

## Regulations of the Music Reading Room

1. The Music Reading Room provides access to music manuscripts and prints as well as books and magazines in the reference library. The collections can be accessed by anyone 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. Collections which are specially protected – music manuscripts, early music prints, the rarest music prints, and severely damaged items – are available with limitations (see point 9).
3. A library card issued at the registration desk after signing a statement to follow the Regulations entitles use of the Music Reading Room. In order to get a place in the reading room one needs to leave his or her library card with a photo. If it is without a photo, then a valid ID with a photo 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. Readers in the Music Reading Room may use:
  - materials gathered in the collections of the Department of Music Collections or borrowed from other collection of the National Library – in their original form, or if they have been reproduced, as copies,
  - materials brought from other libraries within the framework of inter-library loan (if requested items are not found in the collections of the National Library);
  - the reader's own materials after declaring them to the librarian on duty.
5. Materials are delivered to the reading room on the basis of legibly filled out book requests (providing all the catalogue numbers of the requested item is obligatory). Requests for music collection items should be submitted by 2:30 p.m. (on Wednesdays by 5:30 p.m.). Book requests submitted later are fulfilled the next day.
6. If the reader does not show up and ask for their request within 6 days, the materials set aside are sent back to the storage magazines. Materials brought from other libraries are sent back within the period determined by their owners. Reader can ask for an extension within an appropriate period.
7. Readers have the right to:
  - receive 5 prints or 1 manuscript at a time. In justified cases the librarian on duty can accept more orders; for simultaneous use of more items the permission of the head of the Department of Music Collections (or a person authorized by him or her) is necessary,
  - seek the help of the librarian on duty in using equipment available in the reading room (computers, piano; use of the piano requires permission of people present in the reading room, as well as the permission of the librarian on duty, and must occur under specific conditions and in a designated place),
  - use their own equipment (computer, typewriter, tape recorder etc.), but this requires the permission of the librarian on duty, and occur under specific conditions and in a designated place,
  - request paid copies (photocopies, microfilms) of materials from the collections of the National Library in a scope allowed by copyright laws and with regard to the state of the relevant item's preservation.
8. Persons using the Music Reading Room are obliged:

- to leave their coats in the cloakroom,
  - not to bring their briefcases, backpacks, or handbags into the reading room,
  - to register in the book of readers right after entering the room,
  - to take the seat in the reading rooms according to the number issued,
  - to work quietly,
  - to take care of the materials made available, and to follow the guidelines of the librarian on duty,
  - not to cross out, underline, or trace anything, nor to make notes on materials made available for them, use books or scores as pads while writing, nor lean on them,
  - to return used materials from the reference library to their proper places,
  - not to take materials made available outside the reading room,
  - not to use mobile phones,
  - not to copy/scan documents with their own devices,
  - not to bring food and/or beverages into the reading room.
9. Concerning the use of collections under special protection (music manuscripts, early music prints, the rarest music prints, and also severely damaged objects):
- original materials under special protection can be made accessible only with the permission of the head of the Institute of Music Collections or persons authorized by him or her,
  - protected materials are available only for scholars. Other people, for example students or institutional employees, have to present a written recommendation from their professor or superior, or a certificate of the relevant management body defining the subject of intended studies and then receive the permission of the head of the institute whose collections they wish to use,
  - in order to use collections under special protection you must – besides leaving your valid library card – present a photo ID,
  - making accessible to readers music manuscripts under copyright is possible only after presentation of the author's (or his legal beneficiaries') permission,
  - while using the object under special protection it is required:
    - to use a table dedicated to this category of objects,
    - in case of music manuscripts, to sign in to the manuscript's registry,
    - to know that use of inks, pens, ballpoint pens or markers is forbidden; while making notes one may use only a pencil,
    - to follow the guidelines of the librarian on duty as concerns handling the objects made available,
    - to know that it is forbidden to make copies (it is possible to make photocopies of microfilms only),
    - to leave materials being used with the librarian every time one wishes to leave.
10. 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 the relevant fee
11. 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 Music Reading Room (and indeed the right to use any of the National Library's collections).