

NAVIGATING THE WUEB LIBRARY

A COMPLETE GUIDE FOR ERASMUS STUDENTS



LIBRARY LOCATION

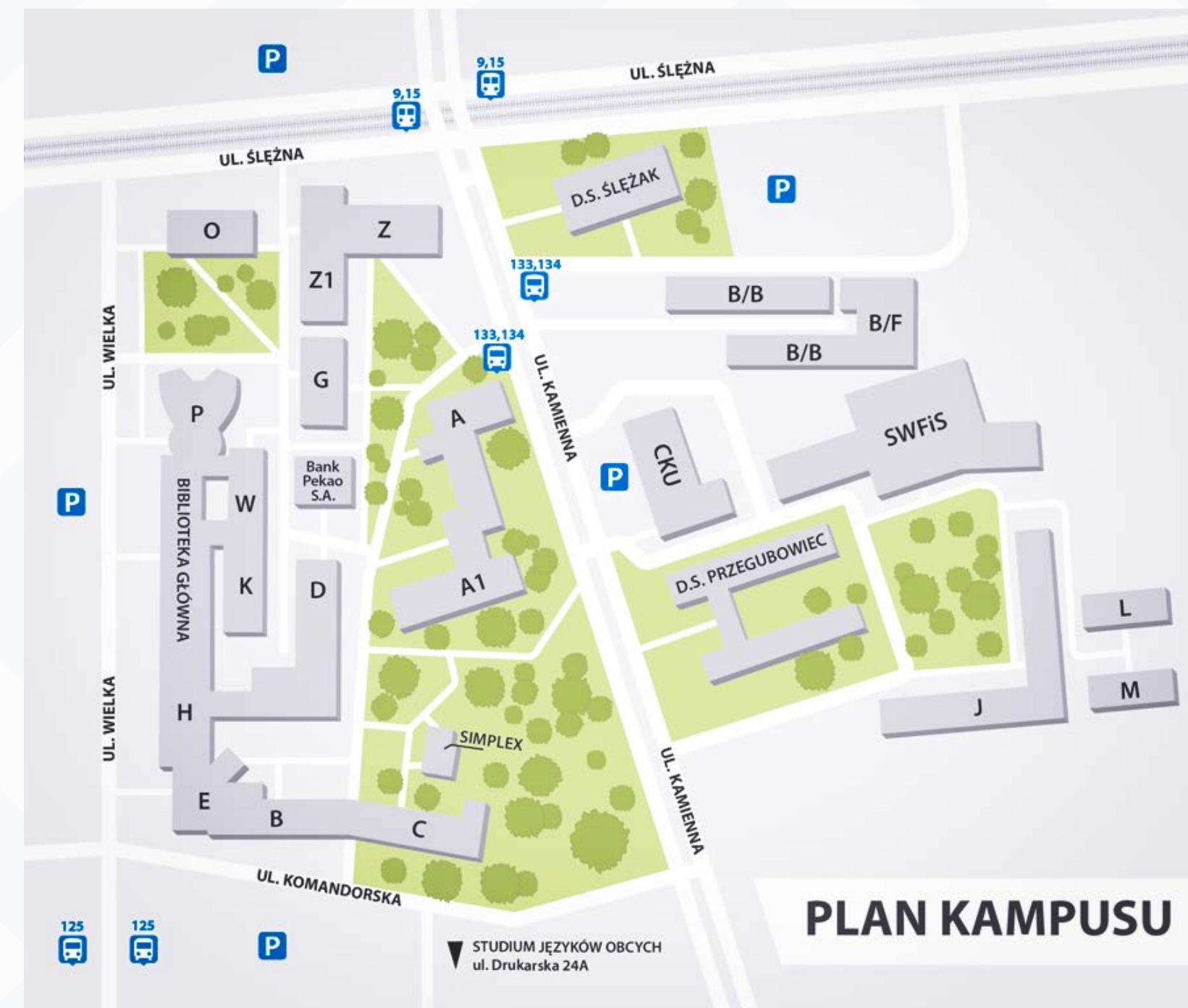
The library is in **Building U**.
It has four entrances: the main entrance on Wielka Street, plus entrances through Buildings P and H and from the parking area.



The Library is fully accessible
for users with disabilities.



