REGULATIONS FOR THE USE OF THE PALACE OF THE COMMONWEALTH

Art. 1. General provisions

1. The Palace of the Commonwealth, hereinafter referred to as "the Palace", displays items from the National Library and other institutions or partners in the form of a permanent exhibition and temporary exhibitions.
2. The items presented are of exceptional value and significance for Poland's national heritage and form part of the National Library Resource.
3. Entry to the exhibitions is free of charge.
4. Information about the permanent and temporary exhibitions can be found on the Palace's website at https://palacrzeczypospolitej.pl or on the National Library's website https://bn.org.pl.
5. The Palace is under video surveillance and protected by the National Library Security Service. The purpose of the surveillance system is to ensure the safety of persons while on the Palace premises, to protect the collections and property from theft and damage, and to prevent actions that could damage the National Library.

Art. 2. Opening times

1. The Palace is open to visitors daily from 11 a.m. to 7 p.m., subject to Articles 2.3 and 6, except for:
   1) Tuesdays
   2) Easter Saturday
   3) Public holidays
2. The exclusion referred to in paragraph 1, point 3 does not apply to May 1, May 3, Corpus Christi and August 15.
3. In certain cases, the Director of the National Library may change the Palace's opening days and hours. Details of changes will be published on the website of the Palace or the National Library.

Art. 3. Rules for visiting

1. The permanent exhibition may be visited individually or in organised groups.
2. Organised groups may visit the permanent exhibition either with their own guide or by making use of the Educational Visits Programme offered by the Palace.
3. Guides are responsible for members of their group while visiting the Palace.

4. The duties of guides include:
    1) Preparing visitors before entering the permanent or temporary exhibitions, including explaining the rules of conduct inside the Palace, especially those set out in Articles 5.1 and 6.6
    2) Intervening if the members of their group behave inappropriately
5. Guides and the members of their groups must not block the visitor route, entrances to individual rooms or evacuation routes, nor may they disturb individual visitors or members of other visiting groups.
6. The National Library provides free audio guides in Polish and English.
7. Audio guides are available at the Information Desk in the Knights' Hall, where they should also be returned.
8. Free Wi-Fi is available throughout the Palace.

Art. 4. Educational Visits Programme

1. The Educational Visits Programme of the Palace offers guided tours to groups of 10 to 30 visitors.
2. Tours take place on Mondays, Wednesdays, Thursdays and Fridays between 11 a.m. and 5.30 p.m.
3. Joining a guided tour is free of charge but must be booked in advance.
4. Guided tours can be booked using the online form available on the Palace's website.
5. Confirmation is sent by email to the address provided in the online form. The confirmation email also includes information about the cancellation policy.

Art. 5. Photography and filming on the Palace premises

1. Visitors may take photographs and videos of the items on display and the interiors of the Palace for their personal use, provided that no flash or tripods are used.
2. Non-commercial photo and video sessions, in particular wedding sessions, using flash, additional lighting and other accessories for professional photography or filming, may be held on the ground floor in the Knights' Hall, the arcades, by the doors leading to the garden, on the ceremonial staircase, and on the first floor in the Caryatid Hall.
3. The production and commercial use of films or photographs depicting items in the permanent or temporary exhibitions, or the interiors or architecture of the Palace, require prior permission from the Director of the National Library.

4. The permission referred to in Article 5.3 is issued by the Director of the National Library by email or in writing, depending on how the request was submitted.
5. Photography and filming must not obstruct visitor traffic or disturb other visitors.
6. The National Library reserves the right to prohibit the photographing or filming of items not belonging to the National Library.
7. It is forbidden to photograph or film any parts of the security system located in the exhibition halls or protecting the displayed items.

Art. 6. Rules of conduct

1. The Palace premises are open to persons visiting the permanent or temporary exhibitions. The premises are also open to participants in workshops, lectures and other events; the dates of such events and details of how to take part are published on the website of the Palace or the National Library.
2. The following persons shall not be admitted to the Palace:
    1) Anyone who is intoxicated or under the influence of alcohol
    2) Anyone under the influence of narcotic drugs, substitute substances or new psychoactive substances
    3) Anyone failing to observe basic standards of hygiene
    4) Anyone who poses a threat to others
    5) Anyone whose behaviour disrupts other visitors' enjoyment of the exhibitions
3. Visitors and their bags may be subject to security screening using electronic devices designed to detect hazardous materials or items. Persons who refuse to undergo screening will not be admitted.
4. Vehicles, in particular bicycles and scooters, may not be brought into the Palace. This prohibition does not apply to wheelchairs or prams.
5. Animals may not be brought into the Palace, nor may visitors remain on the premises with them. This does not apply to assistance dogs, which are permitted under separate regulations, nor to other dogs provided that they are kept on a lead, behave calmly and do not cause inconvenience to visitors. Dog owners and handlers are responsible for their dogs' behaviour.
6. While on the Palace premises, visitors are required to:
    1) Deposit any items larger than 40×30×20 cm in the cloakroom
    2) Not leave baggage or other belongings unattended
    3) Refrain from smoking or using e-cigarettes

4) Not bring in or consume alcohol
5) Not bring in or use narcotic drugs, substitute substances or new psychoactive substances
6) Not bring in dangerous or sharp objects or hazardous substances
7) Not bring in or consume food or drink, except for water in a bottle with a closed cap
8) Avoid touching the exhibits, display cases, frames, furnishings, interior decorations, windows and walls
9) Use emergency exits only when necessary, such as during an alarm, a life- or health-threatening situation or on instruction from Palace staff
10) Treat the Palace's furnishings with respect and use them only as intended
11) Avoid loud or disruptive behaviour, or any actions that may endanger others
12) Not engage in commercial, promotional, political or religious activity
13) Not bring in dogs without a lead
14) Not leave dogs unattended
15) Comply with all generally applicable laws

7. The restriction in paragraph 6, point 13 does not apply to assistance dogs.
8. If the maximum number of visitors allowed on the premises is reached, or in exceptional circumstances, a member of the National Library's staff may temporarily suspend further entry.

Art. 7. Final provisions

1. Persons who fail to comply with these Regulations, behave in a manner that endangers the safety of the collections, other visitors or National Library staff, as well as persons who are intoxicated, under the influence of narcotic substances or who breach general standards of behaviour in public places, may be required by a member of the National Library's staff to leave the Palace immediately.
2. Visitors who are responsible for minors or persons with restricted legal capacity are liable for any damage caused by them.
3. Visitors are obliged to follow the instructions of National Library staff concerning the use of exhibitions and participation in events held in the Palace.
4. Entry to the Palace premises constitutes acceptance of these Regulations.

Art. 8. Special provision

In exceptional circumstances, the Plenipotentiary of the Director of the National Library for the Palace of the Commonwealth, or the duty librarian at the Information Desk in the Knights' Hall, may decide to waive certain provisions of these Regulations.