



# Library of Kazimierz Wielki University in Bydgoszcz



Library of Kazimierz Wielki University in Bydgoszcz

ul. K. Szymanowskiego 3 85-074 Bydgoszcz

https://biblioteka.ukw.edu.pl



## ABOUT THE LIBRARY

The Library of Kazimierz Wielki University is a university-wide organizational unit performing teaching, research and service tasks. Its resources are used by students, scientists, as well as residents of the city and the region. The university's library and information system includes the Main Library and the Psychological Library.

The collections are universal and currently include over 850,000 units. The library also provides wide access to digital resources, both stationary and online. To improve the quality of services, it cooperates with libraries and regional institutions and conducts research, training and exhibition activities.

## **PSYCHOLOGICAL LIBRARY**

The Psychological Library is a branch of the Main Library. It has a rich collection of books and magazines in the field of psychology, pedagogy and related sciences. Its collections are available to all users with an active library account.



ul. Staffa 1 85-867 Bydgoszcz

tel.: 52 370 84 07

e mail: psychbibl@ukw.edu.pl







## MAIN LIBRARY OPENING HOURS

	Library Departments	Monday - Friday	Saturday
	Open Access	8:30-19:00	9:00-16:00
OTEKA WIELKIEGD	Lending and User Service Department	8:30-19:00	9:00-16:00
BIBLIU KAZIMIERZA	Journals Reading Room	8:30-19:00	9:00-16:00
Sapara Bul	Scientific Information Department	8:30-15:00	Closed
	Interlibrary Loan Service	8:30-15:00	Closed
	Special Collections Reading Room	9:00-14:00	Closed



- To access library materials you need a library card
- Only registered users with a valid account and library card or ID card with an active library account may use the Library.
- You can apply and pay for the card at the Circulation Desk on the 2nd floor
- Anyone can use the library materials in reading rooms.
- Only students and staff of Kazimierz Wielki University can borrow books
- The condition for registering at the Library is to complete a declaration and have a valid ID with a photo and PESEL number or a school ID.

The activated account will be valid until September 30 of a given year academic – regardless of when it was paid for.



### **PAYMENTS**

Types of library cards and fees:

Library card for students and staff of Kazimierz Wielki University – 6 zł Library card for ERASMUS students – 6 zł Library card for secondary school students – 6 zł Library card for users from outside Kazimierz Wielki University – 12 zł One-day library card – 1 zł





Payments can be made by payment card or by transfer to the University's account

Santander Bank Polska S.A.
13 oddział w Bydgoszczy
92 1500 1360 1213 6001 8602 0000

Confirmation of payment must be presented at the Circulation Desk or sent to the following address: <a href="www.wyozyczalnia@ukw.edu.pl">wypozyczalnia@ukw.edu.pl</a>



## What does a library card provide?

Access to Over 845,000 of print books, journals, items of special collections

Access to a variety of electronic resources including:

- library online catalogues
- digital libraries and repositories
- electronic journals
- e-books

Inter-library loans service
Journals Reading Room
Special Collection Reading Room
Friendly study environment and expert library support
Individual and group study rooms
Computer lab and scanners
Network access
Cultural events: exhibitions of books, photography, art and craft





## **CIRCULATION DESK**

Circulation Desk is located on the second floor next to the Open Access.





- activation of library cards
- publishing books ordered from the warehouse
- accepting returns
- extending the deadline for returning books
- giving information





### How to borrow a book

Books in the Library are located in two places:

- in a closed warehouse and
- in the Open Access zone.

Books from the closed warehouse are ordered through the library online catalogue.

They will be available for collection directly in the Circulation Desk on the 2nd floor.

Time to collect books ordered from the warehouse -2 days.

After this date, uncollected materials will be returned to the warehouse.

Waiting time for warehouse orders:

- Monday to Friday every 30 minutes.
- on Saturdays every 1 hour.

You can search for Open Access books independently and on an ongoing basis.



## **Borrowing rules**

Each student can borrow 10 books for a period of 1 month (students of two fields - 12).

PhD students can borrow 15 books for a period of 1 month.

Failure to return borrowed materials on time will result in a fee of PLN 30/day for each book.

However, it is possible to extend the return deadline twice.

