

Regulations for the Ephemera Collection Reading Room

1. The Ephemera Collection Reading Room provides access to documents collected by the Ephemera Department. These collections can be used by persons who are 18 years of age or more. 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. Some categories of collections of social life documents from the years 1801-1945, because of their unique character, are available primarily to scholars and students on the basis of their studies. Other persons can use them with the permission of the director of the Ephemera Department if it is connected with their professional career, artistic activity or education.
3. A library card is issued by the registration desk after signing a statement agreeing to follow the Regulations. In order to get a seat in the Ephemera Collection Reading Room the reader needs to leave his or her reader's card with a valid ID and photo and to register in the book of readers.
4. In the Ephemera Collection Reading Room readers can use:
 - the reference library,
 - the collections of documents on social life.
5. Requesting materials occurs on the basis of legibly filled out book requests. Book requests should be submitted by 2 p.m. After submitting a book request, the reader receives information on how long he or she must wait (this depends on the type of material). Book requests submitted after 2 p.m. are fulfilled the next day. Requests for cimelia are fulfilled from Monday to Friday, between 10 a.m. and 1 p.m.
6. If the reader does not show up and ask for their request within 6 days, the materials are sent back to the storage magazines. Readers have the right to ask for an extension at an appropriate time.
7. The reader has the right to:
 - seek the help of the librarian on duty in using the catalogues of documents on social life and databases,
 - submit 5 book requests at one time (in justified cases, the librarian on duty can accept more),
 - keep in the reading room a specific number of requested items for 6 days,
 - use their own equipment (computers, etc.), but only with the knowledge and permission of the librarian on duty, and under specific conditions and in a designated place,
 - request paid copies (photocopies, microfilms, digital copies) of materials from the collections of documents on social life in a scope allowed by copyright laws and in accordance with the rules established by the National Library. For example, copies of original prints from the years 1801-1945 – especially protected publications, archival items, and items in a poor state of preservation –are not copied.
8. Persons using the collections of documents on social life are obliged:
 - to leave their coats, briefcases, backpacks, handbags, opaque plastic bags, etc (laptops can be brought in in close-fitting cases) in the cloakroom,
 - to register in the readers book,
 - to work silently,

- not to use mobile phones in the reading room or in front of the door to the reading room,
 - to take care of materials made available,
 - not to bring into the reading room their own materials,
 - not to underline anything or to make notes on materials made available for them,
 - to know that using ink, pens, and ballpoint pens or markers is forbidden; taking notes may only be done by using a pencil,
 - not to take available materials beyond the reading room; even in the case of leaving the reading room for a short break the reader is obliged to show the librarian on duty the materials he or she is using,
 - not to bring food and/or beverages into the reading room,
 - to follow the guidelines of the librarian on duty as concerns handling the materials made available,
 - not to copy/scan documents with their own devices (photographing and filming available materials may take place in accordance with defined principles and is a paid service).
9. The reader is materially responsible for any damages to Library property and Library equipment that has occurred through his or her fault.
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 Ephemera Reading Room (and indeed the right to use any of the National Library's collections).