

To the Regulation No 13/2014//2015 of the Rector of WSB-NLU of 30 August 2015.

Terms of Service and Fees.

1. Fees for the services provided by the WSB-NLU Library are subject to and not inclusive of VAT taxes applied according to the rules of law.
 2. Cost of shipment and delivery of the ordered materials is covered by the User.
 3. The Head Librarian of the WSB-NLU Library may in certain specific circumstances either reduce or increase the Fees following an application received from the User or from the Director of a relevant department.
 4. Copying of any material held by the WSB Library shall be carried out in accordance to the rules of law concerning intellectual property rights and other related laws.
 5. In the case whereby the WSB-NLU library material is copied for purposes other than scientific or didactic, the copying cost shall be further increased by a release fee. The release fee shall range from PLN 10.00 to PLN 250.00 and shall be set by the Head Librarian of WSB-NLU in agreement with the Chancellor/Rector.
 6. Processing of any order for a substantial number of copies is conditional upon an advance payment deposit of 50% of the total order value.
 7. Copies of materials from the WSB-NLU Library collection may be ordered by submitting a special form. Materials available for copying include: dissertations, chapters, articles or excerpts from journals or books. No copies of entire books will be made available. The copies of library materials can be ordered in the following format:
 - photocopy
 - files of digitalised publications
 8. Ordered library material may be used solely for non-commercial purposes and must not be distributed.
 9. Ordered material may be dispatched:
 - by Poczta Polska (Polish public post service). The cost of dispatched material shall be increased by an administrative fee of PLN 8.00 (for items up to 1 kilogram) and by a postage fee of PLN 15.00;
 - upon special request, the order can be delivered in electronic format. The files may be sent by e-mail after the payment is transferred to the following account: Bank Pekao S.A. 70 1240 4748 1111 0000 4879 7603. (Payment reference must state the surname of the User and the type of ordered material, i.e. 'article').
- Any orders delivered electronically are subject to an administrative fee of PLN 4.00.
- Orders are also available for collection. (This must be arranged with the Library.)
10. Search Queries shall only be processed after the receipt of the deposit.
 11. The Head Librarian shall be authorised to amend the current fee list in the case whereby the cost of service has changed.

Orders can be placed at:

WSB-NLU Library:

Building C, room 001, tel: 18 44 99 171, e-mail: biblioteka@wsb-nlu.edu.pl

WSB-NLU Science Reading Room:

Building C, room 002, tel: 18 44 99 174, 18 44 99 175, e-mail: biblioteka@wsb-nlu.edu.pl