



library catalog



Library **Guide**

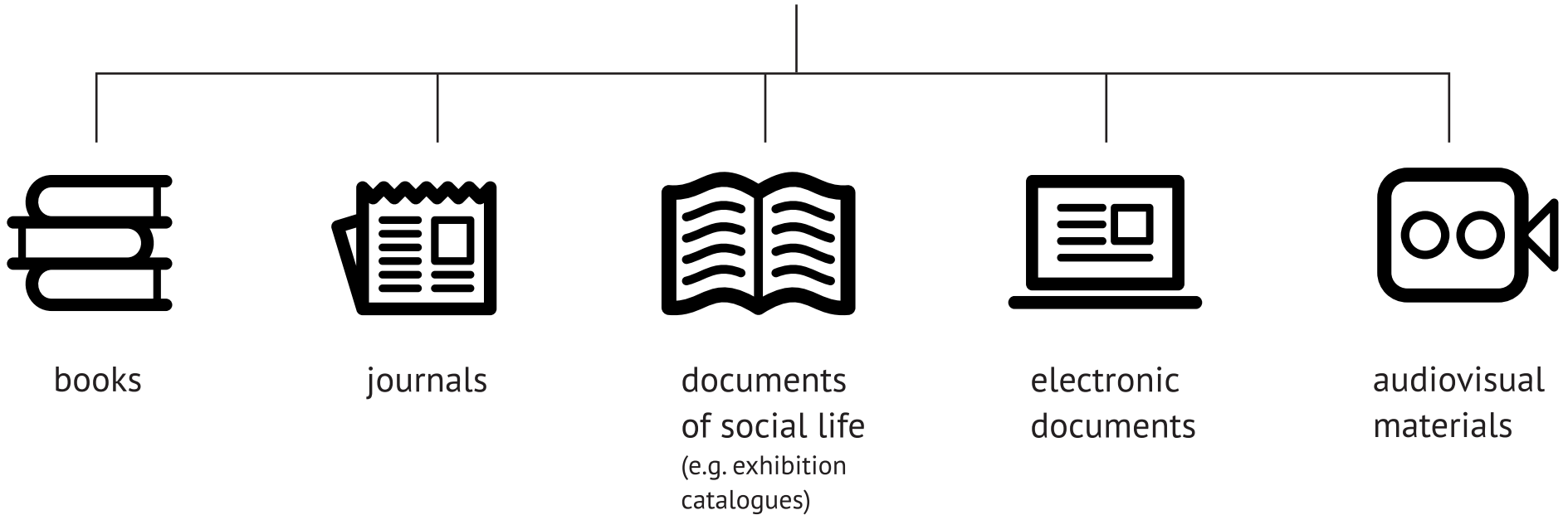
Library of the Academy of Fine Arts in Katowice is a generally available scientific library.

The aim of its operation is to ensure that readers have access to the latest knowledge in the field of art, design and visual culture in its broadest sense with particular emphasis on the fields of study realized by the university: graphic design, industrial forms, visual communication, painting, graphics, theory and history of art.

It implements it by gathering, developing and sharing its collections, implementation of scientific, didactic and service tasks.



