

# Internal legal acts that regulate the functioning of the Main Library of Warsaw University of Technology

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## Анотація

*Проблематика даної статті охоплює питання, пов'язані з внутрішніми нормативно-правовими актами, які регулюють діяльність Головної бібліотеки Варшавської політехніки від початку її діяльності з 1918 р. до наших днів. Здійснено типологічну характеристику документів, які санкціонують функціонування бібліотеки. Розглянуто зміни в окремих приписах від міжвоєнного двадцятиліття до 2012 р. Особливу увагу приділено Статуту Варшавської Політехніки від 2006 р. (разом із поправками 2012 р.) і чинному Статуту бібліотеки від 2009 р. Проаналізовано головні правила, необхідні для належного функціонування та розвитку Головної бібліотеки Варшавської політехніки.*

**Ключові слова:** *Головна бібліотека, Варшавська політехніка, правові акти.*

## Abstract

*Internal legal acts connected with the functioning of the Warsaw University of Technology Main Library are described in the paper. The tasks of the library are facilitated by clear and detailed acts at the university.*

**Keywords:** *Main Library, Warsaw University of Technology, legal acts.*

## Introduction

The Main Library, as an organisational unit of Warsaw University of Technology, was founded in 1918 on the basis of the Library Regulations [1], passed by the university Senate and approved by the Ministry of Religious Beliefs and Public Enlightenment. The document, published under the title "Regulations on the use of the WUT Main Library", as the first such document in the reborn Republic of Poland, laid down the rules of functioning of the reading room and lending room. It was valid until the outbreak of the second world war. The post-war period brought various organisational and technical problems, as well as problems with premises. The functioning of the library and its infrastructure were laid down in regulations issued by the Library Board and the authorities of the unit [1]. This resulted from the fact that "*in the first years after the German occupation, the Main Library of Warsaw University of Technology was a closed library. It served only the university employees and students*" [1]. One of the reasons for this state of affairs was lack of the library's own rooms. The Main Building had been completely burnt out and its reconstruction ended only in 1950. Therefore, the status of the WUT Main Library changed only when its regulations were approved by the Ministry of Higher Education. On their basis, since 1953, the WUT Main Library became a scientific unit of public character. The Act Law on Higher Education [2], passed five years later, along with the Regulation of the Minister, issued in 1961, laid the foundations for the organisational regulations of the WUT Main Library. The regulations, for the first time, presented the organisational and HR structure of the unit. The head of the Library was a director appointed by the Minister of Higher Education upon the Rector's motion [1]. Apart from supervision of the every-day functioning of the Library, the director was also member of the WUT Senate. When participating in its sessions, the director was obliged to present all current issues and problems connected with the development of the Main Library. The staff of the WUT Main Library

at first comprised four employees. With a widening scope of the Library operation, its organisational structure was to consist of 10 sections, on the basis of the Attachment to the Regulation on higher school libraries supervised by the Ministry of Higher Education [3]. The internal legal act finally sanctioning the above changes was prepared by the director of the WUT Main Library in 1974 in the form of a statute. The unit was to be managed by the director, the Director's Board and the Library Board. Both bodies were to function as advisory boards for the director [1]. All the time the activity of the Warsaw University of Technology Main Library was based on the Act on libraries of 9.04.1968 and Acts on Higher Education of 1958 and 1982. Often after passing each act, the authorities of the Main Library, upon consultation with the university authorities, drew up internal legal acts regulating its organisation. Before the economic transformations in Poland, one of the last changes pertained to the scope of competences of the Library director and his/her deputies.

Political and economic changes of the 1990s also brought changes in the functioning of the Warsaw University of Technology Main Library. Its tasks and statute were laid down in quite general regulations in subsequent acts on higher education. Detailed regulations were included in university internal legal acts, i.e. the Statute passed by the university Senate and the Organisational Regulations of the WUT Main Library, laid down in the Rector's regulation. The same procedure applies today as well.

The aim of this publication is to characterise the rules of functioning of the Warsaw University of Technology Main Library on the basis of the latest internal legal acts. Special attention is paid to an analysis of the stipulations of the present University Statute and the Library Organisational Regulations.

