

Regulations of the Recorded Sound and Audiovisual Documents Reading Room

1. The Recorded Sound and Audiovisual Documents Reading Room provides access to sound and audiovisual materials, as well as books and magazines from the reference library. The collections can be accessed by everyone who is more than 18 years of age. In justified cases (on the basis of a reference letter from school) they are also available to pupils who have completed middle school (*gimnazjum*, in the Polish system), especially for pupils preparing for their high school graduation final exam (*matura* in Polish) and for participants of national contests.
2. The collections are available primarily to scholars and students in connection with their studies. Other persons can use them with the permission of the head of the Institute of Sound and Audiovisual Documents Collections, if it is connected with their professional career, artistic activity or education.
3. A library card issued at the registration desk after signing a statement agreeing to follow the Regulations entitles use of the Music Reading Room. In order to get a seat in the reading room one needs to leave his or her library card at the entrance. If it is without a photo, then a valid photo ID is required as well. Readers receive their library cards free of charge. In the case of loss, a duplicate is issued for an appropriate fee.
4. In the Sound and Audiovisual Documents Reading Room readers can use:
 - copies of materials gathered in the collections of the Institute of Sound and Audiovisual Documents Collections;
 - in justified cases, also original materials: CDs, videocassettes, additional examples of analogue records, and cassette tapes that qualify as *Polonica*, as well as other analogue records and cassette tapes;
 - in exceptional cases, materials borrowed from other reading rooms of the National Library and from music prints borrowed from the Institute of Music Collections;
 - their own materials, after having declared them to the librarian on duty.

The remaining documents safeguarded at the laboratory are available for inspection only. Archival documents concerning Poland issued on analogue records or tapes can be exceptionally made accessible in the form of one-time listening with permission of the head, if playing them is necessary for certified scholarly, artistic, or educational purposes.

5. Materials are delivered to the reading room on the basis of legibly filled out book requests submitted by 3:30 p.m. on Wednesdays and by 2:30 p.m. on other days. Book requests submitted later are fulfilled the next working day.
6. If the reader does not show up and ask for requests within a week, the materials set aside for him or her are sent back to the storage magazine. The reader may ask for an extension within an appropriate period.
7. The user has the right:
 - to receive up to 5 sound documents at a time, or 1 audiovisual document; in justified cases the librarian on duty may accept a larger number of requests;
 - to obtain the assistance of the librarian on duty with using the materials supplied and the equipment available in the reading room;

- to make use of personal computers with the knowledge and permission of the librarian in charge, and under specific conditions and in a designated place;
- to order paid copies (e.g., photocopies, microfilms) of materials from the reference collection and of printed materials attached to sound or audiovisual documents in a scope allowed by copyright laws.

8. Persons using the reading room are obliged:

- to leave their coats in the cloakroom,
 - to sign into the visitor's book,
 - to work quietly,
 - to take their assigned seat in the reading rooms,
 - to take care of the materials made available in accord with the guidelines of the librarian on duty, and to use the materials supplied in such a way as not to damage or destroy them (for instance, by making dirty the part containing sound information, by making markings on them, or cracking, shattering or misshaping them),
 - not to copy sound or audiovisual documents,
 - not to cross out, underline, or trace anything, nor to make notes on materials made available to them, nor to use books or scores as pads while writing, or lean on them,
 - not to use inks or felt pens, and to be careful when making notes with a ball-point pen,
 - to return materials from the reference library to their proper places,
 - to return sound and audiovisual materials to the librarian on duty,
 - not to take materials made available in the reading room out from it,
 - not to use their own copying or recording equipment, or cell phones,
 - not to bring their briefcases, backpacks, or handbags to the reading room,
 - not to copy/scan documents with their own devices
 - to register in the book of readers right after entering the room,
 - not to bring food and/or beverages into the reading room.
- 9 The reader is materially responsible for any damages to Library property and Library equipment that has occurred through his or her fault. For losing a number for a seat in a reading room the reader is charged a relevant fee.
- 10 Failure to follow the rules or improper behavior may result in loss of the reader's library card, and consequently the right to enter the Recorded Sound and Audiovisual Documents Reading Room (and indeed the right to use any of the National Library's collections).