



## UNIVERSITY LIBRARY IN KIELCE





# LIBRARY HISTORY

The library commenced its functioning in 1969 when the College of Education was created. The book collection (over 42 thousand of books and periodicals) as well as the place of operation were inherited after The Library of the College of Education. For more than 40 years, the head office of the Library was situated in the didactic building the Faculty of Humanities on Leśna Street 16.

On 1st October 2011, when the transformation of the Jan Kochanowski University of Humanities and Sciences into a classical university took place, thus the change of the university's name, The Main Library would become the University Library.

Since October 2013, University Library UJK operates in a new building, erected as a part of a program entitled "Development of the didactic infrastructure of The Jan Kochanowski University in Kielce – Second Stage of the construction of the University Campus" which was co-financed by the European Union from the European Regional Development Fund.



# THE NEW LOCALIZATION

## OF THE UNIVERSITY LIBRARY

The University Library is placed in a building erected in the Area B of the University Campus on Swietokrzyska Street 21E. The edifice is surrounded with other facilities of the Faculty of Management and Administration, the Rehabilitation and Sports Center and the Foreign Languages Center. Moreover, within walking distance from the library, there is the Faculty of Mathematics and Natural Sciences.



# THE EDIFICE

The edifice of the Library is a compact four-storey block, subtly fused into the hilly terrain. Adopting the natural topography, an amphitheatric square faces the front of the building and the path to the main entrance to the library is lead by a wide staircase. This unique setting of the library will undoubtedly be used for organization of a variety of cultural and sports events that shall integrate different communities, not just academic ones. Verdure surrounding the building, the prevailing peace and tranquility here will not only foster intellectual work, but also relaxation. Noteworthy is the fact that the entire passageway is designed to be accessible for people with disabilities.



# SYMBOLS

In front of the building, to the right, a linden has been planted. The tree is a symbol and a reference to works of Jan Kochanowski and the famous linden tree which was growing behind the poet's manor in Czarnolas. Said tree was often a subject of Kochanowski's works and one of his favorite relaxation spots. We hope that our tree will have the same magical and inspirational influence on those who may visit this library. Yet another symbol to be found herein are the large boulders stacked on the stairs leading to the building of the Library. They are a symbolic expression of the relationship of the university with the region, famous for rock mining.



# EXTERIOR ARCHITECTURE

The building is a fine example of modern architecture. It is characterized by interesting style and has been designed according to the highest international standards. The very outer walls of the building, embellished with several characteristic elements, inform about the purpose of this object. On the south wall, which is the front facade, plaster has been combined with colorful, elongated, rectangle HPL panels meant to symbolize books neatly arranged on shelves. The elements are separated by narrow vertical windows. Withal, the western wall of the building is decorated with several bay windows with large letters of the alphabet placed in them.

Capacity of the library's edifice amounts to **36,585 m<sup>3</sup>** with **7,480.5 m<sup>2</sup>** of usable area. It is worth mentioning that the Library gained much acclaim in the eyes of architects and readers of „Echoes of the Day“ („Echo Dnia“). Thus, it was awarded the first prize in the third edition of the „Gold Crane“ competition in 2012 for the best object in the category of public use facility.



# USERS OF THE BUILDING

The primary user of the edifice is the University Library, which occupies three floors and a part of the fourth floor using a total of **6,961.6 m<sup>2</sup>**. The remaining space, **518,9 m<sup>2</sup>**, is designed for the University Data Center, which unit provides access to the many databases, various equipment and software solutions indispensable in collecting, processing and secure sharing of university most vital digital resources.

## LIBRARY BUILDING

### - FUNCTIONAL AND ARCHITECTURAL SOLUTIONS

The Library is characterized not only by modern, eye-catching exteriors, but also by interesting and functional architectural solutions within the building. Every of the four floors here has a slightly different spatial arrangement and offers different functionalities

**The ground floor** – there are some public areas, including: a lobby, an information point, book rentals, a conference hall, a seminar room, a locker room and toilets. Additionally, beyond public access, there is also a Book Storage where most of the university volumes are kept.

