

Regulations of the Cartographic Collection Reading Room of the National Library

1. The Cartographic Collection Reading Room makes available the following cartographic materials: plans, maps, atlases, and its reference collection.
2. The collections are made available to scholars and – in special cases – students and representatives of institutions, but only after these have submitted a formal request from their professor or institution, in which the intended research topic is defined. Said request must then be accepted by the head of the Cartographic Collection Department.
3. The right to use the collections of the Cartographic Collection Department is valid for a stipulated period of time, one necessary to conduct research work, but not longer than one year. Once that period has passed, the reader must again document his or her need to make further use of the collections.
4. The reader may make use of the collections after having signed a statement agreeing to observe the Regulations. That statement is to be filled out on the basis of two identification documents (a personal ID and a second that bears a photograph). After that, the reader must always leave one of those ID documents with the librarian on duty, and then legibly sign his or her name into the visitor's book. These same principles concern persons who make use only of the catalogues and the reference collection.
5. When in the Cartographic Collection Reading Room one may make use of:
 - the reference collection;
 - the materials gathered in the collections of the National Library, primarily in the form of copies (photocopies, microfilms), and in special cases of originals, although only with the permission of the head of the Cartographic Collection Department;
 - one's own materials, brought in with the permission of the librarian on duty.
6. Ordering collections (including from the reference collection) takes place on the basis of legibly filled out request forms (all catalogue numbers must be given):
 - request forms should be submitted before 2:30 pm, and on Wednesdays before 3:30 pm;
 - after having submitted a request, the reader will be informed concerning how long he or she must wait for their request to be fulfilled. This is dependent on the status of an object and the time required for preparing to make it available;
 - requests submitted after the above hours will not be fulfilled until the next day.
7. All early print and manuscript maps and atlases requiring special conservation care, along with archival editions, are made available only in justified cases, and with the permission of the head of the Cartographic Collection Department.
8. Ordered materials are returned to the storage magazines if the reader does not report for them within 7 days. Within an appropriate time, the reader may request an extension of that time.
9. The reader has the right:
 - to single-time use of one volume (an atlas or book) or two maps. The permission of the librarian on duty, or – in special cases – the head of

the Department, is required for single-time use of a larger number of items;

- to obtain the assistance of the librarian on duty in making use of the catalogues of the collections;
- to use his or her own computer. However, this requires the knowledge and permission of the librarian on duty, and must occur under specific conditions and in a designated place;
- order paid copies (photocopies, microfilms) of materials from the collections of the Cartographic Collection Department in a scope allowed by copyright laws and with regard to the given item's state of preservation. The principles for using such materials for publication are described in separate rules.

10. Persons using the catalogues and collections of the Cartographic Collection Department are obliged:

- to leave their coats, umbrellas, briefcases, and hand-bags in the cloakroom,
- to sign into the visitor's book,
- to work quietly,
- to take care of the materials made available,
- not to cross out, underline, or trace anything, nor to make notes on materials made available to them, nor to use books as pads while writing, or lean on them,
- not to use any kind of ink or felt pens: all notes must be made only with pencil,
- not to take materials made available in the reading room out from it: when leaving the reading room (even if just briefly) all borrowed materials must first be returned to the librarian on duty,
- not to bring food and/or beverages into the reading room,
- to observe the guidelines of the librarian on duty concerning the use of the materials supplied,
- not to copy or scan materials with their own equipment,
- not to remove catalogue cards from their drawers,
- not to use cell phones.

11. Materials for filming are made available only with the permission of the head of the of Cartographic Collection Department.

12. The reader is materially responsible for any damages to Library property and Library equipment that has occurred through his or her fault. For losing one's number for a seat in the reading room the reader is charged with 15-złoty fee.

13. Failure to follow the rules or improper behavior can result in loss of the reader's library card, and consequently the right to use the collections of the Cartographic Collection Reading Room (and indeed the right to use any of the National Library's collections).