



**Ordinance No. 59
of the Rector
of the Warsaw University of Life Sciences in Warsaw
of 3 June 2022**

on the introduction of the Policy on sharing the SGGW Scientific Information Network resources

Acting pursuant to Art. 23 sec. 1 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), and Art. 20 sec. 2 and 4, and Art. 46 sec. 2 of the SGGW Statute, the following has been agreed:

§ 1

The Policy on sharing the resources of the SGGW Scientific Information Network has been introduced in the wording constituting the Annex hereto, hereinafter referred to as the Policy, subject to § 2 - § 4.

§ 2

The provisions of § 18-19 of the Policy also apply to the SGGW Scientific Information Network user accounts charged with a special fee determined on the basis of the provisions in force until this Policy becomes effective. The maximum fine for these accounts for one overdue library material is set at PLN 500.00.

§ 3

In the event of returning library materials after the due date by the user of the resources of the SGGW Scientific Information Network, or reporting lost or damaged library materials within 30 days from the date of entry into force of this ordinance, while fulfilling the obligation referred to in § 18 sec. 1 a) - c) of the Policy, any fee calculated on the basis of the existing provisions will not be charged.

§ 4

Any materials borrowed for short-term students' purposes until the date of entry into force of this ordinance should be returned within the time limit provided herein.

§ 5

The Ordinance No 13 of the Rector of the Warsaw University of Life Sciences in Warsaw of 29 May 2022 on the introduction of the Policy on sharing SGGW Main Library resources has been repealed.

§ 6

The Ordinance shall enter into force within 30 days from its signing.

Rector of the Warsaw University of Life Sciences

prof. dr hab. Michał Zasada

/ signed with a qualified electronic signature /

POLICY ON SHARING THE SGGW SCIENTIFIC INFORMATION NETWORK RESOURCES

Chapter 1

General Provisions on Sharing the Resources

§ 1

General Rules

1. This Policy defines the provisions on sharing the resources of the Scientific Information Network of the Warsaw University of Life Sciences (hereinafter also referred to as: the **Network or NSI**).
2. The SGGW Scientific Information Network is composed of:
 - a) The Main Library of the Warsaw University of Life Science a.k.a. Władysław Grabski Main Library (hereinafter also referred to as: the SGGW Main Library);
 - b) The Library at the Institute of Civil Engineering and the Institute of Environmental Engineering;
 - c) The Library at the Institute of Veterinary Medicine;
 - d) The Library at the Institute of Human Nutrition Sciences,

hereinafter referred to as the **Network's Libraries**.

3. The use of the Network's Libraries resources and services is free of charge.
4. Any persons using the resources of the Network's Libraries, referred to in § 3 sec. 1-3, hereinafter are referred to as the users.
5. Network's Libraries may charge special fees for:
 - a) unreturned library materials by the due date,
 - b) lost or damaged library materials.
6. The amount of special fees is specified in Annex 1 hereto.
7. Personal data of the Network's Libraries users collected in the library system are protected in accordance with the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws of 2019, item 1781). Any user of the Network's libraries has the right to access and update his personal data. The detailed principles relating to processing of personal data of the Network's libraries users are set out in the information clause, constituting Appendix 3 hereto. The Network's libraries users receive access to the content of the information clause when creating or activating an account enabling them to use the resources of the Network's Libraries.
8. Any user of the Network's Libraries is obliged to update their contact details in the library system.

§2

Methods of Sharing Resources

NSI Libraries share their resources:

a) in a traditional way

- on site, in the reading rooms,
- by individual library's loan,
- by interlibrary loan;

b) in a digital way

- online, available for anyone; data in open access repositories,
- online, available for users with an active library account - databases with licenses,
- in the Network's libraries using indicated computer stations.

§ 3

Library Loan Permissions and User Accounts

1. The following persons are entitled to borrow materials from the Network's traditional libraries and to use licensed electronic materials:

a) SGGW employees,

b) SGGW PhD students,

c) SGGW students,

d) Students of the SGGW post-graduate programs,

e) SGGW retirees.