For opening hours and services,
visit: <https://bg.uew.pl/en/>



STUDENT ID & LIBRARY REGISTRATION

HOW TO GET YOUR STUDENT ID CARD

- Pay the 22 PLN student ID card fee by card on the 1st floor of the Library.
- Keep your receipt after payment.
- Take the receipt to the Erasmus Office to collect your physical student ID card.

HOW TO CREATE YOUR LIBRARY ACCOUNT

- Complete online registration via the [library catalogue](#).
*Note: Leave the PESEL number field blank if the system does not accept yours.
- Within 14 business days, visit the Library to activate your account.
- The librarian will encode your student ID card so that it can be used as your library card.

WHAT CAN YOU FIND ON EACH FLOOR?



3rd Floor – YELLOW

economics, natural sciences, IT, mathematics, law, politics, agriculture, statistics, demography, and study rooms.



2nd Floor – ORANGE

finance, accounting, marketing, management and human resource management, and study rooms.



1st Floor – GREEN

philosophy, history, linguistics, pedagogy, psychology, social sciences, art, physical culture, journals and Scientific Information.

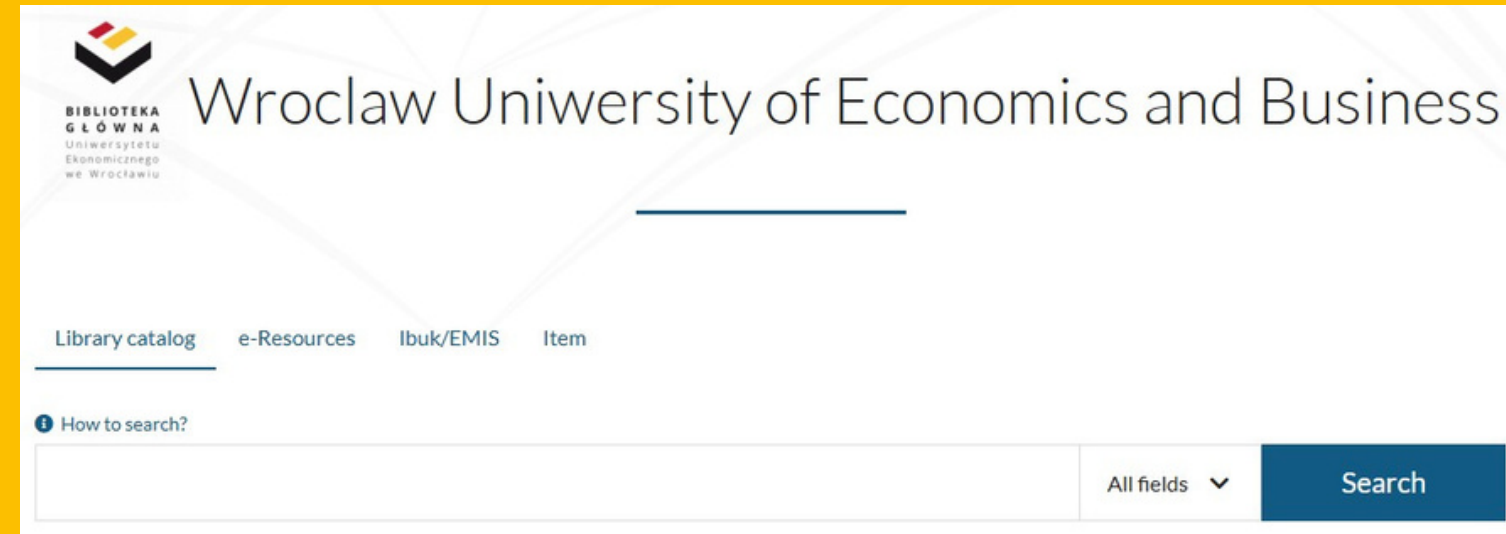
Every floor features:
Computers,
Scanners,
Study Tables
and Eduroam
Wi-Fi.

Our helpful
librarians are
always ready
to assist you
on any floor!



HOW CAN YOU BORROW A BOOK?

Use the **Library Catalogue (Integro)** to search for books and other resources. The catalogue provides information about both printed and electronic documents.



Change the language of the catalogue interface to English and log in to your **library account**.



Books can be borrowed directly from the open shelves or requested from the closed stacks for 3 months, with the option to renew the loan before the due date.

You can borrow up to 10 books at a time.