This can be done at the Circulation Desk:

• in person

• by phone: 52 3266456

• by e-mail: wypozyczalnia@ukw.edu.pl

Users from outside Kazimierz Wielki University can only use the books on-site.





### Some materials are only available on site. These are:

- periodicals
- books published before 1950
- red dots from Open Access
- materials from special collections
- books provided by Interlibrary Loan Service





## OPEN ACCESS – WOLNY DOSTĘP







## **OPEN ACCESS**

Open Access is on the second floor. In an area of 3,000 m2, it offers a selected part of the book collection and numerous desks, tables, armchairs and sofas ensuring great comfort of work.



Some desks have computers with Internet access. It is possible to connect your own computer.

Two free scanners are also available on Open Access.



The Open Access resources are grouped into 9 collections.

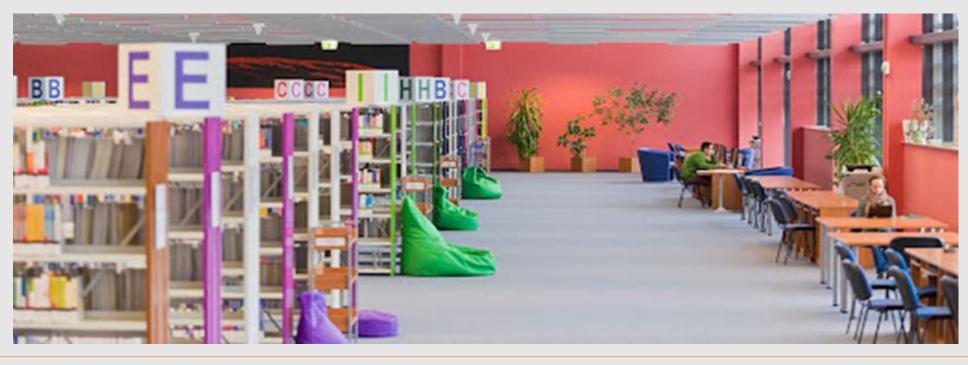
These nine collections are divided into divisions and subdivisions in which books are arranged in alphabetical order.

To make it easier to navigate through the book collection, each field has been assigned an individual colour and letter.

Books were given a special signature.

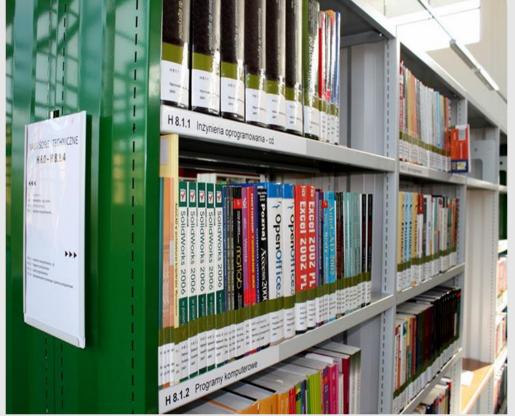


### **OPEN ACCESS COLLECTIONS**



- A THERE ARE BOOKS CONECTED WITH JOURNALSHIP AND SCIENTIFIC INFORMATION
- F TEOLOGY AND RELIGION
- G EDUCATION, PSYCHOLOGY, SOCIAL SCIENCE
- **E** LAW AND ADMINISTRATION, ECONOMY, MANAGEMENT, BANKING, MARKETING
- I NATURAL SCIENCE, MEDICINE, SPORTS, TURISM, GEOGRAPHY, BIOLOGY, BIOTECHNOLOGY
- H STRICT SCIENCE, MATHS, PHYSICS, CHEMISTRY, ASTRONOMY, TECHNIQUE
- ${f B}$  Polish and Foreign Literature, Linguistics, Polish Philology
- C ART, MUSIC, ARCHITECTURE, FILM STUDIES, THEATER STUDIES AND MUSEOLOGY
- D POLISH AND WORLD HISTORY, FOREIGN POLICY, INTERNATIONAL RELATIONS, THE HISTORY OF COUNTRIES

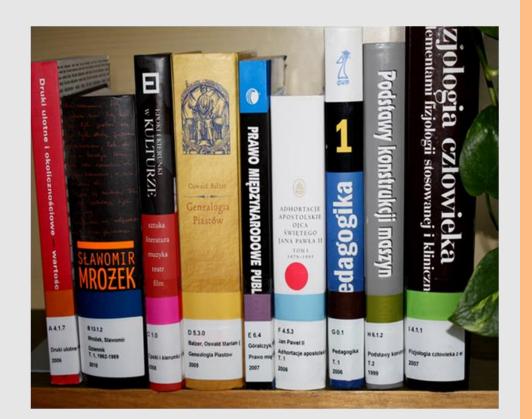




Information about the shelf number is placed on the side wall and on the appropriate shelf.