**The first floor** – there are: computer catalogs, an exhibition hall (University Gallery), the monographs free-access department and a two-storey general reading room which is being lit from above through a glass skylight with

a light scattering system; an advanced reading room for the visually impaired, Interlibrary Lending Department, Nineteenth-Century Books Collection, Nordic Books Collection, a workroom of the Department of Science, Didactics and Publishing; and finally, several management and administration rooms,

**The second floor** – card catalogs, Reference Reading Room, Multimedia Reading Room, an entresol reading room, Special Collections Reading Room and Press Reading Room, also: workrooms for most of the library's sections,

**The third floor** – Department of Computing and Information Technology, doublets storage and University Data Center, which consists of Department of Applications and IT Support and ICT Infrastructure Division.

Modern spacial design of the Library, functionally crafted and well-lit interiors provide comfort for users and the staff. Comfortable sofas placed throughout the library are perfect spots for relaxation.



# COLLECTIONS

## TRADITIONAL COLLECTIONS

The Library collects subject literature regarding all the disciplines taught on the University: books, periodicals (both Polish and foreign), special collections. Overall, our resources comprise ca. **600,000**



## SEPARATE SETS

Additionally, on the first floor there are:

- Nordic Books Collection - comprises over 1,000 books, leaflets, exhibitions catalogs, offprints, maps and plans regarding Nordic countries; the materials cover the such fields as: humanities, social, technical and natural sciences.
- The Nineteenth Century Books Collection - consists of more than 7,000 monographs published in various publishing houses in Poland and throughout the world; all regard various subjects in the field of humanities, social studies, natural sciences, medicine and arts. We proudly present, for example, a collection of prints published by the Piarist Priests.

**Items from the aforementioned collections can be used on site only.**



## SPECIAL COLLECTIONS

Our special collections are composed of more than **10,000 items**: old books, manuscripts, cartographic and iconographic documents of social life.

Among the most valuable manuscripts there are:

- family archives of Emil Zegadłowicz, a writer,
- legionnaire diaries of Włodzimierz Gierowski,
- private correspondence of the Gierowscy family,
- editorial committee archives of the Collected Works of Stefan Żeromski.

Special Collections Reading Room offers access to the materials incorporated in:

- Archives of the Świętokrzyskie Regional Board of "Solidarność" Trade Union,
- collection of independent publishers printings from between 1978-1990"

# COLLECTIONS

## ON-LINE COLLECTIONS

Apart from traditional, printed books, the library offers access to electronic resources:

- interdisciplinary databases, specialized and domain-specific, such as: EBSCO – Academic Search Complete, Agricola, MEDLINE, GreenFile, ERIC, Business Source Complete, Health Source, Newspaper Sources
- electronic journals, including journals published by: Elsevier, Springer, Wiley-Blackwell, American Institute of Physics, American Physical Society

Our library collects, thus, has in offer, scientific literature in traditional, that is printed, and electronic, on-line, versions, therefore it is a **hybrid library**.



# COLLECTIONS STORING

Library collections are deployed in:

- a restricted storage on the ground floor- **922 squared meters on 14 km of shelves** (about **500 thousand** books);
- the monographs free-access department on the first floor- **847 squared meters on 3 km of shelves**;
- the periodicals free-access department on the second floor- **823 squared meters on 3 km of shelves**;
- a restricted storage on the first floor for collections of the XIX-th century, and Scandinavian literature;
- the special collections storage (most valuable items are placed in the treasury) on the second floor;
- the doublets storage on the third floor.

Our books are stored under appropriate micro-climatic conditions (we make sure to keep relatively constant temperature and humidity in our warehouses) with limited daylight access. The collections are placed on specially designed shelves; both sliding and fixed. Storage placement, adequate air-conditioning, shelving and manner of deployment create safe conditions for all types of library items.

One last part of the library's collection (accessible in the Pedagogical Reading Room) is located on Krakowska Street 11, where the Faculty of Pedagogy and Arts is placed.



# CATALOGS

## ON-LINE CATALOG

A special on-line catalog (ALEPH OPAC) is the primary source of information about collections of the University Library. The information it contains is comprehensive for all the books purchased by our Library since 1992, and for a large portion of those issued earlier. Moreover, it covers nearly all the magazines the library possesses.