2. An account enabling the use of the Network's libraries resources may also be held by persons from outside SGGW, on condition that it is stated in the agreements concluded by SGGW with the institution employing those persons or it is their place of study.

3. In justified cases, a decision to create an account enabling the use of the resources of the Network's libraries for persons other than those indicated in sec. 1 and sec. 2 should be made by the Director of the SGGW Main Library. The account may be created upon an application submitted in traditional or electronic form by the interested party or the head of the SGGW organizational unit. The application with the director's approval should be kept for the duration of the account's validity.

4. A document enabling to borrow an item:

1. for SGGW students - a valid student ID card,

2. for students of the SGGW postgraduate program - a library card with a barcode issued by the given library based of the list of students provided by the relevant dean's office,

3. for SGGW PhD students - a PhD student ID card,

4. for SGGW employees - a library card with a barcode issued by the Main Library or the SGGW employee ID card,

5. for persons from outside SGGW, referred to in sec. 2 and 3:

- an electronic Student ID card,
- an electronic PhD Student ID card,

- an electronic staff ID card,
 - a personal Warsaw City Card in the absence of the above documents.
5. Any user entitled to borrow and/or use electronic resources of the Network has the right to have an account in the library's IT system.
 6. Any account of the SGGW student, the SGGW PhD student, or the SGGW employee can be activated independently using the '*first login*' tab in the computer library system or at the librarian on duty.
 7. The account of a retiree, a postgraduate student, or a person mentioned in sec. 2 and 3 may be created by the librarian on duty.
 8. The retiree's account is created for a period of two years. In case of active use, such an account is automatically renewed for another two years.
 9. It is forbidden to provide unauthorized persons with the login data to the account in the library's IT system.
 10. The Network User may use the account for the period of studying or employment at SGGW or for a period of two years from obtaining the status of a retiree, with the exception of users referred to in sec. 2 and 3, who may use the account in a given academic year.
 11. The Network staff are authorized to collect data from the ID cards in order to complete and verify data connected with the given reader's account.

§4

Limitations on library loan services

1. The Network's Libraries do not lend out the following types of collections:
 - a) periodicals,
 - b) encyclopaedias, language and thematic dictionaries, handbooks,
 - c) publications of particular value to the Network's libraries,
 - d) Polish printed materials published before 1949,
 - e) two copies of the same item per reader,
 - f) special collections (original copies of diploma theses, doctorates, standards, cartographic collections, cimelia, old prints, microfiches),
 - g) materials of large format and volume or in poor condition,
 - h) documents received via interlibrary loans,
 - i) albums.
2. It is forbidden to copy any undistributed diploma theses, doctorates and standards. Unless stated otherwise, any library materials belonging to special collections may be copied by users pursuant to the principles of copyright, with the use of devices that do not emit light, e.g. a flash lamp.

Chapter 2

On-site Materials Sharing

§5

General Provisions

1. The reading rooms of the Network's Libraries are public and anyone interested has the right to use their resources provided that this policy and coexistence rules are followed.
2. The open access collections in the reading rooms of the Network's Libraries are available for all users.
3. Any person with disabilities shall take precedence over using special computer stations. Other persons may use the station upon permission of the librarian on duty.
4. The library materials cannot be removed from the reading rooms, except for the borrowed items.
5. The Main Library's reading room rules:
 - a) free access books and materials from the didactic reading room should be placed on carts after being used;
 - b) any magazines available in the periodic reading room should be returned to the same place;
 - c) any materials stored in warehouses may be available in the reading room, after ordering online order or on site;
 - d) any materials from the warehouse should be returned to the librarian on duty.
6. Any materials used in other Networks libraries should be placed on carts.

§ 6

Reading Room Rules

1. The silence is obligatory and should not be disturbed by loud conversation except for the didactic part of the SGGW Main Library, where group work is allowed.
2. No clothes, bags and backpacks larger than 30x30x10 cm are allowed in the reading room.
3. No food or beverages are allowed in the reading room, except for water bottles.
4. The use of mobile devices is permitted only if muted.
5. The last orders should be placed 30 minutes before closing time.