Signature structure, e.g. B 13.1.2

- **B** letter designating a collection
- **13.1.2** shelf number





## **OPEN ACCESS - Rules**

Users search for books in Open Access on their own.

Books marked with a red dot cannot be borrowed. They can only be used on site.

After finishing your work, please put the books away in specially designated places (DO NOT put them on the shelf).

You should not put books back on shelves or move them to other places yourself.

If you have any doubts, you can contact the librarian on duty for help.



Places to return books you don't want to borrow.



## Individual and group study rooms

Individual and group study rooms are located on the second floor of the Library in the Open Access area.

They allow you to work in a group or individually without having to take supporting materials home.

All rooms are equipped with tables, chairs, desks and access to power and the Internet. Each one is locked.

The keys to these rooms are available in the Circulation Desk. There you can also book rooms for a specific date. Booking availability is in line with current opening times.

Using rooms is for free.







Individual study room



## INTERLIBRARY LOAN SERVICE

Interlibrary Loan Service allows to borrow (scientific materials books and magazine articles) from other domestic and foreign libraries if they are not available in any of Bydgoszcz libraries.

ILL Service is for free, but materials on loan from foreign libraries require a charge.

The borrowing period is 30 days.

All materials supplied to the UKW Library is accessible only in the Journals Reading Room.

Library materials can only be made available on-site.



Orders can be placed from Monday to Friday from 8:30 to 15:00:

• in person at the Interlibrary Loan Desk, 1st floor, room 2.5

• by e-mail to: wm@ukw.edu.pl

• by phone: 52 32 66 455



## JOURNALS READING ROOM

Journals Reading Room is located on the first floor. Its provides access to archival and current magazines and periodicals and offer:

- twenty-five thousand titles of scholar journals in many languages arranged thematically
- open access to printed and electronic catalogues
- access to current periodicals and newspapers displayed on shelves.
- huge collection of Polish and foreign scholar
- computers with access to the electronic journals and databases
- self-service scanner
- Digital Lending Library Academica it provides access to the resources of the National Library











### SPECIAL COLLECTIONS READING ROOM

Special Reading Room is on the first floor. The Special Collections Reading Room houses about 54,000 items, including: manuscripts, old prints, art prints, graphics, music scores, ephemera, grey literature and cartographic resources.

A reader wishing to use particularly valuable collections is obliged to complete a separate form in which he should provide his personal data and the purpose of using the work.

It is forbidden to copy special collections yourself.

Orders can be placed from Monday to Friday from 9:00 to 14:00:

• in person - 1st floor, room 2.13 A

• by e-mail to: <u>kubjust@ukw.edu.pl</u>

• by phone: 52 32 66 447



## LIBRARY CATALOGUE

There are computer workstations in the library that allow to access to a variety of electronic resources including:

