz Faculty, following the recommendations of the sanitary services.
2. It is possible to open an online library account, enabling the use of the BUŁ collections and faculty libraries. For this purpose, please send an e-mail to the following address: bul.wm@lib.uni.lodz.pl from student or business e-mail in the Uł domain. The necessary information and instructions will be sent in response. To be able to use the BUŁ book vending machine, you must authorize the library card / student ID at BUŁ.

BOOK LENDING AND RETURNING

1. Books can be ordered via the on-line catalog with the collection location KSIĄŻKOMAT (service available to the academic community of the University of Lodz and graduates of the University of Lodz) or WYPOŻYCZALNIA and pick them up in person at the Library of the University of Lodz, in accordance with the sanitary rules.
2. Books can be returned as follows:
 - use the Book Vending Machine (service available for the academic community of the University of Lodz and graduates of the University of Lodz);
 - put it in the drop box in the BUŁ building on the ground floor;
 - return it in person at the Rental desk, in accordance with the sanitary rules.
3. Books returned by readers are quarantined and put away in a designated place for a period of 3 days.
4. You can order the same books after the quarantine expires.

Opening hours:

BOOK VENDING MACHINE - around the clock

RENTAL DESK - Mon-Wed-Fri 10:00 AM-5:00 PM; Tue-Thurs 1:00PM-8:00PM, Sat 10.00 AM-5.00 PM

DROP BOX - Mon-Wed-Fri 10:00 AM-5.00 PM; Tue-Thurs 1:00 PM- 8:00 PM, Sat 10.00 AM-5.00 PM

FEES

1. From October 1, 2020, compensation fees for held publications will be restored. We kindly ask readers to follow the Regulations of using the Library's collections and to control the dates of borrowing books on their own library accounts.
2. Cashless payments are preferred.

ON-SITE COLLECTIONS

for the academic community of the University of Lodz and graduates of the University of Lodz.

1. MAIN READING ROOM - 15 workplaces, 2 computer workstations, a workstation for using the electronic version of doctoral dissertations before the defense, a workstation for using Eurostat microdata.
2. HISTORICAL READING ROOM - 15 workplaces, 2 computer stations.
3. SPECIAL COLLECTION READING ROOM - 5 workplaces, 1 computer station. The resources of all sections of the Special Collections Department will be made available, after making an appointment and agreeing the details of the order with the section employee responsible for a given type of collection.
4. Orders for publications to the Historical Reading Room and the Main Reading Room should be placed via the online catalog, after prior appointment .
5. Reservation of a place in the Historical Reading Room and the Main Reading Room should be made via the electronic booking system, available after logging into the on-line catalog. The reader may use the ordered publications after receiving a confirmation to his / her READER ACCOUNT, containing information about the date and time of visiting the library.
6. The ordered publications are collected by the Reader from the librarian on duty.
7. Publications / special collections used by the Readers are quarantined and put away in a designated place for a period of 3 days.
8. The same publications / special collections can be used after the quarantine expires and the next order is placed.
9. Access to reference collections, card catalogs, open access publications and touch-activated devices (computers, scanners, copiers) is limited.

Opening hours:

MAIN READING ROOM Mon-Wed- Fri 10.00 AM-5.00 PM, Tue-Thurs 1:00PM- 8:00PM, Sat 10.00 AM-5.00 PM

HISTORICAL READING ROOM Mon-Wed- Fri 10.00 AM-5.00 PM, Tue-Thurs 1:00PM- 8:00PM, Sat 10.00 AM-5.00 PM

SPECIAL COLLECTIONS Wed 10:00 AM-12:00 AM, Thurs 4:00PM-6:00PM

OTHER SERVICES

1. Ordering digital copies of books and magazines - remote ordering of digital copies of journal articles and book excerpts (service available only to the University of Lodz academic community)
http://www.lib.uni.lodz.pl/media/pliki/instrukcje_zamawianiakopii.pdf
2. Interlibrary Loan: (Mon-Wed- Fri 10.00 AM-5.00 PM, Tue-Thurs 1:00PM- 8:00PM); tel. 42 635-60-51, 42 635-60-50; e-mail: miedzybibl@lib.uni.lodz.pl
3. Reprographic Workshop - possibility to order a photocopy: (Tue, Thurs 1:00PM-3:00PM); phone: 42 635 60 69, 42 635 60 10
4. Information center: (Mon-Wed- Fri 10.00 AM-5.00 PM, Tue-Thurs 1:00PM- 8:00PM, Sat 10.00 AM-5.00 PM); phone: 42 635 64 57