§ 7

Rules for the use of diploma theses

1. The diploma theses can be viewed upon approval granted by the author. The theses are available in the SGGW main Library and in the reading room of the Library at the Institute of Human Nutrition Sciences.
2. Diploma theses are available to:
 - a. researchers, teaching staff of universities and scientific institutions as well as persons working on their doctoral and habilitation dissertations;
 - b. SGGW students upon written consent of their supervisor;
 - c. students of other universities upon written consent of their supervisor, or head of the SGGW unit where the given thesis was prepared;

- d. students of the postgraduate programs upon written consent of the head of the given postgraduate studies;
 - e. in justified cases, diploma theses may also be viewed by other persons upon written consent of their supervisor, or head of the unit where the thesis was prepared;
 - f. in other cases not mentioned in items a) - e), the decision should be made by the Director of the SGGW Main Library.
3. The consent application form constitutes Appendix 2 hereto.

Chapter 3

An individual library's loan

§ 8

General provisions

1. The groups of people entitled to borrow the library items have been established for every Network's Library. The concurrent maximum number of borrowed items and the maximum loan period have been introduced.
2. The library items may be borrowed:
 - 1) from the SGGW Main Library's reading room, SGGW Main Library's storage, and SGGW Institutes' libraries by:
 - a) SGGW researchers, SGGW teaching staff in the amount of 5 (five) items at the same time. Each item may be borrowed for a period of 6 (six) months;
 - b) SGGW administrative staff, PhD students, SGGW retirees in the amount of 5 (five) items at the same time. Each item may be borrowed for a period of 30 (thirty) days;
 - c) any persons mentioned in § 3 sec. 2 and 3 hereto, in the amount of 5 (five) items at the same time. Each item may be borrowed for a period of 30 (thirty) days;
 - 2) from the SGGW Main Library by:
 - a) SGGW students, SGGW postgraduate programs' participants in the amount of 10 (ten) items at the same time. Each item may be borrowed for a period of 30 (thirty) days;
 - b) SGGW researchers, SGGW teaching staff, SGGW administrative staff, PhD students, SGGW retirees in the amount of 5 (five) items at the same time. Each item may be borrowed for a period of 30 (thirty) days;
 - c) any persons mentioned in § 3 sec. 2 and 3 hereto, in the amount of 5 (five) items at the same time. Each item may be borrowed for a period of 30 (thirty) days.
 - 3) from the didactic reading room with the short-term student's loan service (referred to as KWS) by SGGW students in the amount of 3 (three) items at the same time. Each item may be borrowed for a period of 3 (three) days;
 - 4) from the Belles-lettres collection of the SGGW main Library by any persons mentioned in § 3 sec. 2 hereto, in the amount of 3 (three) items at the same time. Each item may be borrowed for a period of 30 (thirty) days.
3. In the event of returning library materials after the due date block the user's account in all Network's libraries systems, and allows for **special fees** to be charged, as referred to in Appendix 1 hereto.

4. The account should be unlocked after the overdue items are returned and the confirmation of payment of the special fee is delivered to the relevant Network's library in the form of a printout or an e-mail, or its scan sent to the relevant Network's library.
5. In justified cases, the Network's libraries have the right to request the return of borrowed items before the due date.
6. The user has remote access to their account and, upon request, may receive a printout of the account balance issued by the librarian on duty.

§ 9

Open-access Reading Room's and the Network's storage Loans

1. Any loans of the materials kept in the reading rooms and the Network's storage are carried out by the librarian on duty in the reading room, except short-term student's loans referred to in § 8 sec. 2 (3).
2. The following persons are entitled to the Network's reading rooms' loans: SGGW employees, PhD students and retirees, as well as the staff and PhD students of institutions bound by the agreement referred to in § 3 sec. 2.
3. The following items cannot be borrowed from the networks Reading rooms:
 - a) high-demand publications,
 - b) collections indicated in § 4 sec. 1 hereto.