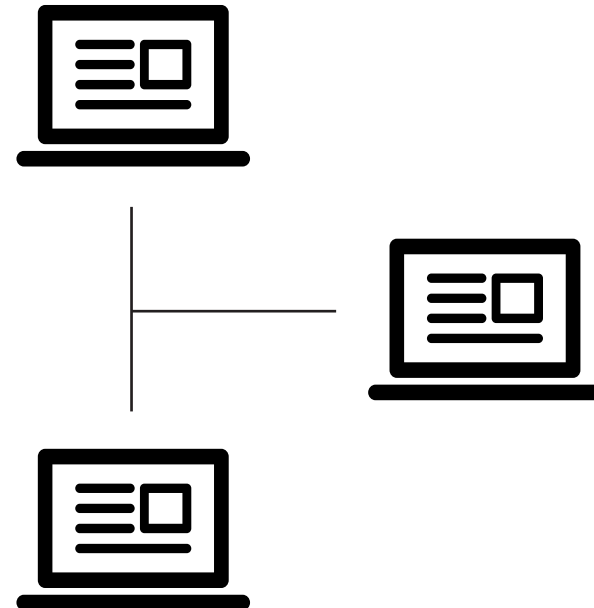
Library collection



Special collections include **a collection of posters and graphics.**

Virtual Library of Science

The library provides access to electronic databases of various type, under the programme **Virtual Library of Science**. Made available are i.a. full texts of publications (e.g. articles from scientific journals) and abstracts (short overviews). Both the texts and the abstracts are in English. **The databases are made available in the university network.**



Contact



Opening hours

Monday - Friday **9.00 - 16.00**
session Saturdays **9.00 - 11.00**



Contact

ul. Raciborska 50,
40-074 Katowice



tel. (032) 758 76 20



e-mail: biblioteka@asp.katowice.pl

Who can use the Academy of Fine Arts Library

The library can be used by anyone interested, in particular:

- employees of the Academy of Fine Arts,
- students of the Academy of Fine Arts,
- PhD students of the Academy of Fine Arts,
- employees of other universities*,
- students of other universities*,
- PhD students of other universities*,
- postgraduate students of other universities.*

* with which the Academy of Fine Arts in Katowice has concluded agreements.

Searching for and ordering a document

Searching for document information:

A computer catalogue informs about the collections stored in the library.

A document, the description of which can be found in the catalogue, can be ordered through:

- handing over the completed lending form to the librarian,
- ordering by electronic means (readers enrolled in the library, after logging in to the catalogue).

Search term in the electronic catalogue

The content of the document is described with search terms. In order to select the correct search term, you can ask the librarian for help. The bibliographical description shall include detailed information on the document, i.a.

- **the author, the title**
- **the publishing series,**
- **the search term in question,**
- **the document type,**
- **the publisher,**
- **the date of publication.**

Each element of the bibliographical description may be a potential search term in the electronic catalogue.

Copying

Electronic copies may be made (scanning) of fragments of library materials for personal use at a computer workstation - in accordance with the act on copyright (Journal of Laws of 1994, No. 24, item 83, as amended).

Enrollment

To enroll in the Library you need to:

- complete the reader's declaration legibly,
- present an identity card, a student's book (students and doctoral students).

Students of the Academy of Fine Arts receive a stamp in the student's book during the enrollment process, which entitles the holder to enroll as a student in libraries with which the university has concluded agreements. The possibility of using the collections of these libraries as an employee/PhD student is also available to employees/ PhD students of the Academy of Fine Arts in Katowice.



Check-out of books

Lending form

In order to check out a book, a **lending form has to be filled in**, on which the reader is obliged to provide: the **author, the title, book signature, the date of the check-out and a signature.**

Check-out limits

One can check out:

- students, post-graduate students: **3 items** for a period of 4 weeks,
- employees and PhD students: **10 items** for a period of 4 weeks,
- other readers: **2 items** for a period of 4 weeks.

Prolongation

The checked-out publications can be **prolonged** if they are not reserved by another reader.

Fees

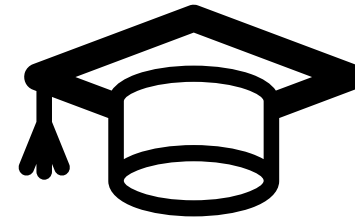
A fee in the amount of 20 gr. / per working day per one volume is charged for the untimely return of a book.

20 grosz / working day x 1 volume

Completion of studies

In order to obtain the library stamp on the **clearance slip** it is necessary to:

- obtain stamps in the student's book from the libraries in which one was enrolled during studies (stamps appear on the third page of the student's book cover)
- return books
- settle the liabilities towards the library.



Thank you for your attention