



**Regulation
of the Rector of Gdańsk University of Technology
No. 50/2025 of 1 September 2025**

adopting the Rules of operation of the Gdańsk University of Technology Library.

Pursuant to Article 23(1) of the Act of 20 July 2018 – Law on higher education and science (consolidated text: Journal of Laws of 2024, item 1571, as amended), and § 24(3), § 110(3) in conjunction with § 65 of the Statute of Gdańsk University of Technology, the Rector has adopted this regulation:

§1 The Rules of operation of the Library of Gdańsk University of Technology, as set out in the Annex to this regulation, are hereby adopted.

§2 The rules referred to in §1 shall be effective on the date of their adoption, and on the same date the Regulation of the Rector of Gdańsk University of Technology No. 13/2013 of 6 May 2013 shall be repealed.

§3 This regulation shall enter into force on the date of its adoption.

Rector

Prof. Krzysztof Wilde, Corresponding Member of the Polish Academy of Sciences

RULES OF OPERATION OF THE LIBRARY OF GDAŃSK UNIVERSITY OF TECHNOLOGY

General provisions

§ 1

1. The Library of Gdańsk University of Technology, hereinafter referred to as the "Library," together with its branches, constitutes a uniform library and information system of Gdańsk University of Technology (hereinafter the "University").
2. The Library operates under the Act of 20 July 2018 – Law on higher education and science (Journal of Laws of 2024, item 1571, as amended), the Act on libraries of 27 June 1997 (Journal of Laws of 2022, item 2393), the Statute of Gdańsk University of Technology, and these Rules.
3. The Library is part of the nationwide library network.
4. The Library is a central unit of the University providing teaching, research, and library services. In addition, it serves as:
 - a) the University's central hub for scientific and technical information;
 - b) a public research library contributing to the national system of scientific documentation and information, as well as to the nationwide library network;
 - c) a center collaborating with scientific institutions, both public and private, in Poland and internationally.

Mission

§ 2

1. The main tasks of the Library include:
 - a) serving as a research library within the meaning of the Act on libraries of 27 June 1997 (Journal of Laws of 2022, item 2393);
 - b) collecting, cataloguing, preserving, providing access to, and protecting resources that support the University's current research and teaching needs;
 - c) cooperating with the University's organizational units and with other national and international academic institutions in acquiring library materials necessary for developing scientific and educational collections;
 - d) supporting and promoting scholarly communication and Open Science initiatives;
 - e) providing educational programs and workshops on the University's library and information system and on accessing research and technical resources, including internships and professional placements;
 - f) providing information services and organizing cultural and outreach activities;
 - g) documenting the history of the University;
 - h) conducting research activities;
 - i) managing the Library's administrative operations.
2. The rules for using the University library and its resources are set out in the Library resources access rules, approved by the rector.

3. With the rector's consent, the Library may carry out additional activities not covered by these Rules, including educational, research, organizational, teaching, exhibition, and promotional initiatives.

Management

§ 3

1. Oversight of the Library's operations is exercised by the vice-rector for research.
2. The Library is managed by the director.
3. The director is employed as a non-academic staff member. The director is employed and dismissed by the chancellor acting on the rector's behalf.
4. The scope of the director's duties is determined and approved by the vice-rector for research.
5. The director's responsibilities include:
 - a) managing the Library, its assets, and financial resources in accordance with applicable laws and the University's financial regulations;
 - b) ensuring that the Library carries out its main duties as set out in §2(1) and (3);
 - c) submitting recommendations to the chancellor regarding the employment, promotion, and recognition of Library staff;
 - d) addressing the chancellor, vice-rector for research, and other University bodies and units on all matters concerning the Library;
 - e) performing other duties stipulated by law, the University Statute, Senate resolutions, Rector's regulations, and tasks assigned by the rector, vice-rector for research, or chancellor;
 - f) making decisions on all matters related to the Library that are not reserved for University authorities or other designated persons;
 - g) representing the Library in University collegial bodies and externally within the powers delegated by the rector or chancellor;
 - h) preparing, within deadlines set by the bursar, the Library's operational and financial plan as well as activity reports.
6. The director supervises all Library staff.
7. The chancellor, upon the director's recommendation, appoints or dismisses the deputy directors.
8. The director defines the responsibilities of deputies and other Library staff.
9. In consultation with the chancellor, the director appoints or dismisses section heads and other unit managers within the Library's structure.
10. The director may, as needed and in agreement with the chancellor, establish working groups from among Library staff and assign them responsibilities.
11. Advisory bodies to the director are:
 - a) the Library Council;
 - b) working groups.
12. The Library Council consists of:
 - a) the director as the chair;
 - b) deputy directors;
 - c) section heads;
 - d) one staff representative elected by a simple majority of Library employees.
13. Other persons may attend Council meetings in an advisory capacity at the director's invitation; their opinions are non-binding.
14. Council meetings are held regularly, at least once per quarter.
15. Once a year, the director convenes an extended Council meeting including the vice-rector for research, the chancellor, and representatives of the student government and doctoral student

government, to present the previous year's activity report and discuss ongoing matters and the strategy for the current year.

