CONDITIONS OF USE OF THE NATIONAL LIBRARY OF POLAND

Article 1. General provisions

1. The collections of the National Library of Poland, hereinafter referred to as Library, can be used by persons possessing full capacity to perform acts in law.
2. Minors aged 13 or above and other persons whose capacity to perform acts in law is limited can use Library collections with written consent of their legal representative.
3. Some Library collections, in particular collections belonging to the national stock of Polish libraries, are made available first and foremost for academic purposes.
4. Information on the ability to access collections and the conditions thereof is provided by a librarian on duty.
5. Collections brought from library storerooms and reference collections of individual reading rooms can be accessed only within reading rooms.
6. The Library buildings located in Warsaw at al. Niepodległości 213 (main building) contain the following reading rooms:
7. General Reading Room, where 19th-21st century collections, including microfilms, books and periodicals in the field of book, library and information science (with the exclusion of archival copies and books with shelfmarks beginning with Kras., and the ones ending with : Cim., Cym., Chr., konsp., Konsp., Min., Wyst.) are made available;
8. The Heritage Collections Reading Room, where archival copies of books and periodicals from the 19th-21st centuries,with shelfmarks beginning with Kras. and with the suffixes listed in point 1, printed ephemera and electronic publications on physical carriers are made available;
9. Cartography Reading Room, where maps, graphics, drawings and photographs are made available;
10. Music Reading Room where sheet music is made available;
11. Sound and Audio-visual Recordings Reading Room, where sound recordings and audio-visual materials are made available;
12. The Reference Center.
13. The Library building located in Warsaw at pl. Krasińskich 3/5 (Krasiński Palace) contains the Manuscripts and Old Prints Reading Room, which provides access to manuscripts and early printed books, as well as their surrogates.
14. Reading rooms can be accessed only by persons who hold a library card.
15. In justified cases, one-time access to the Manuscripts and Old Prints Reading Room may be permitted after the reader has signed the declaration to comply with the Conditions of Use of the National Library of Poland and presented a valid proof of identity to a librarian on duty, in particular an identity card, passport or driving licence.
16. Readers have access to on-line catalogues of the National Library, microfilm catalogues, digital resources, the Internet and to the reference collections.
17. Digital resources are accessible through designated computer terminals in the main Library building and at the Krasiński Palace, as well as through the wireless network.
18. The interlibrary loan rules, and the rules for access to the collections of the Library - Donation of Polish Writers in the House of Literature, the use of Archives, using the Access Point for Disabled Persons, the Internet, digital resources, as well as access to the computer network and the cloakroom are defined by separate decrees of the Director General of the National Library of Poland, available for inspection on-site and on the Library's website.
19. Remarks regarding Library services can be submitted at the reader registration office. The Library responds to remarks submitted with full name and address within 14 days.

Article 2. Opening times and seasonal closures

1. The reading rooms are open:
2. the General Reading Room, the Heritage Collections Reading Room and the Reference Center - from Monday to Saturday 830 am - 830pm,
3. the Cartography Reading Room, the Music Reading Room and the Sound and Audiovisual Recordings Reading Room - Monday to Friday from 10 a.m. to 2 p.m.,
4. the Manuscripts and Old Prints Reading Room - Monday to Friday from 9 a.m. to 5 p.m.
5. The interlibrary loan service is open Monday to Friday from 10 a.m. to 2 p.m.
6. The Library is closed to readers:
7. on all Sundays,
8. on Holy Saturday,
9. on other public holidays,
10. from 24 December to 31 December.
11. In justified cases, the Director General of the National Library of Poland may modify the opening days and hours of individual reading rooms, informing of the fact on the Library’s website.

Article 3. Library card

1. A library card is issued free of charge for a period of 10 years at the reader registration office on the basis of a valid proof of identity, in particular an identity card, passport, or driving licence, after the reader has signed a declaration to comply with the Conditions of Use of the National Library of Poland, a template of which is attached as Annex 1 hereto.
2. Photographs for library cards are taken free of charge during the registration process solely for the purpose of card printing and are not archived.
3. In the case of minors aged 13 or above and other persons whose capacity to perform acts in law is limited, a library card is issued after they have signed the declaration to comply with the Conditions of Use of the National Library of Poland referred to in section 1 and after their legal representatives have submitted the declaration of consent referred to in Article 1.2. A sample declaration of legal representative has been included as Annex 2 hereto.
4. In the case of minors aged 13 or above, a student ID is considered a valid proof of identity.
5. Loss of a library card must be reported to the reader registration office without delay.
6. Duplicates of library cards may be issued after filing a written declaration of loss or damage. Readers are obliged to cover the cost of preparation and issue of library card duplicates as per the price list.
7. Readers are obliged to inform the Library of any changes in the personal data required in the declaration to comply with the Conditions of Use of the National Library of Poland.
8. The burden of the consequences arising from neglecting the obligations defined in sections 5 and 7 rests with the reader. In the event of failure to notify the Library of a change in address, letters sent by the Library to the past address shall be deemed delivered.
9. Registered readers may obtain a one-day pass twice every calendar year.
10. Readers who wish to stop using the Library shall file a request to stop processing their personal data with the reader registration office.
11. Sharing library cards or the library card data used for logging in is prohibited.
12. Library cards remain property of the Library.
13. A sample library card and one-day pass have been included as Annex 3 hereto.