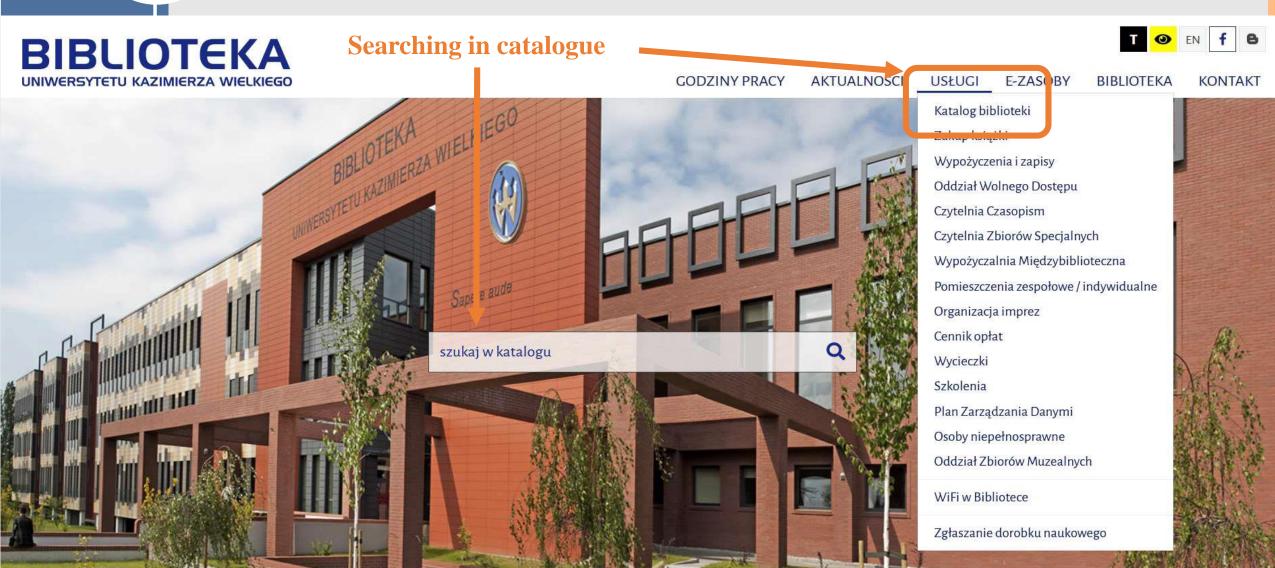
- library online catalogues
- bibliographic databases
- digital libraries and repositories
- electronic journals
- e-books







## LIBRARY ONLINE CATALOGUE









Vyszukiwanie w lokalizacji: Biblioteka Główna UKW

#### Biblioteka Uniwersytetu Kazimierza Wielkiego w Bydgoszczy

UWAGA: Katalog nie zawiera pełnej informacji o księgozbiorze biblioteki. Część informacji o publikacjach starszych dostępna jest jeszcze w katalogu kartkowym.



The UKW library has over 850,000 volumes in its collection. The library catalogue enables quick and efficient searching.

You can search for books by:

**Autor** – searching for books by author's name

**Title** (**Tytuł**) – searching for books by their title.

Words from the title (Słowo z tytułu) – the catalogue checks in which titles certain words appear

**Subject heading (Hasło przedmiotowe)** – used to collect literature with similar content

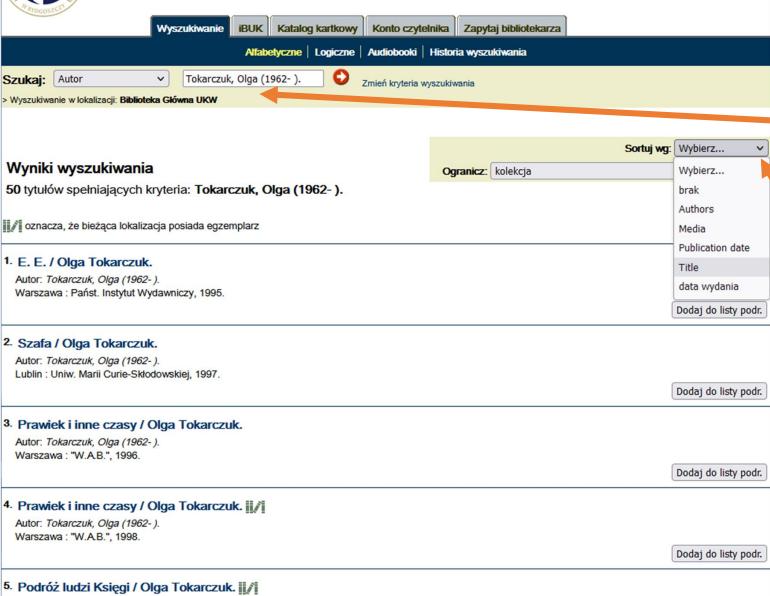
Magazine (Czasopismo) -

allows you to check whether a given magazine is in the library's collection



Autor: Tokarczuk, Olga (1962-). Warszawa: "W.A.B.", 1998.