5. Preparation of bibliographies for scientific works - the possibility of remote ordering of thematic summaries from specialized databases, catalogs and bibliographic sources: e-mail: bulinf@lib.uni.lodz.pl Ordering instructions:
http://www.lib.uni.lodz.pl/media/pliki/instrukcje_sporzadzanie_bibliografia_do_prac.pdf
6. Online training - possibility of using training prepared by employees of the University of Lodz Library www.lib.uni.lodz.pl/szkolenia-online
7. Subscribed electronic resources - the ability to remotely use over 13,000 journals and almost 90,000 books from various fields of knowledge
<http://www.lib.uni.lodz.pl/?idx=ezasoby>
8. Digital Library of the University of Lodz - remote access to over 80,000 valuable library objects (books, magazines, special collections) <https://bcul.lib.uni.lodz.pl/dlibra>
9. UŁ Repository - remote access to over 27,000 Open Access publications as well as journals and books of the UŁ Publishing House <http://repozytorium.uni.lodz.pl/>
10. Sharing doctorates before defense. Electronic versions of doctoral dissertations will be publicly available in the Repository of the University of Lodz at least 10 days before the defense in one computer station in the MAIN READING ROOM, without the possibility of copying and printing.
11. American Corner - books can be borrowed and returned: (Wed 10:00AM- 2:00PM, Thu 2:00 PM-6:00 PM); 42 635 62 64, e-mail: michal.wozniak@lib.uni.lodz.pl or katarzyna.bajak@lib.uni.lodz.pl
12. Fumigation Chamber: phone: 635 64 34, 42 635 60 02; e-mail: sekretariat@lib.uni.lodz.pl
13. University of Lodz Store: <https://sklep.uni.lodz.pl/> (Mon-Wed- Fri 10.00 AM-5.00 PM; Tue-Thurs 1:00PM-8:00PM)

If you have any questions or concerns, we encourage you to use the VIRTUAL ASSISTANT BUŁ: <https://asystem.lib.uni.lodz.pl/>

and to contact:

- Lending room (activation and management of library accounts, circulation cards): tel. 42 635 60 50; e-mail: bul.wm@lib.uni.lodz.pl
- Main Reading Room: tel. 42 635 60 54
- Historical Reading Room: tel. 42 635 60 49
- Special Collections' Reading Room: (Tue, Thu 4.00-6.00 PM, Wed 10.00-12.00 AM), phone no. 42 635 60 09
- Old Prints Section: tel. 42 635 60 66; e-mail: piotr.lewkowicz@lib.uni.lodz.pl or monika.sulejewicz@lib.uni.lodz.pl
- Iconography Section: tel. 42 635 60 62; e-mail: katarzyna.sporna@lib.uni.lodz.pl
- Cartography Section: tel. 42 635 60 63; e-mail: radoslaw.michalski@lib.uni.lodz.pl
- Manuscript Section: tel. 42 635 60 65; e-mail: teresa.gorniak@lib.uni.lodz.pl
- Cymelia section: tel. 42 635 60 65; e-mail: barbara.marynowicz@lib.uni.lodz.pl
- Music Collection Section: tel. 42 635 60 64; e-mail: mariusz.raczynski@lib.uni.lodz.pl
- Social Life Documents Section: tel. 42 635 60 61; e-mail: lucyna.chroscik@lib.uni.lodz.pl
- PBN, Bibliometry: (Mon-Fri 8: 00 AM-2: 00 PM); phone: 42 635 64 76 e-mail: bibliografia_bibliometria@lib.uni.lodz.pl

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kustosz dypl.