§ 10

Loans from the didactic reading room with a book collection dedicated to short-term student's loans at the SGGW Main Library

1. Only SGGW students are entitled to use the short-term student loan (KWS) service.
2. The short-term student loan service should be carried out by the student in the didactic reading room at the SGGW Main Library.
3. The right to use short-term student loan service is granted and activated by the librarian on duty at the SGGW Main Library.
4. After each activity, the user can check their current account.
5. It is not possible to renew items borrowed from the KWS library collection.
6. In case the KWS item is not returned before the due date, a **special fee** can be charged, as referred to in Appendix 1 hereto.

§ 11

The SGGW Main Library Loans

1. All SGGW students, SGGW postgraduate programs' participants, SGGW administrative staff, PhD students, SGGW retirees and any persons mentioned in § 3 sec. 2 and 3 hereto are entitled to borrow the items from the SGGW Main Library.
2. To borrow an item, a user should place an order in electronic form via a personal account, and use the catalogue on the SGGW Main Library website. The ordered item can be picked up at the Circulation Desk immediately, but not later than within 3 (three) calendar days from ordering.
3. An item currently borrowed may be placed on hold by the user, and should be available immediately after it is returned by the previous user. The user who placed the order shall be informed about the item's availability via email sent to the e-mail address assigned to the given user's account. In case of resignation, the user is obliged to remove the order from their library account.
4. An item may be renewed for an additional period via an online account or at the librarian on duty, unless it has been placed on hold for another user.
5. The item may be renewed for an additional period via an online account or at the librarian on duty, unless it has been placed on hold for another user.
6. In case the item is not returned before the due date, the user's account is automatically blocked by all Network's Libraries, and the special fee will be charged, as referred to in Appendix 1 hereto.
7. The user has the right to authorize another person to collect the ordered library items. Hence, the user should submit a written statement with a signature or a qualified electronic signature to a staff member.
8. The item may be returned in person, through any other person, by post or by courier services.
9. The user is responsible for a timely return of an item.
10. The librarian on duty should be immediately informed of losing a document entitling to library loan service.

Chapter 4

Interlibrary Loan

§ 12

General provisions

1. Local interlibrary loans for the SGGW institutes staff that do not have their own libraries are carried out by the SGGW Main Library's reading room, and for the other SGGW institutes staff by libraries at the given SGGW institutes.
2. International interlibrary loans are carried out by the SGGW Main Library.

§ 13

Importing materials from other libraries

1. Library materials may be imported from local and international libraries, subject to sec.
- 2.

2. The SGGW Main Library and SGGW institutes' libraries do not import materials from libraries located within the administrative borders of Warsaw.
3. The Network's Libraries may only import materials that are not available in their collections.
4. All materials are imported for free.
5. The Network's Libraries do not mediate in importing photocopies and scans of paid materials.
6. Any imported books are made available only in the reading rooms of the Network libraries for a period determined by the library owning the materials.
7. Any orders for the materials from local and international libraries should be submitted electronically to the e-mail address of the SGGW Main Library, Reading Room and Storage Department, or to the address of the given library at the SGGW institute or to the librarians on duty of the Network' libraries.
8. The Network's Libraries do not issue any order slips enabling individual loans.

§ 14

The Collections Loan Procedure

1. The collections owned by SGGW Network' libraries may be loaned to other libraries as part of interlibrary loans.
2. Collections listed in § 4 sec. 1 hereto are not subject to loan procedure.
3. Materials not subject to loan procedure may be scanned in compliance with the provisions of copyright law.
4. The due date of the borrowed collection should be determined during the loan procedure.

Chapter 5

Sharing of electronic resources

§ 15

1. The Network's Libraries may share electronic resources for their own use, for educational, research or teaching purposes or in accordance with the license specified for a given resource.
2. The following types of electronic resources may be shared:
 - a) databases for which NSI SGGW own licenses:
 - unlimited access using the SGGW network,
 - for anyone entitled to have a library account, from outside the SGGW network,
 - b) electronic versions of journals published by the SGGW Publishing House - available without restrictions on the Main Library website,