Example of a search by author's name:

When searching for books through the **author index**, remember to always enter the **name first.** 

If there are too many search results, they can be sorted:

- alphabetically
- by title

Dodaj do listy podr.

• by release date (the oldest items will then be at the beginning).







#### Egzemplarze

Egzemplarze

#### Więcej pozycji tego autora

Aronson, Elliot (1932- ).

#### Hasła przedm.

- Psychologia społeczna.
- Stosunki międzyludzkie.

#### Przegląd katalogu

wa autora

Aronson, Elliot (1932- ).

wg tytułu:

Człowiek - istota sp...

Opis MARC

Człowiek - istota społeczna / Elliot Aronson; przeł. Józef Radzicki.

Autor: Aronson, Elliot (1932-).

Warszawa: Wydaw. Naukowe PWN, 2001.

Psychologia społeczna.

Stosunki międzyludzkie.

ISBN: 83-01-13158-6

Seria: Biblioteka Psychologii Współczesnej

Wyślij do (email):

Dodaj do listy podr.

Wyślij

Egzemplarze					
Lokalizacja	Kolekcja	Sygn. WD / Bibl.Psych	Status		
Biblioteka Główna UKW	Wolny dostęp	G 19.0	Dostępny		
Biblioteka Główna UKW	Wolny dostęp	G 19.0	Dostępny		
Biblioteka Główna UKW	Wolny dostęp	G 19.0	Dostępny		
Biblioteka Główna UKW	Wolny dostęp	G 19.0	Dostępny		
Biblioteka Główna UKW	Wolny dostęp	G 19.0	Dostępny		
Biblioteka Główna UKW	Wolny dostęp	G 19.0	Dostępny		
BGUKW magazyn	Magazyn		Brak względny		
BGUKW magazyn	Magazyn		Dostępny	Zamów egz.	

Format: OHTML OTekstowy Oddzielone znakiem

Temat: Człowiek - istota społeczna / Elliot Aronson ;

If we click on a selected item, we will go to the page of a given title. Here you will find detailed information, the most important of which are:

**Location** (**Lokalizacja**) - indicates whether the book is available in the Main Library or the Psychological Library.

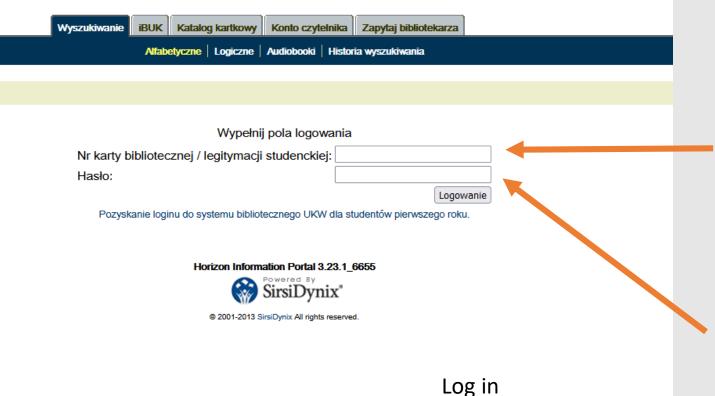
**Collection** (**Kolekcja**) – shows whether the book is in the Warehouse and needs to be ordered or you can get to it yourself (Open Access).

**Signature** (**Sygnatura**) – contains information in which collection the book is located and on which shelf.

**Order a copy** (**Zamów egz.**) – allows you to order a book from the warehouse.



Logowanie



To order a book from the warehouse, you must first log in to your **library** account.

You can obtain your **library card number (nr karty bibliotecznej)** by logging in to your USOS account (the link is available below the login window).

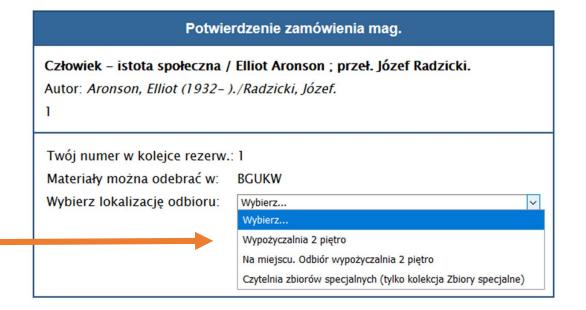
The **password** (hasto) is the last 6 digits of the telephone number provided when registering for studies.

