

LIBRARY COURSE FOR ERASMUS STUDENTS



Wrocław
**UNIVERSITY
OF ECONOMICS
AND BUSINESS**



LIBRARY LOCATION



our location

The Library occupies the „U” building

There are four entrances to the Library: the main entrance from Wielka Street, through „P” and „H” buildings and from the parking lot.

Our library is adapted to the needs of people with disabilities.

Detailed information on our opening hours, contact and activities is to be found here: <https://bg.uew.pl/en/>

WELCOME TO THE “U” BUILDING!

In our Library, there are three floors accessible to users.

After previous online registration, your account will be activated and your student card encoded as a library card at the first checkup. Since that point, you can search for books, borrow them and return through self-check stations (self-checks) and use both paper and electronic collections of the Library.

On the 1st floor, you can collect previously requested books (shelving location Magazyn, Magazyn 2, and after library opening hours also books located on the floors). We invite you also to take advantage of our study space, allowing for individual and group work and relaxation.



WHAT CAN YOU FIND ON EACH FLOOR?

1st floor

- philosophy
- history
- linguistics
- pedagogy
- psychology
- social sciences
- arts
- physical education
- periodicals
(published 1-5 years back)
- current press reading corner
- open study cubicles
- Scientific Information Department

2nd floor

- finance
- accounting
- marketing and consumption
- management
- management of humane resources



3rd floor

- economics
- business
- mathematics
- statistics
- computer science, information technology
- physics
- chemical sciences
- life sciences
- agriculture and food sciences
- earth sciences
- applied sciences
- legislation and politics

Each floor has desks with computers and scanners, and tables where you have access to the Eduroam network on your own device.

REGISTRATION AND A LIBRARY CARD

Follow the steps:

1

Fill in the electronic registration form: [user registration](#).
Should the system not accept your PESEL number leave this field blank.

2

Your library account will be activated within 2 business days of submitting the form, but you can activate it earlier on any of the library floors.

3

During your next visit in the Library, encode your student card as a library card with the librarian on duty.

SELF-CHECK STATIONS

Devices located on the 1 st, 2nd and 3rd floors of the library, designed for self-lending, returning and renewing of the return date for books.

A renewal is an extension of the deadline for returning a book (if you need to borrow it for longer than the standard duration).

You can do this also yourself on your library account, by mail: wypożyczalnia@ue.wroc.pl or in person at the librarian on duty.

- 1 Change the language of the interface into English
- 2 Place a book on the device
- 3 Insert your student (library) card in a slot
- 4 Click the CHECK OUT icon
- 5 The CHECK IN icon appears when you put books on the device
- 6 You do not need to bring a book for renewal. Just insert your student card and click the RENEW icon

You can have 10 books on your library account.



BORROWING OF BOOKS

Change the language of the website interface into English and log in to your library account at: <https://bg.uew.pl/en/collections/resources/catalog/>
In our catalogue (Integro), you will find information about paper and electronic documents.



Search for the item you are interested in.



The book is located on any of the library floors (shelving location SWD)

- Write down the call number, find the book yourself on the given floor (or ask the librarian on duty) and borrow it via self-check.
- Please note that books marked with red stripes are to be used only on site.

The book is located in a closed storeroom (shelving location Magazyn or Magazyn 2)

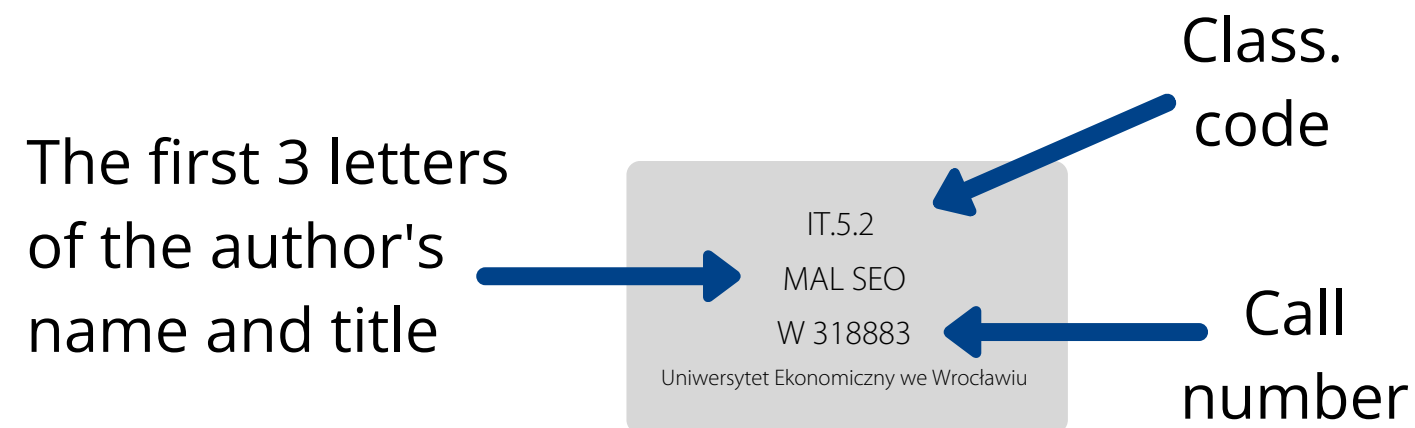
- Place and send a request by catalogue and collect it at the circulation desk on the first floor. You have up to 5 business days to do so, including the day of requesting.
- You must be logged in on your account.