- c) electronic versions of monographs and habilitation theses published by the SGGW Publishing House - available without restrictions on the Main Library website,
 - d) electronic versions of doctoral dissertations available in the Network's Libraries or via the Internet in accordance with the license granted by the author,
 - e) electronic versions of selected scientific and teaching publications from the NSI SGGW collection - in the Network's libraries (within the scope of fair use).
3. When using the databases referred to in par. 2(a) it is forbidden to:
- a) share login details or any materials downloaded from databases to unauthorized persons,
 - b) give access to articles to unauthorized persons by email,
 - c) publish materials downloaded from databases on open, publicly available websites or share them in any other form,
 - d) archive materials downloaded from databases on external servers and websites,
 - e) duplicate downloaded materials on different devices that are not owned by an authorized user,
 - f) modify downloaded materials for further sharing,
 - g) use downloaded materials in individual scientific/research works without indicating the source and respecting the authorship,
 - h) commercialize downloaded materials in any form,
 - i) use third-party software to search through licensed databases,
 - j) download files and other data automatically (using software) or massively,
 - k) act to the detriment of the technical service through other unauthorized operations and any technical interference.

§ 16

Using the Internet via the library's wi-fi network

1. The Network's Libraries provide users with a wireless wi-fi network for Internet searching related to the study subject and/or research work.
2. Using the Internet is at the sole risk of the user, who is responsible for:
 - a) the way they use access, including any content of the messages sent, criminal liability inclusive,
 - b) effects resulting from the use of access by third parties (sharing the password, not logging out after work).
3. Using computers provided by the Network's libraries is at the sole responsibility of the user, and the library is not responsible for the security of data left by the user and for other people's access to data left as a result of not logging out after work.
4. The User may use computers provided by the Network's Libraries or their own equipment. All users of the library computers are not allowed to:

- a) take any action to bring devastation or damage to library computers and their accessories, network disruption, and software destruction;
- b) introduce any changes in the configuration of the library computers, attempt to break the existing security system and interfere with the data content;
- c) upload and share content that is unlawful or is subject to intellectual property protection, and the user is not the holder of intellectual property rights to that content;
- d) upload and share content that may violate anyone's personal rights;
- e) mass-mail any contents of commercial nature ('spam');
- f) spread computer viruses and programs that may damage computers of other Internet users;
- g) conduct commercial activities through the library network;
- h) provide internet access to third parties.

5. In case of using their own computer device:

- a) the Network's Libraries staff is not obliged to configure any device to access the Internet,
- b) the network's libraries are not responsible for any damage of personal device on its premises,
- c) the network's libraries are not responsible for infecting the user's device with malware.

6. In case of disobedience of the above mentioned rules, the Network's Libraries have the right to:

- a) request to leave the computer station immediately, and to take further actions in accordance with this Policy;
- b) require to fix any damages as a result of non-compliance with the above rules.

7. The consequences listed in par. 6 should not preclude the possibility of applying generally applicable legal provisions.

Chapter 6

Responsibility for shared collections and special fees

§ 17

1. The Network's libraries user is obliged to comply with the provisions of this Policy and the rules set out therein, in particular, to respect the borrowed items and the property of the Network's libraries and return them within the stipulated loan period.
2. The user bears full financial responsibility for any damage to library materials not reported at the time of borrowing.
3. The user should check the condition of the item before borrowing, and report any damage to the librarian on duty.

§18

1. In the event of damage or loss of items, the user is obliged to:

- a) buy the same title and edition (or the newer one) or
- b) buy another title indicated by the librarian, or
- c) pay the cash equivalent in the amount specified by the librarian to the SGGW account indicated in the ICT system.

2. The amount of the equivalent for a lost or damaged item is determined in the form of a note by the head of the given Library's organizational unit based on its current market value or the market value of the similar item increased by the additional fee referred to in § 19 sec. 1 (b) hereto.

§ 19

1. In case of failure to comply with the obligations referred to herein, the user shall be charged with:

- a) a special fee calculated for each day of the overdue library material;
- b) an additional fee for damage or loss of library material.

2. The amount of fees referred to in par. 1 is specified in Appendix No. 1 hereto. Fees are charged separately for each borrowed item.