Users from outside Kazimierz Wielki University can receive a password and login to their library account at the **Circulation Desk.** 

After logging in to your library account, go to confirming the warehouse order.

We can order books:

- To the Circulation Desk
   (Wypożyczalnia) if we want to borrow them outside the Library.
- On site (na miejscu) if we want to read or scan them in the Open Access (or they cannot be borrowed).
- To the Special Collections Reading Room (Czytelnia zbiorów specjalnych) - if the books are part of the Special Collections collection



Horizon Information Portal 3.23.1\_6655



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On the library's website, under the **e-resources** tab, you can find information about various databases that collect scientific publications.

Individual sub-pages contain information about other types of databases.

Resources on the UKW network (Zasoby w sieci UKW) - full-text resources (monographs, journals) that can be accessed by UKW students and employees.

Open access resources (Zasoby w otwartym dostępie) - information about databases providing full-text publications on an open access basis.

**Bibliographic databases (Bazy bibliograficzne)** - information about databases that collect bibliographies (lists of documents organized according to specific criteria).

## Directory of Open Access Journals (DOAJ)

katalog czasopism z otwartym dostępem

#### **Directory of Open Access Books (DOAB)**

katalog książek z otwartym dostępem

#### Hathi Trust Digital Library

cyfrowe zbiory bibliotek amerykańskich

### Kujawsko-Pomorska Biblioteka

Cyfrowa

cyfrowe zbiory regionalne

#### Federacja Bibliotek Cyfrowych

zasoby polskich bibliotek cyfrowych i repozytoriów

#### Polona

cyfrowe zbiory Biblioteki Narodowej

#### Czytelnia Czasopism PAN

tytuły wydawane przez PAN

#### BazHum

czasopisma humanistyczne

#### **Agregator Ceon**

zasoby polskich repozytoriów

#### Cyfrowa Biblioteka Matematyczna

polskie czasopisma i książki matematyczne

#### Perseus Digital Library

kanon literatury humanistycznej

#### arXiv.org

repozytorium z zakresu nauk ścisłych, technicznych i ekonomii

#### PubMed Central (PMC)

repozytorium z zakresu nauk biomedycznych i przyrodniczych

#### **Arianta**

katalog polskich czasopism elektronicznych

#### Pamięć bydgoszczan

archiwum historii mówionej

#### Repozytorium UKW

publikacje pracowników i doktorantów UKW

### **Open Access Resources**

## Free access to information and unrestricted use of electronic resources.

(DOAJ) catalogue of open access journals

(DOAB) open access book catalogue

Hathi Trust Digital Library digital collections of American libraries

Kuyavian-Pomeranian Digital Library digital regional collections

Federation of Digital Libraries resources of Polish digital libraries and repositories

Polona digital collections of the National Library

Polish Academy of Sciences titles published by the PA of Sciences

BazHum humanities journals

**Ceon Aggregator** resources of Polish repositories

**Digital Math Library** Polish mathematics magazines and books

Perseus Digital Library canon of humanistic literature

**arXiv.org** repository in the field of exact sciences, technology and economics

(PMC) repository in the field of biomedical and natural sciences

**Arianta** catalogue of Polish electronic magazines

**PB** Memory of the people of Bydgoszcz oral history archive

**UKW Repository** publications of UKW employees and doctoral students

#### Bazy bibliograficzne

Bazy Biblioteki Narodowej	Bibliografia Geografii Polskiej
artykuły z czasopism gazet i tygodników polskich	artykuły z nauk geograficznych od 1985 r.
artykuły z nauk społecznych i humanistycznych	Polska Bibliografia Literacka obejmuje lata 1988-2003
AGRO	Bibliografia Bara
artykuły z nauk przyrodniczych i rolniczych	artykuły z XIX i XX w. do roku 1939
BazEkon	Sport
artykuły z dziedziny ekonomii	baza z zakresu sportu i kultury fizycznej
BazTech	Pedagog
artykuły z nauk technicznych, ścisłych i ochrony środowiska	baza z zakresu pedagogiki, od 1990 roku
PSJD	Erric
artykuły z nauk ścisłych i medycznych	bibliografia z zakresu pedagogiki
SIGŻ System informacji o gospodarce żywnościowej	