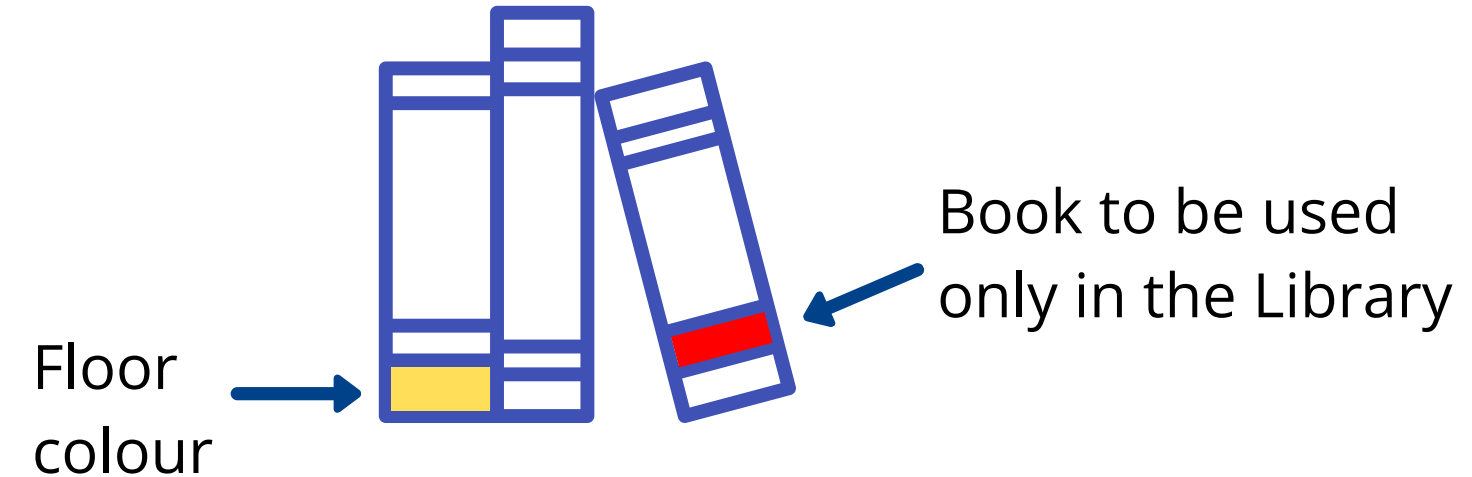
BORROWING OF BOOKS

Books marked as borrowable and available can be collected 24 hours a day, 7 days a week in a book pick-up machine. While requesting the given item, select the access location 'książkomat'.

All books have a call number on the back



Books within sections are arranged alphabetically



Regardless of the language, books on certain floors are arranged together (in sections and subsections) and there is no section that contains only books in English.

BOOK PICK-UP MACHINE



You can collect previously requested books 24 hours a day, 7 days a week by means of an external book pick-up machine.

The device is located at the main entrance to the Library (facing Wielka Street).

Books can be collected once you have received an email informing you of the completed request.

- 1 Change the language of the interface into English
- 2 Hold your student card against a card scanner
- 3 Click the PICKUP icon

We recommend downloading an application on your mobile device: <https://lib.arfido.com/uewr/app/holditems/>
It allows collecting books by QR code.



BOOK DROP



You can return your books not only by self-check stations or at the circulation desk on the 1st floor, but also 24 hours a day, 7 days a week by means of an external book drop.

The device is located at the main entrance to the Library (facing Wielka Street).

It is not required to use your student card to return books.

- 1 Change the language of the interface into English
- 2 Click the OPEN icon
- 3 Insert a book in the opening



STUDY ROOMS

We offer study rooms for one person or a group on the 2nd, 3rd and 4th floor.

You can book them with the librarian on duty on the given floor (the 4th is served on the 3rd floor), or by phone:

2nd
floor



713680467

3rd, 4th
floor



713680470

It is necessary to have an active library account and a registered student (library) card.



SCIENTIFIC INFORMATION DEPARTMENT

This comfortable place for individual and group work is located on the 1st floor of the Library.

It provides access to:

economic databases:

- Passport
- STATISTA
- ORBIS
- EMIS
- Refinitiv Eikon

financial reports

legal information and other sources useful for writing your thesis

whiteboards, magnetic boards and writing instruments

other databases:

- Springer
- Oxford Journals
- Scopus
- SCIENCE
- ScienceDirect
- JSTOR
- Emerald

current paper journals

scanners

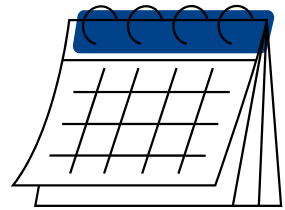
board games

1st
floor



SETTLEMENT OF THE ACCOUNT

One of the requirements for settling obligations to the University is to settle accounts with the Library.



Remember to return books and pay fees if you have been charged any.

For exceeding the return date you will be charged PLN 1 per book per week.

Payments can be made in the Library (1st floor) by credit card or by bank transfer to the bank account:

Uniwersytet Ekonomiczny we Wrocławiu
Ul. Komandorska 118/120, 53-345 Wrocław
74 1240 3464 1111 0010 7059 2204

The grid payment title should contain: "library fee for ..." and the name and the surname of the user.

It is also necessary to send a copy of the bank transfer to the address:
wypożyczalnia@ue.wroc.pl or to submit it to the librarian on duty on the 1st floor.



CONTACT DETAILS



You can contact us for any matter via



https://www.facebook.com/BGUEWroclaw/?locale=pl_PL



713680583



biblioteka@ue.wroc.pl wypożyczalnia@ue.wroc.pl



<https://www.instagram.com/bguew/>