3. The special fee shall be charged until:

- a) the given library material has been returned to the appropriate Network's library, or
- b) any liabilities have been settled in accordance with § 18 sec. 1, or
- c) the User's account has been charged with a maximum special fee of PLN 500.00 (five hundred zlotys) for each overdue library material.

4. The User is obliged to pay the special fee, specified in accordance with the provisions of this paragraph, without an additional request for payment, within 30 days from the date specified in sec. 3 (a) and (b).

5. In the event of failure to pay the special fee within 30 days in accordance with sec. 4, the librarian on duty should draw up a debit note approved by the Director of the Main Library. The debit note is sent by traditional registered mail with advice of delivery or other tool enabling to determine the date of receipt to the correspondence address, and to the e-mail address assigned to the user's account who is obliged to pay the special fee. The debit note should be also forwarded to the Bursar's office. The User is obliged to pay the special fee within 30 days from the date of delivery of the debit note to the indicated bank account number, without any additional request for payment. Postage costs should be added to the liability amount.

6. If a special fee was charged in the maximum amount and the borrowed items have not been returned, the user's liability is increased by the equivalent for each non-returned item calculated as the equivalent for the damage or loss of library material in accordance with § 18 sec. 1 (c) and sec. 2 hereof and by the amount of the additional fee in accordance with § 19 sec. 1 (b).

7. If a special fee was charged in the maximum amount determined in accordance with sec. 3 (c) and sec. 6, the librarian on duty should draw up an appropriate note specifying the amount of the user's liability. Then, a debit note should be prepared and sent by registered mail with advice of delivery to the correspondence address and to the e-mail address assigned to the user's account who is obliged to pay the special fee. The debit note should be also forwarded to the Bursar's office. The User is obliged to pay the special fee within 30 days from the date of delivery of the debit note, without an additional request for payment. Postage costs should be added to the liability amount.
8. In case the special fee has not been paid within the time limit referred to in sec. 5 and 7, the debt collection process shall be initiated based on the principles set out herein, as well as in other relevant SGGW regulations and in generally applicable provisions of law.
9. Due to special circumstances indicated by the User, in particular a documented difficult financial situation, occurrence of circumstances beyond the User's control that preventing the return of materials in a timely manner, and on the basis of separate provisions, the User may apply to the Director of the Library for deferral of payment, spreading in instalments or writing-off in in whole or in part of the special fee or other charges. Upon accepting the request, the Director of the Main Library may decide to unblock the User's account.
10. Special fees and additional fees constitute the Library's income and are allocated to the purchase of library materials or access to digital resources.

Chapter 7

User Responsibilities

§ 20

1. Before receiving a diploma, all SGGW students and PhD students who graduate or interrupt their studies, as well as employees who leave SGGW are obliged to:
 - a) return all library materials,
 - b) settle any obligations with the Network's libraries.
2. The settlement with the Network's library may be confirmed by a completed clearance form in paper or electronic form.
3. Filling in (stamping) the clearance form by the Network's library confirms closing the user's account.
4. The accounts of postgraduate students may be closed on the basis of the list provided by the SGGW unit responsible for the organization of studies.
5. The accounts of SGGW employees may be closed on the basis of information provided periodically from the unit responsible for University staff matters.
6. The retirees' accounts may be closed automatically six months after the account's expiry date.

Chapter 8

Final Provisions

§ 21

- 1 All users are required to read the content of this Policy and comply with the provisions contained therein. Activating a user account in the library system confirms the compliance with this Policy.
- 2 The Network's Libraries staff is required to provide users with the Policy at their request. The Policy is available in generally accessible places in the Network's libraries and on the library website.
- 3 Failure to comply with the provisions of this Policy authorizes the Director of the SGGW Main Library to limit or deprive users of the rights to use the collections.
- 4 Decisions on other issues related to the disclosure of collections that have not been included herein are made by the Director of the SGGW Main Library.

Appendix 1 to Policy on sharing the SGGW Scientific Information Network resources

Special fees collected by the SGGW NSI Libraries

1	for overdue items, the Library charges a fee per item per day (special fee)	PLN 0,50 but not more than PLN 500,00
2	for the loss or damage of library materials, the Library charges a fee per item (additional fee)	PLN 50,00
3	for overdue items included in short-term student's loans, the Library charges a fee per item per day (special fee)	PLN 5,00 but not more than PLN 500,00

Appendix 2 to the Policy on sharing the SGGW Scientific Information Network resources

Warsaw,

.....