To enter the catalog, please visit: <https://lib.ujk.edu.pl>

While using the on-line catalog, one can: perform multifaceted search by title, author, subject headings, signatures and keywords. Moreover, a reader may access his or her individual library account where it is possible to, among the others: order books, check account status or make prolongation of books already borrowed.

While in the library, on-line catalog can be accessed from any computer intended for our readers. A substantial number of these terminals is set on the ground floor, in front of the Book Rentals Desk, and on the first floor, in the lobby leading to the general reading room.



## CARD CATALOGS

Complementarity to the on-line catalog, there are also card catalogs, which contain:

- an alphabetical list of monographs published between 1801-1992;
- an alphabetical list of periodicals and series;
- a special collection catalog.

Card catalogs are located on the second floor in the lobby leading to the entresol reading room. Apart from that, there is a card catalog of special collections. It can be browsed in the Special Collections Reading Room.



# COLLECTIONS LENDING

The library renders its resources available: locally, in reading rooms; lending them for home use, making them available for inter-library circulation, by performing microfilms, photocopies, scans and other forms of reprography. Naturally, we offer access to electronic versions of journals and databases and via the Internet as well.



On the premises, a reader can search and use the library resources in the following places:

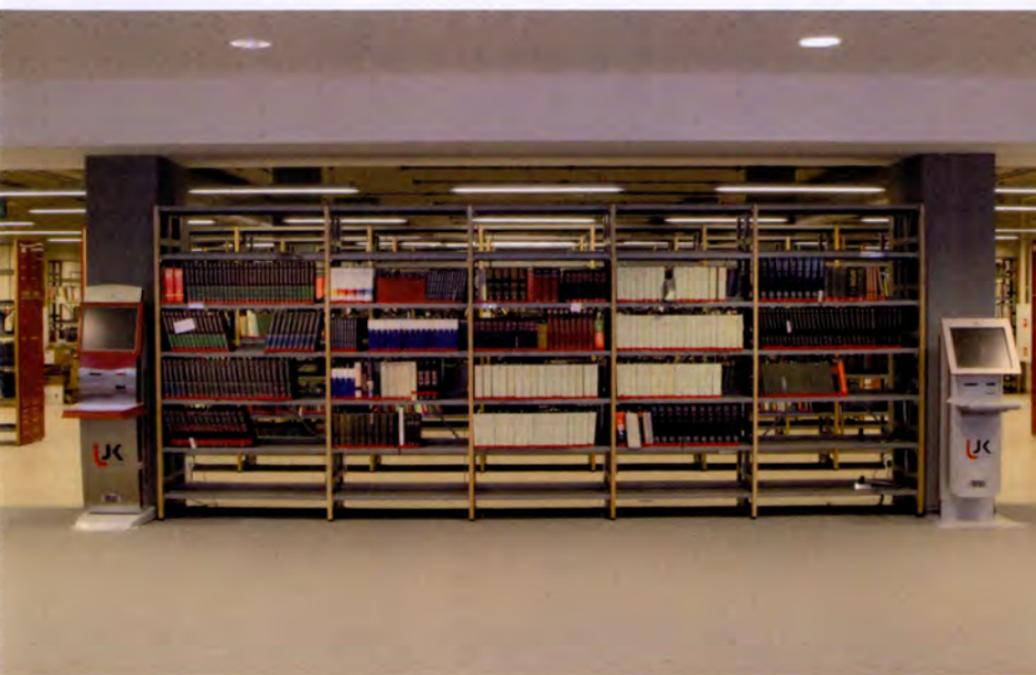
- General Reading Room: free access to monographs available- 118 seats,
- Entresol Reading Room- 36 seats,
- Reference Reading Room- 29 places,
- Special Collections Reading Room - 16 seats, including 2 seats for microfilms reading,
- Press Reading Room- 16 seats.

Poza budynkiem głównym Biblioteki, zbiory udostępniane Apart from Swietokrzyska Street, the library's collection is made accessible in the Pedagogical Reading Room which is located on Krakowska Street 11 – 30 seats.



