THE UNIVERSITY OF GDAŃSK LIBRARY REGULATIONS

Chapter 1. General provisions

§ 1.

1. The Regulations shall define the tasks, organisation and detailed scope of activity of the University of Gdańsk Library, hereinafter referred to as the UG Library.
2. The Library's scope of activity shall comprise, in particular, the matters specified by the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571), the Libraries Act of 27 June 1997 (Journal of Laws 2022, item 2393 with amendments) and the executive regulations to these acts, as well as the Statute of the University of Gdańsk of 13 June 2019 with amendments.

§ 2.

1. The University of Gdańsk Library, hereinafter referred to as the Library, is a general university, non-faculty organisational unit of the University of Gdańsk which serves the function of a scientific library.
2. The Library shall implement the University's strategy with regard to supporting scientific research conducted at the UG and addressing the UG's didactic needs.
3. The substantive supervision of the Library shall be the responsibility of the competent Vice-Rector for Science.
4. The Library shall comprise the Main Library and its specialist libraries.
5. The English translation of the Library's name shall be "UG Library".
6. The Library shall use its own graphic symbol which constitutes Annex no. 1 to the Regulations.

Chapter 2. Tasks of the University of Gdańsk Library

§ 3.

The tasks of the UG Library shall include:

1) supporting the scientific and didactic work of library users through acquiring, cataloguing and providing access to library resources, as well as through information activity to ensure the best possible access to relevant sources;
2) digitalising the Library's resources and making collections available as part of the Pomeranian Digital Library;
3) protecting cultural heritage and ensuring its conservation, cataloguing and storage;
4) providing assistance to UG employees, students and doctoral students with regard to their scientific and didactic activity, particularly by:
   a) registering, recording and reporting data regarding scientific achievement,
   b) implementing the principles of the Open Access Policy and the Research Data Management Policy,
   c) conducting training sessions;
5) updating information on the scientific achievements of academic teachers and other individuals involved in scientific activity in the POL-on system database;
6) managing the University Scientific Journals platform;
7) organising work placements for employees, students and doctoral students;
8) cooperating with other libraries in Poland and abroad;
9) promoting the Library's resources and services.

§ 4.

1. The library and information system shall be available to UG students, doctoral students, postgraduate study participants and employees as well as individuals from outside the University.
2. The detailed rules on access to resources and the UG Library's information activities shall be specified in the Regulations on Access to Library Collections, published by the Rector.

Chapter 3. Management of the University of Gdańsk Library

§ 5.

1. The Director of the Library, hereinafter referred to as the Director, shall manage the Library with the assistance of no more than two deputy directors.
2. In the absence of the Director, a deputy designated by the Director shall assume his/her duties and be responsible for the Library's entire activity during the substitution period.
3. The division of tasks of the Director's deputies as well as their competences in supervising the organisational units of the Library under their authority shall be defined by the Director.
4. The Director's advisory body with regard to library management shall be a board comprising heads of the Library's units and convened in a composition appropriate to particular areas of activity.

§ 6.

The procedure for the appointment of the Director and the employment of the Director's deputies and heads of specialist libraries shall be specified in the Statute.

§ 7.

1. The responsibilities of the Director of the Library shall be specified in the Statute.
2. Moreover, the Director of the Library shall:

1) plan and organise the work of the Library;
2) prepare an annual report on the Library's activity and submit it to the Senate for approval;
3) prepare the Library's annual material and financial schedule in consultation with the competent Vice-Rector for Science and the Chancellor;
4) be responsible for the appropriate management of the resources and assets allocated to the Library;
5) manage the implementation of the Library's service, didactic and scientific tasks in accordance with legal regulations and the Rector's instructions;
6) be responsible for the implementation of the staff development policy at the Library;
7) prepare job descriptions for the heads of the Library's units and approve the detailed job descriptions for the Library's staff;
8) propose motions regarding the employment of the heads of the Library's units;
9) prepare the Regulations on Access to Library Collections as well as the Library Services Pricelist and submit them to the Rector for approval.

§ 8.

1. The Library Council operating within the University shall act as the Rector's advisory and consultative body.
2. The competences of the Library Council, its composition as well as the manner in which Council members are to be appointed shall be defined by the Statute, while the detailed procedure for the functioning of the Library Council shall be defined by the Council Regulations, approved by the Rector.

Chapter 4. Internal organisation of the Library

§ 9.

1. The Library's organisational units shall include the Main Library, specialist libraries, departments and sections.
2. The departments and specialist libraries shall be managed by their respective heads.
3. Should the necessity to implement special tasks arise, the Rector may, at the request of the Director, establish a section or appoint a representative.
4. The organisational units of the Library shall be established, transformed and dissolved by the Rector, following a motion by the Director, reviewed by the Library Council.
5. The organisational structure of the Library shall be defined in Annex no. 2 to the Regulations – "List of the UG Library's organisational units".

§ 10.

The head of a specialist library, department or section shall work on the basis of a job description determined in accordance with the provisions of the Work Regulations and shall be responsible, in particular, for:

1) organising the work of subordinate employees in order to implement the tasks within the scope of the unit's responsibilities;
2) submitting applications in individual matters regarding the unit's employees;
3) ensuring appropriate use, protection and accounting of the assets entrusted to the unit;
4) preparing the unit's documents for archiving;
5) performing other activities connected with the position held or with the functioning of the specialist library, department or section.

Chapter 5. Employees of the University of Gdańsk Library

§ 11.

1. The employees of the Library shall comprise certified librarians, library staff, IT specialists, engineering and technical staff, bookbinding staff, conservation staff as well as administration and service staff.
2. Library employees shall be employed by the Rector, following a motion by the Director.

Chapter 6. Financing of the Library's activity

§ 12.

1. The Library's activity shall be financed from the University's resources.
2. The Library may obtain funds from other sources in order to finance its activity.
3. The activity of the Library shall be included in the UG's material and financial schedule.
4. The Director, in consultation with the competent Vice-Rector for Science, shall be responsible for the appropriate management of the Library's financial resources.

Chapter 7. Final provisions

§ 13.

Any amendments to these Regulations shall be made in accordance with the procedures provided for their adoption.