(the SGGW unit stamp or other unit's stamp)

(name of the SGGW Library)

.....

.....
(name of the organizational unit) hereby acknowledges that Mr./Ms.

.....

works on the diploma thesis titled:

.....

.....

.....,

and needs the following materials to be available:

No	Reference no.	Author	Title
1.			
2.			
3.			
4.			

Mr./Ms. undertakes to comply with the Act of 4 February 1994 on Copyright and Related Rights (original text, Journal of Laws of 1994, No. 24, item 83) (consolidated text: Journal of Laws 2021.1062, as amended).

.....

(signature of a person using the material)

.....

(Supervisor's legible signature and stamp)

.....

(the signature of the Supervisor or Head of the SGGW unit owing the thesis)*

* applicable for users out of SGGW

INFORMATION CLAUSE / PRIVACY NOTICE

for users of the SGGW Scientific Information Network resources

SGGW - Warsaw University of Life Sciences, with its registered office at 166 Nowoursynowska Street, 02-787 Warsaw (hereinafter: SGGW or the Data Controller), pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter "GDPR", hereby acknowledges that the provided personal data shall be processed for the purpose and to the extent necessary to use the resources of the SGGW Scientific Information Network Libraries.

Therefore,

- 1) The Data Controller has appointed the Data Protection Officer, who you can contact in matters related to the processing of personal data and the exercise of the user rights in accordance with the provisions on the protection of personal data via: iod@sggw.pl;
- 2) Your personal data will be processed based on:
 - a) legal obligations incumbent on the Data Controller involving the performance of tasks related to sharing and protection of library collections and other tasks set out in the Act of 27 June 1997 on Libraries, as referred to in Art. 6 sec. 1 (c) of the GDPR;
 - b) rules for setting up and using an account in the library system (agreement), in accordance with Art. 6 sec. 1 (b) of the GDPR;
 - c) the Data Controller's legitimate interest, i.e. pursuing claims related to the sharing of library resources and using an account in the library system, as referred to in Art. 6 sec. 1(f) of the GDPR;
 - d) the consent, in the case of supplementing contact details in the library system, as referred to in Art. 6 sec. 1(a) of the GDPR.
- 3) The provision of data is voluntary, but necessary for the use of the library resources.
- 4) Please be advised that your data will not be used to make decisions based solely on the automated processing, including profiling within the meaning of Article 22 of the GDPR.
- 5) We will use the data for the period necessary to achieve the purposes described above. Depending on the legal basis, it will be respectively:
 - a) the validity period of the account in the library system;
 - b) the time of implementation of the legitimate interest, and the period for which the law requires data to be stored;
 - c) the limitation period of claims related to sharing library resources and using an account in the library system;

d) until a possible objection is raised;

e) until a consent is withdrawn.

6) The recipients of your personal data include:

a) authorized employees and associates of the Controller,

b) entities processing data on behalf of the Data Controller, on the basis of a concluded contract for processing of personal data, to provide services specified in the contract, e.g. library system providers,

c) entities authorized under the legal provisions.

7) Data subjects have the right to access the above-mentioned personal data, their rectification, erasure, transfer and restriction of processing, or to file an objection against processing of data.

8) The data subject shall have the right to withdraw his or her consent at any time.

9) The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

10) Data subjects have the right to lodge a complaint with the supervisory authority. In Poland the complaint shall be submitted to the President of the Office for the Protection of Personal Data (UODO);

11) The Data Controller has the right to transfer personal data to countries outside the EEA which do not provide an equivalent protection, only to the extent necessary to fulfil the contract. However, the Controller ensures that the transfer is carried out in a safe, controlled and secured manner based on the agreements with their recipients, and in compliance with the conditions set out in Chapter 5 of the GDPR. The Controller may also transfer personal data to countries outside the EEA, which the European Commission has recognized as providing an adequate level of protection.