BORROWING:

OPEN SHELVES VS. CLOSED STACKS

OPEN SHELVES (1st, 2nd, 3rd floors)

NOTE!
There is no
separate section
containing only
books in English.

Write down the call number
from the library catalogue.

Find the book on the appropriate floor.
Please note that books marked with a red
stripe are available for use only in the Library.

Borrow the book using the self-check machine
or with the help of the librarian on duty.

CLOSED STACKS (Magazyn / Magazyn 2)

NOTE!
The requested
book will be held
for 4 business
days.

Submit a request through your library
account in the Library Catalogue.

The book will normally be ready within about one
hour. In October, processing may take longer.

Collect the book either from the Circulation Desk
on the 1st floor or from the library book locker,
depending on the collection option you selected.

SELF-CHECK MACHINES: BORROWING AND RETURNING

NOTE!
Self-check machines are located on the 1st, 2nd and 3rd floors of the Library.

BORROWING

1. Change the language of the interface to **English**.
2. Place the book on the machine.
3. Insert your student ID card into the card slot.
4. Select the **CHECKOUT** option.

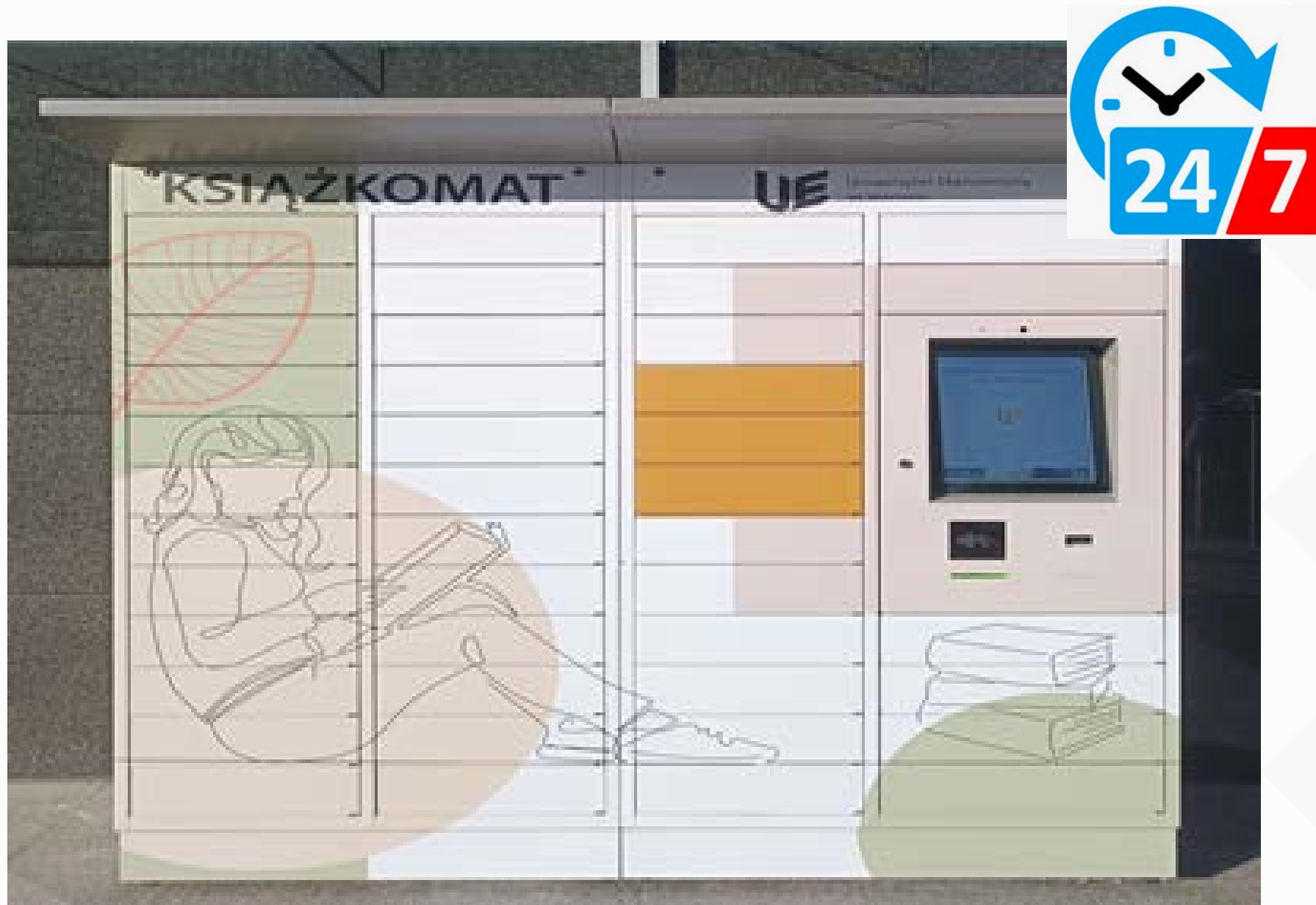


RETURNING

1. A student ID card is not required to return books.
2. Place the book on the machine.
3. Select the **RETURN** option.

LIBRARY BOOK LOCKER (KSIĄŻKOMAT)

Requested books can be collected 24 hours a day, 7 days a week from the library book locker, located outside the main entrance to the Library (facing Wielka Street).



HOW TO COLLECT YOUR BOOKS

1. Change the interface language to **English**.
2. Hold your student ID card against the card reader.
3. Select **PICKUP** on the screen and collect your books.

Tip: You can also collect your books using the QR code available in the mobile app:
lib.arfido.com/uwr/app/holditems/

BOOK DROP

Books can be returned 24 hours a day, 7 days a week using the book drop, located outside the main entrance to the Library (facing Wielka Street).



HOW TO RETURN YOUR BOOKS

1. A student ID card is not required to return books.
2. Change the interface language to **English**.
3. Select **OPEN** on the screen.
4. Insert the book into the opening.

Tip: You can also return books at the self-check machines or at the Circulation Desk on the 1st floor.

STUDY ROOMS

Individual and group study spaces are available on the 2nd and 3rd floors.
The study rooms are not soundproof.



HOW TO BOOK A STUDY ROOM

- Through the Study Room Booking System.
- By contacting the librarian on the relevant floor.
- By phone:
2nd floor: +48 71 368 04 67
3rd floor: +48 71 368 04 70

To book a study room, you need an active library account and a registered student ID card.

SCIENTIFIC INFORMATION

The Scientific Information is located on the 1st floor of the Library.
It provides a comfortable space for individual and group work.

INFORMATION & RESEARCH SUPPORT

- scientific information services;
- assistance in searching for and using information resources;
- bibliographic support.

DATABASES & ELECTRONIC RESOURCES

Access to databases and electronic resources, including:

- | | |
|------------------|-------------------|
| • Statista | • Springer |
| • Orbis | • Oxford Journals |
| • ISI EMIS | • ScienceDirect |
| • LSEG Workspace | • JSTOR |
| • Scopus | • Emerald |
| • Web of Science | • EBSCO |

REQUEST A PRELIMINARY BIBLIOGRAPHY

If you need help writing a paper or preparing a project, the Scientific Information Section staff can prepare a preliminary bibliography of useful resources on your topic.

SCIENTIFIC INFORMATION

What Else Can You Find in the Scientific Information?

