

Regulations for using book collections in the reading rooms of the National Library

Reading Rooms: Main, Periodicals, Humanities, Librarianship and Information Science, and Microform

1. In the reading rooms books and magazines from the 19th to the 21st centuries are made accessible, as are various categories of collections from the fields of bibliography, information studies, archival science, microfilms, and microfiches. The collections can be used by all persons who are at least 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 library card issued by the registration desk, after signing a statement agreeing to follow the Regulations, entitles use of the reading rooms. In order to take a seat in reading room of your choice, you need to deposit your library card there with a photo. If your library card has no photo, then you must provide a photo ID. Each reader receives their library card free of charge. For the issue of a duplicate (in the case of loss), the reader is charged a fee of 10 zloties. In extraordinary circumstances, but no more than three times within a two-year period, the reader who possesses a library card may be given a one-time card. After the expiration of your library card, you must again go through the registration procedure.
3. Each library card is issued on the basis of a personal ID card, passport, valid student ID or pupil ID card (together with reference letter from the pupil's school), or driving license. Foreigners are registered on the basis of their passport, permanent residence card, or driving license.
4. Only readers with a valid library card or badge with a seat number are allowed to be present on the premises of the Library. The reader is obliged to present them if demanded by the librarians on duty or security service employees.
5. The Library's collections are made accessible in the reading rooms in accordance with the principles defined in the "General rules on using book collections in the reading rooms of the National Library". Readers may use the following in the reading rooms:
 - materials gathered in the collections of the National Library – originals, or if the materials are reproduced, as copies (microfilm, microfiches, photocopies);
 - materials brought from other libraries within the framework of inter-library loan;
 - the reader's own materials, but only after having been declared to the librarian on duty in the given reading room.
6. The use of collections under special protection, which include cimelia, protected publications, and archival Polish books and magazines from the 19th to the 21st centuries, is limited:
 - cimelia and protected publications are available for scholarly research;
 - archival Polish books and magazines from the 19th to the 21st centuries are made available in reading rooms in exceptional cases, and only if the National Library's collections are missing a second or other copy of the title in question.
 - materials are delivered on the basis of legibly filled out book request forms (giving all catalogue numbers of requested publications is obligatory). From 45 minutes before reading room closing time new orders are not accepted for

the same day. Requests for protected publications and cimelia are carried out from Monday to Friday from 8:30 am. to 15:00 pm.

At the Reference Centre readers use materials found only in the central catalogue.

7. The reader has the right to:
 - submit 5 book requests at a time (in justified cases, the librarian on duty may accept more),
 - keep in the reading room a specific number of ordered items for up to 6 days,
 - ask for the help of the librarian on duty in using devices available in reading rooms and at the Reference Centre (computers, the microfilm and microfiche readers, optical disc player, etc.),
 - use their own equipment, such as typewriters, computers, tape recorders, etc., but only with the knowledge and permission of the librarian on duty, and under specific conditions and in a designated place,
 - order paid copies (photocopies, microfilms) of materials from the National Library's collections in a scope allowed by copyright laws and in accordance with the rules established by the Library. For example, copies of original prints from the 19th century, of cimelia and protected publications, as well as of archival items and materials in a poor state of preservation are not copied.
8. Persons using the reading rooms, catalogues, and the Reference Centre are obliged:
 - to leave their coats, briefcases, backpacks, handbags, opaque plastic bags, etc (laptops can be brought in close-fitting cases) in the cloakroom. The Library provides transparent bags for small items the reader wishes to take into the catalogues and reading rooms area,
 - not to bring food and/or beverages into reading rooms, the Reference Centre, and catalogues area,
 - to work quietly,
 - to take the seat in a reading room for which he or she has been given a number,
 - to be careful with all materials made available. This includes a ban on underlining and tracing, and using books or magazines as pads while writing,
 - to put materials used in the Reference Centre back in their proper places,
 - never to take materials made available beyond the reading rooms or Reference Centre,
 - not to use mobile phones. Mobile phones must be turned off when taken into a reading room, catalogue, or the Reference Centre (failure to observe this will be punished with suspension of the reader's Library card for a period of one month),
 - 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. Persons who are on the premises of the Library are obliged – if asked by a security service employee or librarian on duty – to show the materials he or she is carrying.
10. The reader is materially responsible for any damages to Library property and Library equipment that has occurred through his or her fault.
11. For losing the number for a seat in a reading room the reader must pay a 15-złoty fee.
12. Failure to follow the rules or improper behavior may result in the loss of the reader's library card, and consequently the right to enter the National Library's reading rooms.
13. At the registration desk there is a book in which the reader may make remarks, proposals, claims, and/or complaints. Remarks that include one's first name, surname and address will be answered by the National Library within 14 days.