

Information on the procedure for obtaining permission to ship library materials abroad

Submissions may be sent to the address of the National Library, or presented in the Chancellery (room 283) from 10:00a.m. to 2:00p.m. (tel. 22 608 2464).

The person making a submission to the National Library provides :

1. a submission including relevant personal information, the country, and the purpose of shipment (e.g., a gift, sale, family souvenir).
2. a clear and legible listing of library materials, with the following descriptive elements

- cat. number
- first and last name of author (authors)
- title
- indication of the order of publishing
- itemization of volumes
- place and year of publication
- publisher's name
- information on ownership markings (ex libris, stamps, signatures, dedications) ,
handwritten annotations found on the volume
- for magazines, year and edition number must be given

3. a declaration of the following form:

“I hereby swear that the materials I have described below are my own possessions and are free of legal liability and are not subject to seizure by court or administrative execution”

4. if the subject of a submission is that of special collections, i.e., early prints (published before 1800), manuscripts, cartographic, iconographic, or musical materials (especially scores), it must be presented to the headquarters of the National Library for examination.
5. **the treasury fee**, in accord with the act of November 16, 2006 Dz. U. nr. 225, poz. 1635

- for issuing permission to ship abroad	17.00 zł
- for issuing permission	
for temporary shipment	44.00 zł
for permanent shipment	25% of the value of the item, as determined by experts

The treasury fee must be paid into the account of the City of Warsaw, Ochota district – address: ul. Grójecka 17 a, 02-021 Warszawa;
Account number: **95 1030 1508 0000 0005 5002 4055**
With annotation: shipment abroad of library materials.
National Library, al. Niepodległości 213, 02-086 Warszawa

6. The submission must include a copy of the item's appraisal, as determined by an expert, and a copy of treasury fee payment.
7. Permission is issued in just a single copy, unless the person submitting requests otherwise.
8. Materials sent to the National Library are returned in the same manner (in person, by post). Parcels are sent at the owner's cost.
9. The time period for extending permission is from one week to one month from the date the complete set of necessary materials was submitted to the National Library. In some cases the National Library may require more time to make its determination.

Information and additional clarification may be obtained be obtained in writing via e-mail: ochrdobr@bn.org.pl

Legal bases:

1. The statute of July 23, 2003 on the protection of monuments and their care, Dziennik Ustaw nr. 162, poz. 1568
2. The statute of November 16, 2006 on the treasury fee, Dziennik Ustaw nr. 225, poz. 1635