## COLLECTIONS FREE ACCESS

Within the Library, there are, so called, collections free access zones where readers can use a substantial section of the resources available. On the first storey, there is the monographs free-access department, on the second storey: the periodicals free-access department.



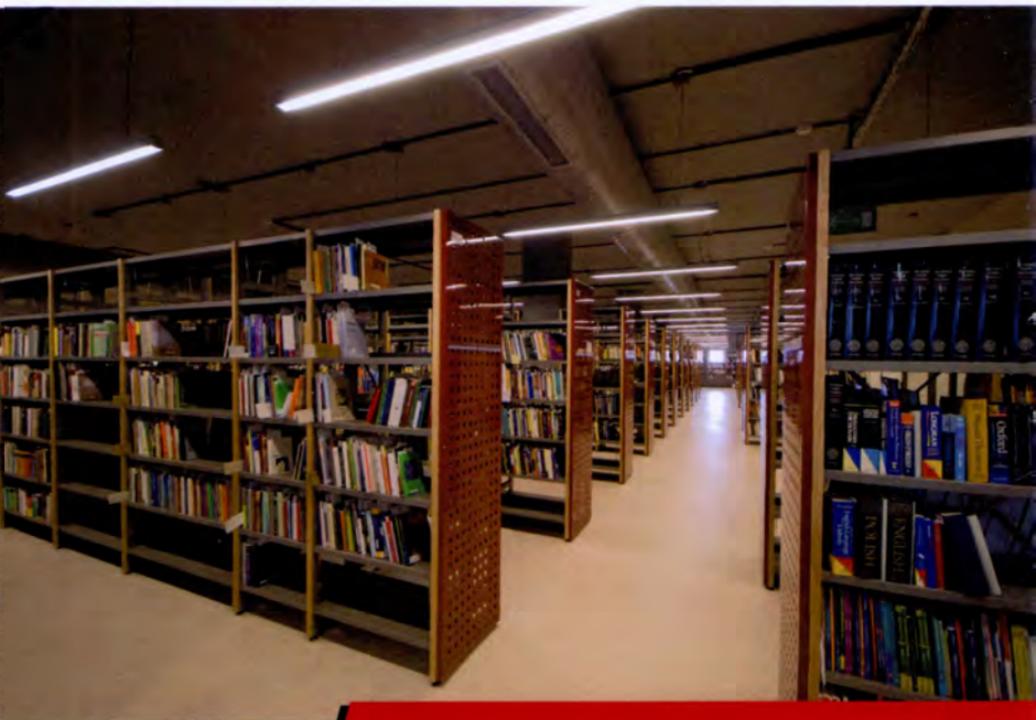
## MONOGRAPHS FREE-ACCESS

Monographs Free-Access Department combines two functions - storing and sharing collections. Items placed here are the latest and the most sought after, selected on the basis of frequency of loans, henceforth, these are the most valuable books in terms of teaching and research. Said section offers over 45 thousand volumes.

# COLLECTIONS LENDING

Collections for the free access zones are properly secured and labeled, therefore readers are allowed to search for interesting positions on the shelves and to borrow them by themselves. A system of colorful labels on the books spines provides an intelligible information on volumes accessibility. If needed, details regarding labeling and information and distribution of our free access collections are to be found in a specially prepared information leaflets.

Readers are free to move within the free access departments, but these zones are protected by a system of security gates.



## PERIODICALS AND SERIES FREE-ACCESS

The department provides access to about **1,700** scientific journals and popular science series, both Polish and foreign. Collections have been arranged on the shelves according to a scientific field they represent. Within every subsection, volumes are ordered alphabetically. In this department, readers may use not only new periodicals, but also a selection of archival issues (humanities are exceptionally well represented here). Selecting titles for the periodicals free access zone, we would take into account volumes' usefulness to students and researchers, which was assessed on circulation statistics from previously existing faculty and institute reading rooms.

For convenience of our guests, literature on scientific reference is placed on the second floor, near Reference Reading Room. What is more, reading large formats is an easy task thanks to specially designed tables with sloping tops.