#### Katalogi centralne

Nukat:	WorldCat
Narodowy Uniwersalny Katalog Centralny	największy światowy katalog centralny
Karro	KVK (Karlsruher Virtuelle Katalog)
Katalog Rozproszony Bibliotek Polskich	biblioteki niemieckie oraz narodowe

### **Bibliographic databases**

National Library databases articles from Polish journals **CE.ISH** articles from social sciences and humanities **AGRO** articles on natural and agricultural sciences **BazEcon** articles in the field of economics **BazTech** articles on technical sciences, exact sciences **PSJD** articles from science and medicine **IGŽ** Food economy information system Bibliography of Polish Geography articles in geographical sciences Polish Literary Bibliography covers the years 1988-2003 **Bar Bibliography** articles from the 19th and 20th centuries until 1939 **Sport** base in the field of sports and physical culture **Pedagogue** database in the field of pedagogy, since 1990 **Eric** bibliography in the field of pedagogy

### **Central catalogues**

NUKAT National Universal Central Catalogue
KARO Distributed Catalogue of Polish Libraries
WorldCat the world's largest central directory
KVK (Karlsruher Virtuelle Catalogue) German and national libraries



All electronic resources subscribed to by UKW (abstract databases, full-text journals) are available on every computer in the UKW network (both in the Library, the university and the dormitories).

Resources on the UKW network - provide access to full-text and abstract databases.

The databases cover a wide range of disciplines: science, technology, humanities, social sciences, economics, business, medical and biomedical sciences, legal sciences, administration.



















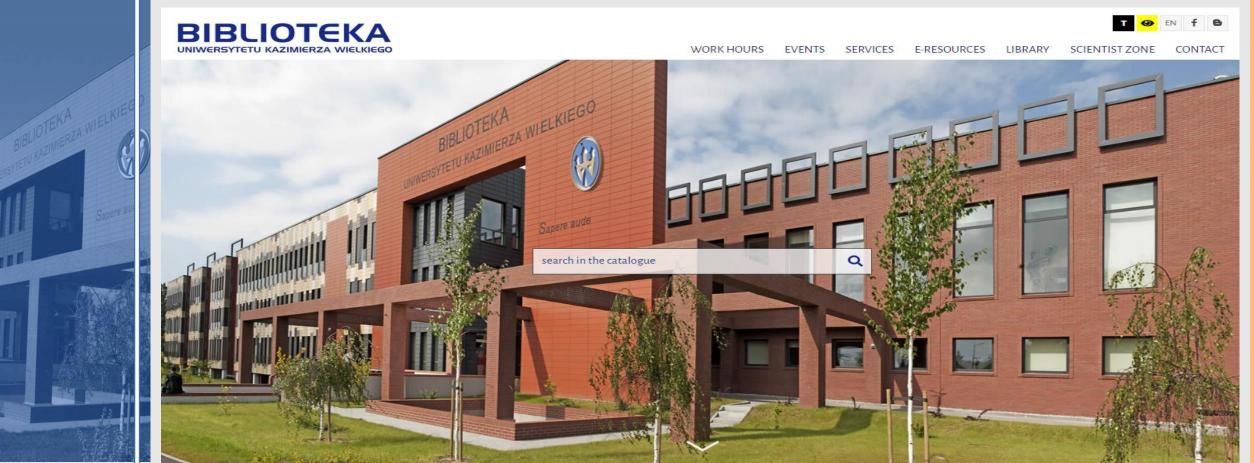




# Please ask the librarian if you have any problems. We are here for you.

All necessary information to facilitate the use of the Library's collections can be found on our website:

https://biblioteka.ukw.edu.pl





### LIBRARY OF THE KAZIMIERZ WIELKI UNIVERSITY



## COLLECTION CATALOGING DEPARTMENT

dabka@ukw.edu.pl tel. 52 32 66 453

## SCIENTIFIC INFORMATION DEPARTMENT

izabela.zajac@ukw.edu.pl tel. 52 32 66 455