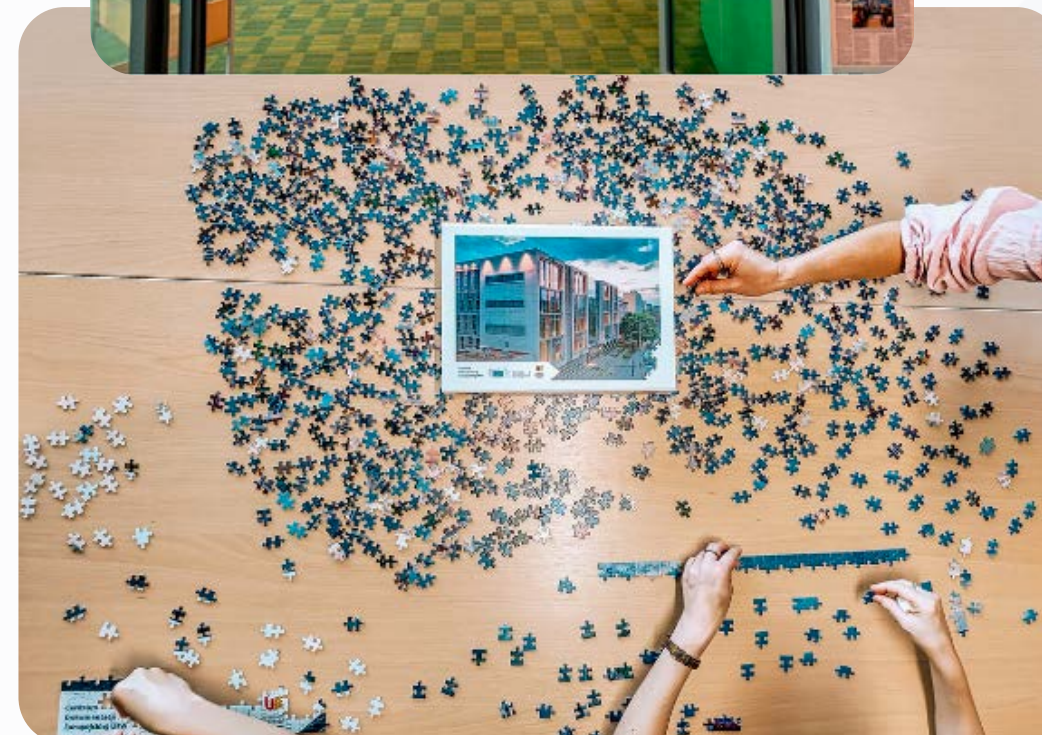
STUDY RESOURCES & FACILITIES

Access to current print journals, chalkboards, whiteboards with markers, computers, scanners, and other study facilities supporting individual and group study.



STUDY BREAK ACTIVITIES

Access to board games and jigsaw puzzles providing opportunities for relaxation and short breaks between study sessions.



LIBRARY ACCOUNT CLEARANCE

Remember! Before completing your studies at the University, you must settle your account with the Library.

LIBRARY CLEARANCE REQUIREMENTS

- Return all borrowed books.
- Pay any outstanding fees.
- Make sure your library account is clear.

PAYMENT OF OVERDUE FEES

- The fee is PLN 1 per book per week.
- Payment options: by card on the 1st floor or by bank transfer.
- After making a bank transfer, please send the payment confirmation to wypożyczalnia@ue.wroc.pl or show it to the librarian on duty on the 1st floor.

BANK TRANSFER DETAILS

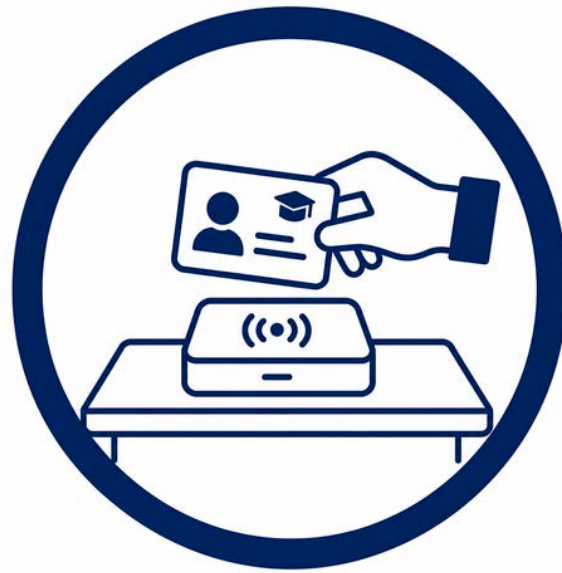
Uniwersytet Ekonomiczny
we Wrocławiu
Ul. Komandorska 118/120
53-345 Wrocław

Bank account number:
74 1240 3464 1111 0010
7059 2204

In the transfer title, please
enter:
"library fee for [name and
surname of the user]"

A FEW THINGS TO REMEMBER

Library Etiquette for a Comfortable Environment



LIBRARY ENTRY

Always scan your student ID card at the librarian's desk when you enter. This helps us collect usage statistics.



FOOD & DRINK

Please do not bring food or coloured drinks into the Library.



RESPECT OTHERS

Maintain silence in designated areas and respect other users who are studying or working.

CONTACT DETAILS



1st Floor: +48 71 368 04 71

2nd Floor: +48 71 368 04 67

3rd Floor: +48 71 368 04 70

**Scientific Information:
+48 71 368 09 51**



**Reader Services Section:
wypozyczalnia@ue.wroc.pl**

**Scientific Information
Section: oie@ue.wroc.pl**



bg.uew.pl/en/



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[Instagram](#)



Enjoy your time in the Library!

bg.uew.pl