# LIBRARY'S MODERN

## EQUIPMENT

As to guarantee seamless functioning of the Library's various areas, it has been fitted out with various state-of-art devices, including advanced computers and quality audiovisual equipment.

### ADVANCED EQUIPMENT FOR READERS

On the premises, our guests can freely use as much as 63 workstations based upon sturdy computers (Dell OptiPlex 7010), featuring the latest version of Microsoft Office suite. All of these PCs are connected to high-speed broadband Internet, which makes browsing the on-line catalog or the word wide web fast and reliable. All the enthusiasts of mobile technologies may access a free wireless network and surf the web the way they like: using their own smartphones, tablets or laptops. If they desire so, our readers can borrow one of several laptops (Dell Latitude E6330) or tablets (Samsung Galaxy Tab P5100) the library has made available for their exclusive use.

Additionally, the readers may use three specialized scanners (also known as Eco-photocopiers). With these, our guests can scan whatever materials they need, and export the data onto their USB flash drives using PDF or JPEG format. The library also provides three self-service photocopy terminals allowing copying and scanning. To access said terminals, users must identify themselves with an electronic student ID, an employee ID or a library card.



# LIBRARY'S MODERN EQUIPMENT

## MODERN EQUIPMENT FOR COLLECTION LENDING

As to allow our readers to borrow books all by themselves, we have installed two special terminals for self-service book borrowing ("Self-Check") on the first floor, in the Monographs Free Access Department.

Supplementarily, in order to allow easy, round the clock, book return we have installed a self-service books return terminal ("Book Drop"). It is located right at the library's main entrance. Thus, returning books has never been simpler.



## HIGHT-TECH DEVICES IN AID OF DIDACTIC PROCESS

Hosting multimedia conferences, giving lectures and speeches, conducting conversational classes; it has been made easy with the library's modern audio-visual equipment:

- automatic screen for overhead projectors,
- interactive whiteboards,
- multimedia overhead projectors,
- a plain paper whiteboard bundled with a laser printer.

Preparing and conducting various types of interactive knowledge tests, quizzes or voting polls is an easy task with a specialized voting system.



# LIBRARY'S MODERN EQUIPMENT

## MODERN EQUIPMENT AND SOFTWARE FOR COLLECTIONS DIGITIZATION

The Library operates a digitization lab. Its task is to digitize both: valuable and unique collections in order to protect our cultural heritage; but also teaching materials and publications on the Swietokrzyskie region. The lab has been equipped with an advanced large format scanner, which is suitable for processing varied materials, documents and collections, bounded and stapled. Said device is well geared towards digitalization of special collections, such as manuscripts, maps, atlases or XIX century volumes. Technical specification of the scanner make working with delicate, old materials perfectly secure.



With modern equipment, relevant software, and specially appointed section for collections digitization, it was possible to launch a digital library. The Jan Kochanowski Digital Library (BCUJK) has been operating since October 2014 and is one of the 118 digital repositories currently operating in our country (July 2015). Successively, we upload an increasing number of digitized contemporary scientific and teaching materials, textbooks, selected works of literature, conference materials or even some most interesting publications issued in the nineteenth century.

**Visit us at: [dlibra.ujk.edu.pl/dlibra](http://dlibra.ujk.edu.pl/dlibra)**

# VARIOUS ENDEAVORS

Apart from fulfilling core library tasks, that is, jobs related to: collecting, describing, storing, conservation and circulation of the library materials; The Jan Kochanowski University Library, as a scientific unit, operates in the fields of:

- information promotion
- bibliography
- scientific research
- teaching
- publishing
- exhibition
- provision of services

## INFORMATION PROMOTION AND BIBIOGRAPHIC ASSIST

In the aforementioned fields, the Library offers such services:

- providing with information on the library catalog, helping to compile relevant bibliography and subject literature;
- forming bibliographic queries;
- assisting in generating of citation reports;
- promoting literacy;
- hosting various schooling sessions;
- promoting the Library in media.