Article 4. Requesting collection items

1. Subject to the provisions of paragraphs 2-4, library materials are delivered to the appropriate reading room on the basis of an order placed electronically via the main computer catalogue of the Library, available in the local library network and on the Internet, or by legibly completing a paper request forms.
2. The following may only be ordered by completing paper request forms:
3. collections not registered in the computer catalogue,
4. periodicals,
5. old prints from before 1801,
6. The following may only be ordered by completing paper request forms and after obtaining the consent of the appropriate manager or authorized person:
7. graphics,
8. drawings,
9. photographs,
10. maps,
11. musical scores,
12. ephemera
13. manuscripts, including musical manuscripts and manuscript maps
14. sound and audio-visual recordings,
15. electronic publications on physical carriers,
16. Archival copies of books and leaflets from the 19th-21st century, (shelfmarks end with the letter ‘A’) and materials that have shelfmarks with the suffixes: Cim., Cym., Chr., Cim. konsp., Konsp., Min., Wyst. may only be ordered through the librarian on duty.
17. Periodically, collections other than those listed in paragraphs 2-4 may be excluded from electronic orders.
18. When filling out paper request forms, all shelfmarks must be provided.
19. The reader has the right to order at a time:
20. no more than 3 items to the Heritage Collections Reading Room in the main building of the Library,
21. no more than 5 items in the remaining reading rooms of the Library.
22. Simultaneous ordering of the collections in a number greater than specified in paragraph 7 points 1 or 2 requires the consent of the librarian on duty. In cases of doubt or dispute, a decision will be made upon agreement with the head of the relevant library department
23. Order fulfilment depends on the status of collections, their state of preservation and the time of their library preparation to be made available and delivered to the reading room.
24. Orders placed later than 45 minutes before the closing time of the reading room are processed on the next working day.
25. On Saturdays orders are processed between 830 am and 300pm.
26. Orders for ephemera, bibliological collections and items with shelfmarks that end with: Cim., Cym., Chr., Cim. konsp., Konsp., Min., Wyst. are processed from Monday to Friday from 830 am to 300 pm.
27. Items not collected by the reader on the day they were requested are kept in the reading room throughout the next day.

