

SCANNING ON REQUEST SERVICE

1. Within the "Scanning on Request" Service, the Library of the UG provides scans of:
 - a. single hard copy journal articles,
 - b. single chapters from hard copy monographs,
 - c. excerpts from monographs as selected by the Reader, max 50 pages

2. Scanning is free of charge.

3. The Service does not include:

- a. the Library special collection,
- b. collections in a damaged condition,
- c. collections of a format bigger than A3.

Scanning of these collections is provided by Digital Department according to the "Price List of Library Services".

4. Orders should be placed exclusively via the e-mail address registered in the library system or the e-mail address registered in the UG domain.

5. One can order not more than 3 items (journal articles, chapters or excerpts from a monograph) at a time, and not more than 6 items in a month.

6. The limits of orders (p. 5) do not refer to the orders placed by the UG faculty for academic and didactic purposes.

7. Orders should be emailed to: skany_bug@ug.edu.pl.

8. The order should provide the following information:

- a. the Reader's first and last name and the library card/electronic ID number,
- b. in the case of a journal: title, year, issue number, author and title of the article, pages,
- c. in the case of a book: author, title, year and place of publication, title of the author of the chapter (if different from the author of the book), pages.

9. Librarians confirm receiving the order.]

10. Additional information is available via phone: 58 523 32 56 or email: skany_bug@ug.edu.pl.