## SCIENTIFIC AND EDUCATIONAL ENDEAVORS

The University Library is a scientific unit. Apart from providing services in the fields of didactics and teaching, it is a research facility for such studies as: bibliology, information science, history and cultural studies. Our staff is involved in grants and various research projects; we prepare dissertations as well as scholarly and popular science publications. The University Library organizes:

- scientific conferences,
- scientific meetings in the series „Closer to science“

One of tasks related to our own scientific activities is drawing up necessary bibliography for the publications written by the University staff.



# VARIOUS ENDEAVORS

## EDUCATIONAL ENDEAVORS

In terms of teaching and training, the Library carries out:

- library didactic lecture- compulsory for freshmen,
- information science elementary courses,
- individual teaching sessions.

The aim is to familiarize users with functioning of the Library and with the terms of use of provided resources and services.



## PUBLISHING

The University Library in Kielce publishes:

- „Yearbook of the University Library“;
- Series: Works of the University Library UJK,
- library guides,
- exhibition catalogs,
- conference materials,
- Other occasional materials.



# VARIOUS ENDEAVORS

## EXHIBITIONS

### UNIVERSITY GALLERY

The Library houses yet another special place, which is the University Gallery. It is located on the first floor and has been equipped in modern multimedia and exhibition devices. The gallery hosts temporary exhibitions on various topics. Said shows are often opened with official vernissages. Therefore, it is not unlikely that participant may have an opportunity to meet authors of exhibited works in person.



In addition to the University Gallery exhibitions, occasional expositions are held in the lobby on the ground floor or in the lobby in front of the Reference Reading Room. These usually are associated with certain anniversaries or other events that require commemoration and popularization.

## OTHER SERVICES

The library offers its guests a substantial number of services. These include:

- Interlibrary Lending which is available to all registered readers. Thus, we provide:
  - Domestic lending (of books, microfilms, copies of articles) - provided that the requested materials are not available neither in the University Library nor in other public libraries in Kielce;
- Foreign lending (of books, microfilms, copies of articles)
  - provided that the requested materials are not available nationwide.

What is more, we offer other libraries, Polish and foreign, such services and facilities as:

- borrowing items from our collections,
- scanning magazine articles, books excerpts and microfilms. An order can be placed via a printed form and handed to a librarian on duty, or on-line - a relevant form is available at: <http://www.buk.ujk.edu.pl/zamowienie-skanu.html>
- self-service points for copying materials via unattended print center,
- organized library tours,
- access to lecture rooms in which the university employees may work.

## PERMANENT EXHIBITIONS ON HISTORY OF THE UNIVERSITY

On the ground floor, there is a permanent exhibition entitled „University History. From the College of Education to the University. „ It is deemed to become a nucleus for a future University Museum. The materials presented on the exhibition include: selected documents, memorabilia and photographs, all relating to various stages of school's functioning: from its foundation in 1969, to the present day. Among the oldest documents displayed therein, our guests may find: a manuscript of „College of Education Chronicle 1969-1970“ and the very first diploma ever issued by the College of Education on 30 March 1972.



# LIBRARY – A LEISURE

## SPOT

The University Library is not only a place where you can access many sources of information quickly and freely, but also it is a perfect spot where you can relax and spend your free time attractively.

The University Library hosts:

- meetings promoting culture, e.g. „Closer to culture“;
- meetings and workshops „University Library closer to readers“;
- cultural and educational events, for example. „Midsummer Meetings.“

## MIDSUMMER MEETINGS

The aim of this annual outdoor event is to popularize knowledge about Jan Kochanowski's life and oeuvre as well as familiarizing the audience with culture, science and stories of various aspects of human life during the Renaissance. One of the items on the agenda is that Kielce's local celebrities, important figures of the world of science, culture or politics meet together to read aloud excerpts from works of the university patron.



# UNIVERSITY LIBRARY

## – A LIBRARY WITHOUT BARRIERS

The University Library is a friendly place for people with disabilities. A wide driveway is suitable for wheelchairs and the building features such customizations:

- automatically opened doors;
- hands-free elevator system suitable for users on wheelchairs as well as visually impaired people;
- toilets for people with physical disabilities;
- floors made of special non-slip surfaces - moving around the building is safe for people with disabilities.

Apart from that, there are ten special PC workstations exclusively for visitors with various disabilities.



