

Information for the 1st-year students
The Main Library of Poznan University of Medical Sciences

Contact:

Przybyszewskiego 37a Street

60-356 Poznan

Phone.: (61) 854 67 55

e-mail: bg@ump.edu.pl

<http://www.bg.ump.edu.pl/>

Opening hours of the Library during the academic year

	Monday- Friday	Saturday	Sunday
Open Space	8:00 - 24:00	8:00 - 24:00	closed
Information Desk	8:00 - 24:00	8:00 - 24:00	closed
Circulation	8:00 - 20:00	8:00 - 16:00	closed
Main Reading Room	8:00 - 24:00	8:00 - 24:00	closed
Periodicals Reading Room	8:00 - 20:00	8:00 - 16:00	closed
The Research Staff Room and Room for Doctoral Students	8:00 - 24:00	8:00 - 24:00	closed
Group Study Rooms	8:00 - 24:00	8:00 - 24:00	closed
Individual Work Booths	8:00 - 24:00	8:00 - 24:00	closed

The Library's collection

The Main Library of Poznan University of Medical Sciences collects, compiles, stores and gives access to scientific literature in medicine, dentistry, pharmacy, health sciences and related fields such as: biology, chemistry, physics, psychology, sociology. The Library collects also electronic resources such as: e-books, e-journals and databases which are accessible according to the license agreement.

Access to the collection

- Using Library materials on site: materials are available to use only in the Library.
- Using Library materials outside: the Library book collection from the Circulation Desk and the Store Room is available for users to borrow. Students are entitled to borrow books from the Library after signing up at the Circulation Desk.

Circulation Desk

The collection consists of many items to borrow: textbooks, scripts as well as compulsory and supplementary materials which are essential in the didactic process at the University.

The user is entitled to borrow books by using an electronic ID Student Card, which is a prerequisite to create a reader's account at the Circulation Desk.

In the self-service store room of the Circulation Desk there are didactic materials and supplementary literature for particular faculties at the University. Items which are in the Library store room should be ordered by call slips. Users who make orders at the Circulation Desk are required to search for catalogue information by themselves. Orders should be made no later than 30 minutes before the Library store room is closed. If made later, they will be processed on the next day.

Circulation Desk is responsible for:

- Users' registration
- Lending books and receiving book returns
- Extending the borrowed materials' due dates
- Giving the signature on a clearance slip for graduates or those who discontinued studies

Circulation Desk - contact: phone: (61) 854 67 46

e-mail: wypożyczalnia@ump.edu.pl

Circulation Desk - how to register?

The registration and activation of a library account must be completed via student email to: wypożyczalnia@ump.edu.pl. Mail should contain student's personal data:

- name and surname
- birth date
- barcode of students ID
- student ID number
- field and year of study
- confirmation of bank transfer (pdf, scan or photo)

The Library fee necessary to activate the reader's account for academic year is 12 zloty.

Account activation for academic year can be made online by bank transfer. Bank account number: 56 1030 1247 0000 0000 4771 8000. As a bank transfer title put: 'name and surname, account activation'.

Rules of loans

- Persons with an active Reader's Account may borrow:
 - 1) books from the Circulation collection,
 - 2) books from the collections kept in controlled depository of the Library (in the catalogue marked with the status "On shelf").
- The Circulation collection is made available under the principles of free access.
- Collections from the controlled depository may be ordered through the librarian on duty no later than 30 minutes before closing the Circulation; orders placed later shall be executed on the following day.

Users placing orders for collections from the controlled depositories are obliged to independently search for the catalogue information.
- All collections intended for lending may also be ordered via the Internet. Failure to collect a book within the agreed term shall be considered a resignation from the order.
- The following limits and take out periods apply in the Circulation:
 - staff, students and PhD students of the University – 20 items for 180 days, with the possibility to prolong the term twice for 90 days.

The access to the reader's account is available by clicking "Reader's account" on the Library website.

The screenshot shows the website for the Main Library of Poznan University of Medical Sciences. The header is blue with the library's logo and name. A left sidebar lists navigation options: About us, Opening hours, Catalogues, Reader's account (highlighted with a red arrow), Databases, e-journals, e-books, and WDL. The main content area features a search bar with the text 'EBSCO Discovery Service - integrated searching of e-resources and Library Catalogue' and a search button. Below the search bar are sections for 'Quick links' and 'News'. The 'Quick links' section includes links to the Bibliographic database of PUMS, delivering scientific papers, UpToDate, Web of Science, and Reaxys. The 'News' section includes links to setting up a Reader's Account, the library's connection to the national network, payment rules, and a new issue of the Medical Libraries Forum. A right sidebar contains links for Home-access, Documaster Campus, Other libraries, For students, Bibliographic database of PUMS, Evaluation of publications, and Ask a librarian. Social media icons for Facebook and a wheelchair accessibility icon are also present.

How to log into the reader's account?

LOGIN: the number under the bar code on the student ID card

PIN: The initial PIN is 2 digits of the month and 2 digits of the day of birth (e.g. 1130)

Drop box

The borrowed books must be returned to the Circulation or with the use of the drop box located in the building's lobby .



On-site access

Main Reading Room

The Main Reading Room makes accessible didactic materials, reference books and dictionaries. The Main Reading Room books' area is available in open access. Library materials are arranged by the following fields: medicine, pharmacy, dentistry, nursery and others related.

All used materials must be put back in designated areas such as return shelves. Books may be taken out from the Main Reading Room after asking for permission the librarian on duty. Orders for document retrieval from the Library store room should be made no later than 30 minutes before the Library storage closing time. Orders made later will be processed on the next day.



Main Reading Room



Periodicals Reading Room

The Periodicals Reading Room offers free access to periodicals published after 2010. They are arranged by titles in an alphabetical order. If interested in previous issues, which are located in the library store room, the user has to fill in the call slip (reverse) and write: the call number, title, issue's year and volume of the journal. Periodicals are available to use in the Periodicals Reading Room (on the Library area only after showing an ID to the librarian on duty) . Journals cannot be taken home.



Periodicals Reading Room

Computers in the Library

- All persons interested in scientific medical information and using it solely for scientific, research and education purposes are entitled to use the computer workstations.
- For staff, students and PhD students of the University the PCs are available after logging in the University's network.
- On the Library premises, specified groups of users may use an authorised access to the University's wireless network within Eduroam system. To use Wi-Fi the user has to type in an individual login and password which is available by the Virtual Student Service System (WISUS).

Documaster Campus

Documaster Campus is a self-service copying, printing and scanning device.

- To activate a Documaster Campus account the user has to insert his/her ID student card to the card reader (the charging device, ground floor) and select the preferable money amount. Then, the user's account will be automatically created.
- To log on the Documaster Campus visit the Virtual Student Service System.
- The charging device is located on the ground floor near the library entrance door.