Article 5. Reading rooms

1. The following may be used within reading rooms:
2. Library collections items - in compliance with the specialisation of individual reading rooms defined in Article 1.6,
3. collection items borrowed from other libraries through interlibrary loan services,
4. own materials - after reporting them to a librarian on duty.
5. Admission to reading rooms is granted only to persons holding a valid library card. After entering a reading room, readers must deposit their library card with a librarian on duty. For one-day passes, it is necessary to present a valid proof of identity containing a photograph.
6. After depositing the library card, readers are assigned a seat in the reading rooms, the number of which is determined by the token issued by the librarian on duty.
7. The number of persons using the reading room cannot exceed the number of numbered seats.
8. In the event of loss or damage of the token with the assigned seat number, readers are obliged to cover the cost of preparation and issue of a token duplicate as per the price list.
9. Library collections are made available in the form of copies (microfilms or digital copies) or original copies in the event no other copies exist.
10. Archival copies of Polish books and periodicals from the 19th—21st century are accessible in reading rooms only in the event no other copy exists.
11. The following types of collection items are accessible in the form of original copies only with consent of the head of the appropriate department or an employee authorised by the head:
12. with call number prefix Kras. and with call number suffixes: Cim., Cym., Chr., Cim. konsp., Konsp., Min, Wyst.,
13. books printed before 1801,
14. manuscripts, including music manuscripts and manuscript maps,
15. graphic materials,
16. drawings,
17. photographs,
18. maps,
19. ephemera
20. archival copies of ephemera created before 1946,
21. archival copies of publications related to Poland released as high-rpm records, low- rpm records, audio cassettes, videotapes, CDs, DVDs, Blu-Ray discs as well as second copies of publications related to Poland released as high-rpm records,
22. other collection items requiring special care for conservation reasons.
23. Phonograph cylinders, piano rolls and audio cassettes are only available for inspection if no copies exist.
24. The reader has the right to:
25. use simultaneously no more than:
26. 3 volumes of library materials in the Heritage Collections Reading Room,
27. 5 volumes of library materials in other reading rooms in the main building of the Library,
28. 1 volume in the Manuscripts and Old Prints Reading Room,
29. hold for 6 working days:
30. in the Heritage Collections Reading Room no more than 3 volumes or library units,
31. in remaining reading rooms no more than 3 volumes or library units,
32. use collection items that have shelfmarks beginning with Kras. and with call number suffixes: Cim., Cym., Chr., Cim. konsp., Konsp., Min, Wyst. in the number established each time by the head of the appropriate department or an employee authorised by the head,
33. receive assistance of a librarian on duty with using collection items and devices available in reading rooms,
34. use their own computer equipment, i.e. laptops, tablets or other devices with the same functions.
35. Simultaneous use of the collections referred to in paragraph 10 point 1, in a greater number of volumes or library units than specified in paragraph 10 point 1 letters a - c, retention in the reading room of collections in a greater number of volumes or library units than specified in paragraph 10 point 2 letters a or b, as well as retention in the reading room of the collection for a period exceeding 6 working days requires the consent of the librarian on duty. In cases of doubt or dispute, a decision will be made upon agreement with the head of the relevant department.
36. Persons accessing musical scores may use the grand piano.
37. Persons accessing sound and audiovisual recordings are required to use the Library’s media equipment .
38. When using collection items listed in section 8, handwritten notes may only be made in pencil.

Article 6. Reproduction services

1. At a fee, readers may request that copies be made of:
2. collections which do not include works within the meaning of the provisions of the Act of 4 February 1994 on Copyright and Related Rights (Dz. U. [Polish Journal of Laws] of 2016, item 666, as amended),
3. published works for which the author’s economic rights have expired, or fragments thereof.
4. In the case of works for which the author’s economic rights have not expired, requesting copies of:
5. entire published textual works or fragments thereof,
6. published works other than textual works -

is only possible after readers have presented consent of the creator or other entity authorised to manage the author’s economic rights to the work.

1. Requesting copies of unpublished works of fragments thereof - regardless of work type - is only possible after readers have presented consent of the creator or other entity authorised to exercise the author’s moral rights.
2. In the event that an entity other than the Library is the owner of the manuscript of a textual or musical work, information on the ability to make copies of the work, which are copies of a microfilm, and the conditions thereof, is provided by a librarian on duty.
3. Copies of collection items are made in the form of:
4. digital reproductions,
5. microfilms,
6. photocopies.
7. Photocopies are not made from:
8. archival copies, marked with call number ending with A,
9. collection items with call number prefix Kras. and with call number suffixes: Cim., Cym., Chr., Cim. konsp., Konsp., Min, Wyst.,
10. collection items published before 1946,
11. manuscripts, including music manuscripts and manuscript maps,
12. graphic materials,
13. drawings,
14. photographs,
15. collection items exceeding A3 paper size,
16. other collection items requiring special care for conservation reasons.
17. Copies of collection items listed in section 6 may be made in the form of photocopies only from digital reproductions or microfilm copies thereof.
18. The Library may refuse to make copies of collection items requiring special care for conservation reasons.
19. Requests may be placed with the Office for Readers’ Orders (in person, by mail or by email) or with librarians on duty.
20. Payment rules are defined in the Price List for Reproduction and Digitisation Services introduced by a separate decree of the Director General of the National Library of Poland.
21. In the case of requests made by institutions, provisions of sections 1-10 shall apply mutatis mutandis.

