

# LIBRARY GUIDE FOR INTERNATIONAL STUDENTS

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The Library – Traditional and Electronic – build a hybrid library and information system of the University which enables the students, students of ALO of WUST, post graduate students and the faculty staff access to necessary, printed and electronic resources for research and education.

Thanks to a number of rich electronic collection and advanced search tools the users are able to maximize their search techniques to get the best results and retrieve relevant information from the thousands of records in the databases and e-journals at the campus and off it.



The Library is [a part of](#) the Center for Scientific and Technical Information.



[We are here](#)

The Library is open for the students, postgraduate students, students of ALO of WUST, the faculty staff and other interested persons but materials for them are available for use on site only.

Use of materials requires a valid ID card.



[Opening hours](#)




Electronic Library concentrates [Branch Libraries](#) at the faculties.

# PRINTED COLLECTION

## SET UP A LIBRARY ACCOUNT

Set up a Library account - at the Main Circulation Desk:

 Building A-1, staircase „C”  
II floor, room 307a



Due to the prevailing epidemic, the OSZ opening hours may change. The current opening hours of the Library are available on the [website](#).

Users are expected to bring the following documents:

students and PhD students of WUST	Electronic Student Card and a card of obligation (Karta zobowiązań)*
WUST faculty staff	ID card and WUST Electronic Card
postgraduate students of WUST and other public academic schools in Wrocław	ID card and a card of obligation (Karta zobowiązań)*
students of other universities who study part time at WUST	Valid electronic ID, a student`s obligation card and a card of obligation (Karta zobowiązań)*
students and PhD students of other public academic schools in Wrocław	Valid ID, a student`s obligation card and a card of obligation (Karta zobowiązań)*

\* A card of obligation (Karta zobowiązań) is accesible in a Dean office at faculty.

## CATALOGUE



The quickest way to find books and journals is by searching the catalog on [the library website](#). Please use [Primo](#) search engine. The search box is situated in the middle.

## LOG IN TO A LIBRARY ACCOUNT



Use option: [My Account](#).

Now you can check:

- a list of current loans
- requests and the due date of collecting items,
- fines,
- blocks.

## REQUEST



Use the catalogue to request the item: [Primo](#).

- find a publication (by: title, author, subject, ect.),
- choose the available copy (please pay attention in what library it is placed),
- log in to your account (e-mail address to „@” sign),
- confirm your request.

Requested materials should be picked up in 3 business days. On the third day, at least an hour before the library closes.

## CIRCULATION

Requested materials will be available in one hour. At the beginning of a semester it may be longer (even to 4 hours). The items should be collected in two working days.



In [Branch Libraries](#) (at the faculties) all requested materials are processed on an ongoing basis during the opening hours.

The following are loan periods and limits:

WUST students	10 volumes for 6 months
PhD students	10 volumes for 1 year
WUST staff	20 volumes for 1 year
postgraduate students of WUST	10 volumes for 6 months
students of other universities who study part time at WUST	10 volumes for 6 months
students and PhD students of other public academic schools in Wrocław	5 volumes for 3 months



An exception: the Main Circulation Desk and the Fiction Circulation Desk and a Reading Room – the authorized users and borrow 10 books for 1 month.

## RENEW AND RETURN LIBRARY MATERIALS

Every Library user is twice informed via e-mail 3 and 10 days before the due time.

There is fine of 50 groszy for every day if one does not return the books on time.

Users account will be blocked if they do not collect four times the requested materials. One can unblock the account only in person at the Main Circulation Desk or at the Branch Libraries.

Library privileges will be suspended and a registration block will be initiated for the borrowers who:

- do not collect requested books,
- overdue materials,
- do not pay the fine on time.

## READING ROOM

The users will wait approximately 30 minutes to get the requested materials to the Reading Room.

At one time one can order 5 books or 5 volumes of journals up to 30 minutes before the reading Room closes.



**The requested materials can be used in the Reading Room only.**

### Scan orders

All persons with an active library account may place an order for a scan of materials which are available in the reading room. You can order articles from journals, as well as parts of books, e.g. particular chapters.

## ELECTRONIC RESOURCES AND TOOLS

The Library offers electronic access to e-books, e-journals and databases. The users can browse the resources using Primo engine:



- the search box is situated in the middle of a library [web page](#),



- an [A-Z list](#) which will help to browse and find electronic resources subscribed by the Library, [e-Źródła A-Z](#),



- straight from [the databases](#) and platforms of [e-journals](#) and [e-books](#).

### OPEN STUDY ZONE (OSZ)



The Open Study Zone is an open reading room, intended primarily for use of electronic resources. The OSZ is equipped with terminal stations with Internet access and the necessary software. [Eduroam](#) wireless network allows you to use it on your own computer.



building D-21, entrance A  
II floor



Monday – Friday 8-18\*  
Saturday 8-15  
Sunday – closed



\*Due to the prevailing epidemic, the OSZ opening hours may change. The current opening hours of the OSZ are available on the [website](#).

## OFF CAMPUS ACCESS



Faculty Staff, students, postgraduate students of WUST are entitled to use a library [Proxy](#) server (registration is required) which gives access to vast majority of library e-resources from off-campus.

To register, the users have to:

- have an active library account,
- have an active e-mail account on a WUST server,
- fill [a form](#) for the [Proxy](#) system users.

## SUPPORT AND TRAINING

The Library offers free workshops and trainings online on how to navigate electronic resources and effectively search for literature for projects and theses. The users are invited individually and in groups. It is possible to make additional appointment online to broad a specified subject according to the user`s requirements.

Please see details:



[Scientific Information and Electronic Resources Department](#)



email: [inf nauk@pwr.edu.pl](mailto:inf nauk@pwr.edu.pl)



## LOWER SILESIAN DIGITAL LIBRARY



[Lower Silesian Digital Library](#) is established by the WUST and other universities of Lower Silesia. It provides free of charge on-line access to digitalized materials e.g. academic text books, theses, journals, proceedings and articles from the fields like science, engineering or medicine.

## DATABASE OF WUST'S SCIENTIFIC PUBLICATIONS (DONA)



[The DONA database](#) contains information about scientific publications of WUST's students, PhD students and the faculties. Thanks to a modern software, anyone interested is able to find bibliographic and statistical information and selected .pdf of the scientific output of a person, unit or the University.



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