### **Regulations in the Statute**

The Act Law on Higher Education [4], passed in 1990, laid down general rules of functioning and directions of development of

university libraries for many years. This is proved by an analysis of internal and external legal acts passed in 1990-2005. The Act Law on Higher Education in 2005 with further amendments did not introduce any significant changes. In accordance with the act, the basic legal act for a library is the university statute. The presently binding Statute of Warsaw University of Technology, passed in 2006 and amended in 2012, comprises a collection of the most important regulations on the basis of which the library and information system of the university functions [5]. Section 8 “Library and Information System” consists of three chapters. The first one includes general regulations, the second one the structure and competences of the Library Board, while the third chapter is devoted to the tasks of the director of the WUT Main Library and the rules of his/her employment [5].

General regulations include basic information on the sections of the library and information system and the rules of its organisation and functioning. They clearly show that the system is comprised of the Main Library and specialist libraries at various faculties. The most important tasks of this form of organisational structure include “*collection, cataloguing and lending the resources necessary to facilitate and service the system of scientific research and pursuit of study*” [5]. Functioning of the Main Library is based on the Organisational Regulations announced by the Rector as suggested by the Library director and evaluated by the Library Board. Organisation of specialist libraries, on the other hand, is determined in the regulations drawn up by the director of the unit and evaluated by the director of the Main Library. The functioning of the library and information system of the university is assessed by the Senate at least once during its term of office.

The Library Board is an advisory body for the Rector. It also comprises representatives of academic teachers (one from each WUT faculty), students, Ph.D. students and the Library director. The term of office of the Board members lasts four years. The main competences of the Library Board include evaluation of issues connected with the

functioning of the library and information system of the university, suggestions of its modernisation, HR matters of the Library (employment, promotions etc.). The Library Board also evaluates employment of the Library director and directors of faculty specialist libraries [5].

The director of the Main Library and his/her deputies are employed by the Rector.

In accordance with the Statute, the most important duties of the Main Library director include coordination of work connected with completion of tasks of the university library and information system and supervision of the functioning of the specialist libraries. Moreover, the Library director manages its finances which should be spent on the development of the unit, purchasing and maintaining the collection. Each year the director is obliged to submit a report to the Library Board on his/her work and present aims for the following year [5].

### **Organisational Regulations**

The WUT Main Library Organisational Regulations are an internal legal act which lays down the structure of the unit, the way it is managed and defines the role of the reading room and lending room in the functioning of the university. At present, the WUT Main Library works on the basis of the Organisational Regulations passed in 2009. The regulations consist of four chapters which, apart from the so-called general regulations, list the tasks and functions of the library, its structure and organisation [6].

The general regulations concentrate on determining the status of the WUT Library. In accordance with them, *"the Warsaw University of Technology Main Library is a university-level organisational unit for completion of tasks referred to in art. 88 section 1 of the Act Law on Higher Education of 27.07.2005 (Journal of Acts of 2005 no 164 with further amendments) and the WUT Statute"* [6].

The chapter devoted to the tasks and functions of the Library is actually a development of some aspects stipulated in the WUT Statute. The tasks are divided into two parts – the general and the detailed one. The general part mentions the library as a place of collecting, keeping and lending resources, as well as providing scientific information. It also describes the WUT Main Library cooperation in realisation of scientific and experimental work in many fields of knowledge. The detailed part, on the other hand, covers the regulations on administration of the resources, cooperation with Polish and foreign units of similar profile, as well as promotion of scientific achievements of WUT employees, Ph.D. students and students.

The organisational structure of the WUT Main Library consists of many elements. In accordance with the Regulations, the Main Library may comprise library departments and sections, as well as administrative sections. Library departments and sections are managed by a director, appointed by the Main Library director. His/her main tasks include timely completion of all duties, supervision of the working time of employees and management of the financial documentation of the department. Detailed competences of the director of a department or section are determined by the Main Library director. The Library director may also take on independent employees who report directly to him/her. The chapter on organisation of the Warsaw University of Technology Main Library also includes regulations on the competences of the director, whose task is to supervise work of all units of the WUT library and information system. He/she should also control the functioning of the library integrated computer system. In terms of finance, the director should coordinate and organise audits on the functioning of the sections and units of the WUT Main Library. The director may appoint no more than three deputies whose competences should be clearly determined [6].