Article 7. Making copies on one’s own

1. On their own, readers may make copies of collections which do not include works within the meaning of the provisions of the Act of 4 February 1994 on Copyright and Related Rights.
2. Readers are allowed to make copies of already disseminated collection items only for personal use within the meaning of the provisions of the Act of 4 February 1994 on Copyright and Related Rights.
3. The right to make copies on one’s own does not apply to:
4. archival copies, marked with call number ending with A,
5. collection items with call number prefix Kras. and with call number suffixes: Cim., Cym., Chr., Cim. konsp., Konsp., Min, Wyst.,
6. collection items exceeding A3 paper size,
7. other collection items requiring special care for conservation reasons.
8. Readers making copies on their own are personally responsible for abiding by copyright laws.
9. Making copies of collection items other than sound and audiovisual recordings on one’s own is permitted in reading rooms, with the exception of the Humanities Reading Room, according to the instructions of librarians on duty. Photographic copies must be made without flash and with the shutter sound off. Copies must be made with equipment complying with these requirements.
10. Making copies of sound and audiovisual recordings on one’s own is permitted only in the Sound and Audiovisual Recordings Reading Room with the use of the reader’s audio or video recording equipment, according to the instructions of librarians on duty.
11. Librarians on duty may stop the copy-making process if:
12. there arises danger of collection degradation, damage, or destruction,
13. it disturbs the work of other people.
14. Making copies on one’s own on terms defined in sections 1-7 is free of charge.
15. Requests to make copies of collection items on one’s own placed by institutions are considered on an individual basis by the head of the appropriate department. Making copies of collection items with the use of equipment other than a camera without flash is

performed in a room specially adapted for the purpose and under the supervision of a

librarian on duty, at a fee as per the price list.

Article 8. Rules of order

1. The Library does not grant admission to persons who:
2. are under the influence of alcohol,
3. are under the influence of narcotic drugs,
4. do not maintain basic hygiene,
5. put others in danger,
6. behave in a manner which inconveniences other Library users.
7. Vehicles other than wheelchairs and prams are not permitted in Library buildings.
8. Animals other than assistance dogs as defined in separate provisions are not permitted in

Library buildings.

1. Persons using the premises of the Library are obliged to:
2. refrain from smoking tobacco products and electronic cigarettes,
3. refrain from bringing in and consuming alcohol,
4. refrain from bringing in and consuming narcotic drugs,
5. treat Library equipment with due respect and use it in accordance with its intended purpose.
6. Persons using reading rooms and catalogue halls are obliged to:
7. leave outerwear, umbrellas, and other items, in particular luggage, briefcases, and handbags, with dimensions exceeding 300x220x30 mm, in the cloakroom. The Library provides transparent plastic bags in the cloakroom for personal items which the reader wishes to bring into reading rooms or catalogue halls,
8. refrain from bringing in food and beverages,
9. refrain from removing catalogue cards from drawers,
10. maintain silence and order,
11. comply with the instructions and directions of librarians on duty,
12. set mobile phones to silent mode,
13. refrain from making and receiving phone calls in reading rooms,
14. occupy the seat corresponding to the number on the token,
15. treat collection items with due care, in particular: open books carefully, refrain from using collection items as writing pads, propping oneself against them and propping them against the edge of the table,
16. refrain from damaging provided collection items, in particular by tearing or cutting out pages, damaging covers, underlining and making notes in the collection items, sticking sticky notes to collection items,
17. access provided sound and audiovisual recordings in such a manner that they do not cause any damage thereto, in particular by dirtying the parts containing audio or audiovisual information, scratching them, causing them to crack or shatter, deforming the medium,
18. put back the reference collection items on designated places after having consulted them,
19. refrain from taking provided collection items outside of the location they were provided in,
20. present their personal belongings when requested to by security personnel.
21. Persons using the premises of the Library are materially liable for any damage to the Library’s collections and equipment provided.

Article 9. Liability for failure to comply with the Conditions of Use

1. In the event that readers:
2. bring items referred to in Article 8.5 (1) into reading rooms or catalogue halls,
3. bring food or beverages into reading rooms or catalogue halls,
4. remove catalogue cards from drawers,
5. disturb silence or order,
6. fail to set their mobile phones on silent mode in reading rooms or catalogue halls,
7. make or receive phone calls in reading rooms,
8. occupy seats not corresponding to the numbers on the tokens,
9. behave in a manner which inconveniences other Library users -

they may be obliged by librarians on duty or the Library’s security personnel to cease the breach without delay.

1. In the event that readers:
2. fail to comply with the instructions or directions of librarians on duty or the Library’s security personnel,
3. fail to comply with the instructions of librarians on duty or the Library’s security personnel with regard to matters referred to in section 1,
4. put collections in danger of degradation, damage, or destruction,
5. destroy or damage Library equipment -

they may be obliged by librarians on duty or the Library’s security personnel to immediately return the collection items provided to them and leave the premises of the reading rooms and catalogue halls.

1. In the event that readers:
2. smoke tobacco products and electronic cigarettes in the Library building,
3. put collections in danger of degradation, damage, or destruction,
4. take provided collection items outside of the location they were provided in,
5. destroy or damage the Library’s equipment,
6. use a third party’s library card or data therefrom,
7. bring in or consume alcohol,
8. bring in or consume narcotic drugs,
9. breach other provisions hereof multiple times or in a serious manner,
10. breach the provisions of generally applicable laws while using the premises of the Library -

they may be deprived of the right to use Library collections for a period from 2 weeks to 2 years.

