

The University Library: for studying, leisure and your own research



Welcome to Łazarski University. It looks like that you have some reading ahead. Let's get to planning. Many useful texts are freely available on the Internet. Some, however, you will not find but in printed format. And there are also advanced materials, which are held only by major libraries.

Our library is located on the level one (one level above the ground, that is), in F sector. It is open Monday to Wednesday from 8 till 19, Thursday and Friday from 8 till 16 and Saturday and Sunday 9 till 17. On some days these hours may change on a short notice. Please, for certainty consult our Web site, <https://www.lazarski.pl/en/faculties-units/library/>.

At the beginning acquire some orientation in the library premises and decide what service you will need first. Our recommended sequence would be like this:

Step 1. Open your library account

Get acquainted with the library regulations and come to the Library circulation desk with your student ID. Sign the application form. Now you can log on to the online catalogue, and – wherever you are – search and order library materials.

Step 2. What to borrow and what to consult in the Reading Room

The library collections are held in three locations (Reading Room, Circulation, Store). Items from those locations have various levels of availability. The Reading Rooms items are to be studied on the premises of the Library. If the item is not in heavy use of the other readers, you can have it checked out for two hours, or for the night, or for a holiday (when the Library is closed). Items retrieved from the catalogue and marked as *magazyn* (store) you can order for borrowing for the period of one month. Open stacks items marked with a green level, however, are also borrowable, but you do not order them, you just pick them up and show them at the circulation desk.

Step 3. Walk around the Reading Room

In the Reading Room you can enjoy open stacks with materials arranged by narrow subjects, grouped into broad classes. You can browse stacks to evaluate if they are what you need, but please observe the rule of leaving them for us for reshelving! You will find trolleys on which the books are supposed to be left. It is useful (and fun) to browse printed newspapers, journals and magazines. Also, you have the Internet access at the Reading Room, both on desktop computers and on your laptops. Computers bring to you the contents of specialized online databases that the school subscribes to. On the premises you can use for free our scanner, printer, copier.

Step 4. Borrowing routine

To borrow a Circulation or Store item, you have to complete the ordering routine online. The system guides you with prompts, and a more detailed manual in Polish is published under <https://www.lazarski.pl/en/faculties-units/university-library/tips-and-guides/>. To pick up your books please come in person to the Circulation Desk. Please check the condition the books is in before accepting it.

Step 5. Book read?

Return the borrowed materials – the sooner the better. It is enough to pass the item to the librarian or use a book drop next to the F entrance to the University building. Please keep the due date in mind, or double check My account. If you think you might use it for a longer time, you can extend the loan duration. This is an additional service which can be granted to you if you just contact us, and we see that the book is not reserved by another user. Please use e-mail or come to the Library. If the book is already overdue, you cannot renew it. There is a late return fee of PLN 1.00 per book per day.

Before the book is due, please spare a thought on the usage you have made of it. Are you really done with your studying? Have you saved the bibliographic data and made appropriate notes or copies?

Step 6 (or perhaps the first one?).

Keep in touch. We have a notice board and publish announcements and statements on the Web. Posts in languages other than Polish are also welcome on our Facebook (www.facebook.com/BibliotekaUczelniLazarskiego) and Instagram profile (https://www.instagram.com/lazarski_uni_library).