The structure of the WUT Main Library is defined in detail in the fourth chapter of the Regulations. At present, the Library has eight

departments, five libraries – branches and one Administrative Section. The main departments of the WUT Main Library include: Periodicals Department, Acquisition Department, Reference Centre, IT Centre, Audit and Updating Department, Cataloguing Department, Lending Department and Special Collections Department. Moreover, Main Library units also include branches in the Akademik Hall of Residence, the School of Technical and Social Sciences in Płock, Żaczek Hall of Residence, Library of the Faculty of Chemistry and Library of the Faculty of Geodesy and Cartography. Both the departments, as well as the Main Library branches have clearly defined tasks in terms of lending and collecting the resources.

### **Conclusions**

Internal legal acts connected with the functioning of the Warsaw University of Technology Main Library play a vital role. On the one hand, they regulate the every-day functioning of the unit; on the other hand, they oblige the authorities of the Library to strive to develop the unit. It is obvious that the Library, in order to meet the challenges of modern technology, has to “fight for the reader” through innovative changes. The Warsaw University of Technology Main Library is one of the first academic libraries which consistently realises a long-term plan of development of the library and information system. The task is facilitated by clear and detailed internal legal acts at the university.

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### **Внутрішні правові акти, що регулюють діяльність Головної бібліотеки Варшавської політехніки**

Головна бібліотека, як організаційний підрозділ Варшавської політехніки, була заснована 1918 р. на основі внутрішніх правових актів, укладених вченою радою університету й затверджених Міністерством релігійних конфесій і народної освіти. На основі нових положень, затверджених Міністерством вищої освіти, з 1953 р. головна бібліотека Варшавської політехніки стала науковою та публічною бібліотекою. Закон про вищу освіту, виданий через п'ять років, а також наказ міністерства 1961 р., заклали основи організаційних правил Головної бібліотеки Варшавської політехніки. Уперше акти містили організаційні вказівки щодо структури персоналу. Так, головою бібліотеки був директор, якого призначав міністр вищої освіти з подання ректора.

Сучасні загальні положення функціонування та розвитку польських університетських бібліотек спираються на «Законі про вищу освіту», прийнятому 1990 р. і дещо зміненому у 2005 р. Головними внутрішніми нормативно-правовими актами, що регулюють діяльність Головної бібліотеки Варшавської політехніки є Статут Варшавської політехніки, прийнятий 2006 р. і доповнений 2012 р., а також Статут бібліотеки, прийнятий 2009 р.

Статут Варшавської політехніки описує функції бібліотеки в розділі 8 – «Бібліотека та інформаційна система». Розділ складається з трьох пунктів: загальні положення, структура та

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повноваження Ради бібліотеки, завдання директора та правила його обрання. Загальні положення статуту містять основну інформацію про структуру бібліотеки, а також правила її організації та діяльності. Вони чітко визначають мету Головної бібліотеки та бібліотек окремих факультетів: «збирання, каталогізація та надання необхідних ресурсів, що сприяють і служать системі наукових досліджень і навчання».

Сьогодні Головна бібліотека Варшавської політехніки функціонує на основі Статуту бібліотеки, прийнятого 2009 р. Статут докладно описує завдання бібліотеки, права й обов'язки директора та організаційну структуру бібліотеки. Статут регулює правила управління ресурсами, правила співпраці з польськими та закордонними організаціями подібного профілю, а також необхідність промоції наукових досягнень як працівників Бібліотеки, так і працівників і студентів Варшавської політехніки.

Внутрішні нормативно-правові акти, пов'язані з діяльністю Головної бібліотеки Варшавської політехніки відіграють важливу роль. З одного боку, вони регулюють щоденну діяльність бібліотеки; з іншого – зобов'язують керівників бібліотеки сприяти її розвитку. Очевидно, що бібліотека в умовах сучасних технологій повинна «боротись за читача», впроваджуючи інноваційні зміни. Головна бібліотека Варшавської політехніки – одна з перших академічних бібліотек, яка реалізує довготривалий план розвитку бібліотечно-інформаційної системи навчального закладу. Ці завдання визначені чіткими та докладними внутрішніми нормативно-правовими актами університету.

*Переклад П. Сохан*