The organizational structure of the Library

§ 4

The Library's organizational chart is set out in the appendix to these Rules.

Detailed responsibilities of the Library Sections

§ 5

1. The primary responsibilities of the Gdańsk University of Technology Library Office include:
 - 1) administrative support for the Library, including handling general office tasks and, where not assigned to other University units, managing personnel matters for Library staff, overseeing financial and accounting matters, carrying out public procurement for the Library, and administering Library-led projects;
 - 2) assisting the Library director in managing Library assets and overseeing Library facilities;
 - 3) national and International cooperation;
 - 4) organizing and supporting Library events and initiatives aimed at promotion, such as conferences, seminars, workshops, and exhibitions;
 - 5) preparing reports and analyses;
 - 6) performing other tasks assigned by the Library director.
2. Primary responsibilities of the Acquisition and Cataloguing Section include:
 - 1) acquiring print and electronic publications, journals, standards, and other library materials, both paid and free of charge, to meet the University's needs;
 - 2) managing and administering electronic resources;
 - 3) maintaining both summary and detailed records of library material acquisitions and withdrawals;
 - 4) organizing interlibrary exchanges in collaboration with national and international institutions;
 - 5) managing surplus and duplicate books and periodicals;
 - 6) handling the accounting of printed and electronic collections;
 - 7) performing bibliographic and subject cataloguing of books, journals, and other library materials;
 - 8) co-cataloguing books and journals, and contributing to the National Library Descriptors in the shared cataloguing environment;
 - 9) conducting retrospective cataloguing;
 - 10) coordinating and participating in stocktaking activities, including preparing documentation after inventory checks;
 - 11) collaborating with the Circulation Section in organizing and carrying out stocktaking of library collections.
3. Core functions of the Scholarly Communication and Open Science Section include:
 - 1) providing information services related to scholarly databases, standards, research communication, and Open Science;
 - 2) supporting academic staff in areas such as scholarly communication, research data management, and Open Science;
 - 3) operating the Open Science Competence Center;
 - 4) managing and maintaining repositories on the MOST WIEDZY platform;
 - 5) delivering educational and training activities;
 - 6) managing and editing the Library's Polish and English websites;
 - 7) operating reading rooms and standards archives;
 - 8) coordinating interlibrary loans, both domestic and international;
 - 9) supporting open-access publishing programs;
 - 10) developing and maintaining in-house databases;

- 11) collaborating with international organizations and working groups;
 - 12) promoting the Library's information resources and services.
4. Core functions of the Circulation Section include:
 - 1) providing library and information services to users;
 - 2) developing and making the library collection available;
 - 3) ensuring the collection is complete, up to date, and in good condition;
 - 4) participating in collection reviews and inventory checks;
 - 5) delivering educational and training activities.
 5. Core functions of Informatization and Digitization Section include:
 - 1) implementing, maintaining, and managing IT systems that support the Library's operations and information services;
 - 2) developing and enhancing services and applications that support the integrated library system and other systems used within the Library;
 - 3) providing technical support to Library staff and users;
 - 4) recording and managing the Library's IT hardware infrastructure;
 - 5) digitizing and making Library collections available to the University, as well as contributing to the development of the Pomeranian Digital Library;
 - 6) coordinating tasks related to the implementation of the Pomeranian Digital Library partnership project;
 - 7) collaborating with the Gdańsk University of Technology IT Services Center.
 6. Core functions of the History and Museum Collections Section include:
 - 1) acquiring, collecting, cataloguing, preserving, and making available artifacts and documents related to the history of Gdańsk University of Technology and the Pomeranian region;
 - 2) creating digital collections;
 - 3) conducting research activities;
 - 4) carrying out educational and outreach activities;
 - 5) collaborating with cultural institutions (museums, libraries, research centers) and academic institutions;
 - 6) promoting the academic heritage of Gdańsk University of Technology;
 - 7) preparing and organizing exhibitions;
 - 8) operating reading rooms for historical and museum collections.
 7. Core functions of the Rare Books and Historical Collections Section include:
 - 1) collecting, cataloguing, and providing access to rare books, manuscripts, and historical collections (1801–1945);
 - 2) conducting research on the collections;
 - 3) promoting the collections through publications, physical and virtual exhibitions, and promotional materials;
 - 4) selecting items for conservation;
 - 5) selecting items for digitization;
 - 6) conducting inventory and record-keeping of the collections.
 8. The Library director is authorized to further specify the responsibilities of individual sections and other units within the Library.

Premises

§ 6

The Library has use of the premises as designated by the rector.

Finances

§ 7

1. The Library's operations are funded through the University's subsidy and other revenues.
2. The Library manages its finances based on the University's annual budget plan.
3. The Library's assets constitute a separate part of the University's property, for which the Library director is responsible.
4. The Library director manages the allocated financial resources and assets in accordance with applicable laws, internal regulations of the University, and granted authorizations.
5. To support the implementation of the tasks specified in §2(1) and (3), the Library may obtain funding from external sources.

Final provisions

§ 8

Matters not regulated in these Rules shall be governed by applicable law, the University Statute, and other relevant internal regulations of Gdańsk University of Technology.