# SPECIALISTIC EQUIPMENT FOR THE VISUALLY CHALLENGED

In efforts to remove information access barriers the visually impaired people face everyday, the University Library bought several computer workstations which are meant to facilitate acquisition, storing and retrieving of information by the said group of our guests. These PCs are located in a specialized reading room on the first floor. The following modern, specialized equipment can be found therein:

- a computer with software screen reader, speech synthesizer (providing six natural voices); allowing a blind person to fully and freely use the PC's resources;
- Braille embosser;
- auto-reader (a device that automates the process of converting written text into several audio formats, ready to listen to on one's computer, phone, mp3 player);
- portable electronic magnifiers;
- fixed-screen enlargers.

Naturally, all disabled readers can always count on friendly and professional assistance of trained library staff.



# OUR OFFER INCLUDES

- comfortable working conditions and friendly atmosphere in a modern and functional building;
- broad access to printed books and journals;
- free access to more than 45 thousand of books;
- free access to the latest periodicals and newspapers;
- short waiting time for books ordered from our on-line catalog;
- quick and convenient access to desired materials;
- self-service terminals both for borrowing ("Self-Check") and returning books ("Book Drop" operational round the clock) ;
- access to microfilms and multimedia materials;
- access to global information resources;
- access to electronic resources, computer databases, electronic journals;
- help in using on-line resources and electronic databases critically and effectively;
- unlimited Internet access time at terminals in the Library;
- free WIFI access;
- courses on how to use the Library and its resources;
- high quality library services;
- friendly, professional and qualified personnel providing both practical and professional information.

The University Library in Kielce is developing as a center of education, information and culture, where concern for Polish national heritage and European culture combine. To achieve our goals, we reach out to modern ways of effective sharing knowledge and information.



# STRUCTURE AND ORGANIZATION

## Principal

PhD Henryk Suchojad, certified senior curator

## Deputy Director for Scientific Reference Management

MA. Andrzej Antoniak

## Secretariat

Katarzyna Zaborek ..... phone 41 349 7155

## Administration

MA Ewa Brąś..... phone 41 349 7168

Andrzej Lesiak..... phone 41 349 7169

MA Karolina Wicha ..... phone 41 349 7167

## Deputy Director for the Library branch in Piotrkow Trybunalski

MA Urszula Franas-Mirowska,

certified senior curator ..... phone 44 732 7400 int. 216

Acquisition Department..... phone 41 349 7181

chief: MA Justyna Adamczyk

Department for Preparation of Alphabetical Indexes ..... phone 41 349 7182

chief: MA Zofia Kilarska certified senior curator

Department for Preparation of Subject Indexes ..... phone 41 349 7173

chief: MA Magdalena Cieślak

Department of Computing and IT ..... phone 41 349 7162

chief: M. Sc. Marcin Gabryś

Department of Science, Didactics and Publishing ..... phone 41 349 7176

chief: PhD Jolanta Drążyk

Department for Special Collections ..... phone 41 349 7175

chief: MA Ewa Szląpek

Department for Information Sciences ..... phone 41 349 7177

Department for Storing and Circulation of Collections ..... phone 41 349 7180

chief: MA Adam Kacak

Monographs Free-Access Department..... phone 41 349 7186

chief: MA Adam Bandrowski

Periodicals Free-Access Department..... phone 41 349 7183

chief: MA Edyta Brylska-Szmidt

Interlibrary Lending Department..... phone 41 349 7166

Pedagogical Reading Room ..... phone 41 349 6718

chief: PhD Tomasz Wójcik

## UNIVERSITY LIBRARY BRANCH in Piotrkow

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97-300 Piotrków Trybunalski phone 48 (044) 732 74 00

e-mail: biblioteka@unipt.pl

Department for Acquisition,

Registration and Preparation of Collections..... phone int. 217

Reference Reading Room ..... phone int. 218

Circulation Department..... phone int. 218

Interlibrary Lending Department..... phone int. 218







# GUIDE

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Regularly updated website [www.buk.ujk.edu.pl/](http://www.buk.ujk.edu.pl/) provides readers with the most relevant and comprehensive information on the library's functioning and collections.

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