1. Until the matter referred to in section 3 is finally settled, the reader must leave the premises of the reading room or catalogue hall without delay upon the order of the librarian on duty or the Library’s security personnel, and his/her library card is confiscated. The decision to deprive a reader of his/her right to access Library collections shall be made within 7 days of the infraction by the head of the appropriate organisational unit of the Library, who informs the reader in writing of the period for which he/she have lost this right, as well as the reasons for the decision.
2. Within 7 days of being informed of the loss of his/her right to access Library collections, the reader may request that the Library prepare and deliver a written justification of the decision.
3. Within 14 days from the delivery of the justification of the decision, the reader may appeal against the decision in writing to the Director General of the National Library of Poland.
4. After consideration of the appeal, the Director General of the National Library or a Library employee authorised by the Director General shall decide to either maintain, modify, or repeal the decision to deprive the reader of his her right to use Library collections, and shall inform the appellant in writing of the nature of the decision. This decision is final.

Article 10. Special provision

In special circumstances, a librarian on duty may decide not to observe the rules defined herein.

DECLARATION

Warsaw,…………………

*………………………………………………………………………………*

*(name and surname of the reader)Reader’s first name and last name*

*……………………………………………………………………………*

*(profession; degree or academic title)*

*……………………………………………………………………………*

*(reader’s place of residence)*

*…………………………………………………………………..*

*(series and number of the identification document)*

*……………………………………………………………………..*

*(phone number, e-mail address, if the reader has one)* \*

I acknowledge that the personal data administrator is the National Library located in Warsaw, address: 02-086 Warsaw al. Niepodległości 213 (Data Administrator), as well as that in the Privacy Policy, available at www.bn.org.pl, and in the Information Clause for readers of the National Library, available at the National Library, the Data Administrator informs about the purpose, time period and legal basis of processing of personal data, as well as the rights to which the data subjects are entitled.

The Data Protection Inspector can be contacted at: daneosobowe@bn.org.pl

I hereby declare that I know the Regulations for the use of the National Library and I agree to comply with them.

At the same time, I declare that I have read the Privacy Policy in force in the National Library.

\*I agree / do not agree (delete as appropriate) to the processing of this personal data.

………………………………………(reader’s signature)

Warsaw,…………………………..

*…………………………………………………*

 *(name and surname of the* *statutory representative)*

statutory representative

*……………………………………………………*

*(name and surname of the person to whom consent is granted)*

*………………………………………………………*

*(place of residence of the statutory representative)*

*……………………………………………………….*

*(series and number of the statutory representative’s identification document)*

*………………………………………………………..*

*(phone number, e-mail address, if the statutory representative has one)* \*

DECLARATION OF THE STATUTORY REPRESENTATIVE

As a statutory representative of the minor

*……………………………………..*

*(name and surname)*

I hereby declare that:

1. I have read the contents of the Regulations on the use of the National Library;
2. I consent to the minor staying on the premises of the National Library without my supervision and to the minor's usage of the National Library's collection on the terms specified in the Regulations referred to in point 1;
3. I have familiarized the minor with the Regulations referred to in point 1, as well as the provisions of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2017, item 880, as amended), as well as obliging the minor to comply with them (I consent to the minor signing the declaration, constituting Annex 1 to the Regulations referred to in point 1);
4. I agree unconditionally and irrevocably, at the first request of the National Library, to repair in full all damages caused by the minor to the National Library or to third parties during the time spent by the minor on the premises of the National Library;
5. I acknowledge that the personal data administrator is the National Library located in Warsaw, address: 02-086 Warsaw al. Niepodległości 213 (Data Administrator), as well as that in the Privacy Policy, available at [www.bn.org.pl,](http://www.bn.org.pl,) and in the Information Clause for readers of the National Library, available at the National Library, the Data Administrator informs about the purpose, time period and legal basis of processing of personal data, as well as the rights to which the data subjects are entitled.

The Data Protection Inspector can be contacted at: daneosobowe@bn.org.pl.

I am aware that providing my own and the minors' personal data is voluntary, but that failure to do so will result in the inability to register and use the National Library's collections.

\*I agree / do not agree (delete as appropriate) to the processing of this personal data.

……………………………………..

(signature of legal representative) \*



BIBLIOTEKA

NARODOWA

KARTA JEDNODNIOWA / ONE-DAY PASS

data / date

imię i nazwisko/first name, last name

nr

podpis bibliotekarza / librarian's signature