

## Regulations of the Special Collection Reading Room

1. The Special Collection Reading Room provides access to manuscripts, early printed books and microfilms.
2. The Special Collection Reading Room is dedicated to scholars. Students and 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 must then receive permission from the manager of the department whose collections they wish to use.
3. The right to make use of the collections of the Special Collection Reading Room is honored for a fixed term, i.e., that necessary to conduct the research work. However, this is not longer than 1 year. After expiration of this term the reader must again substantiate his or her need to further use the special collections.
4. The reader can use the reading room after filling in the statement on following the Regulations, presentation of two ID documents (one ID and one other document with a photo, in case of foreigners – a passport) and leaving one of these documents in the custody of the librarian on duty. The same rules concern persons using only the catalogues and reference libraries. The Special Collection Reading Room recognizes neither the yellow nor blue library cards issued in the main building of the National Library.
5. In the reading room readers may use:
  - the reference library and the reference libraries of the following Departments: Manuscripts, Early Printed Books, and Iconographic Collection during their hours of operation;
  - materials gathered in the collections of the National Library; if there is a substitute form (microfilm, microfiche, photocopy) making the original accessible requires the permission of the department's head (book request approval). In cases where all requested materials are recorded as microfilms, the reader is obliged to use the Microform Reading Room in the building at al. Niepodległości 213;
  - materials from the special collections of other libraries (if requested items are not found in the microfilm collection of the National Library) brought by the Section of Making Special Collections Available;
  - their own materials, after declaring them to the librarian on duty, on condition that they use the main collection of the Special Collections Department.
6. Book requests for special collections (and from the reference library) submitted by 2:30 p.m. are fulfilled the same day, except Saturdays. After submitting book requests readers are informed on how long they must wait for their requests, depending on the status of the item and time needed to prepare the item for use. Book requests submitted after 2:30 p.m. are fulfilled the next working day of the special collections magazines. On Saturdays the storage magazines are closed.
7. Materials are delivered to the reading room on the basis of legibly filled out book requests (giving all the catalogue numbers of the requested item is obligatory).
8. If the reader does not show up and ask for their request within 6 working days, the materials from the National Library's collections are sent back to the storage magazines. Materials brought from other libraries are sent back in a term determined by their owners. The reader can ask for an extension (in person or by phone) if this is done reasonably early.
9. Readers have the right to:

- use one volume of an early print or one manuscript; for simultaneous use of more items the permission of the librarian on duty or – in particular cases – the head of the relevant institute is needed,
- seek the help of the librarian on duty in using devices available in the reading room (computers, microfilm and microfiche readers, etc.)
- 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 National Library's special collections in a scope allowed by copyright laws and with regard to the item's state of preservation.

10. Persons using the reading room are obliged:

- to leave their coats, briefcases, handbags, etc. in the cloakroom,
- to register in the visitors book,
- to work quietly,
- to take care of the materials made available,
- not to underline anything or to make notes on materials made available for them, nor to lean against them or place them on the edge of the table,
- to sign in to the registry attached to the manuscripts,
- not to use inks, pens, ballpoint pens or markers, as this is forbidden; while making notes one may use only a pencil,
- to return all used materials from the reference library to their proper places,
- not to take available materials beyond the reading room; even in 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 take the place in reading rooms indicated by the librarian on duty,
- not to use mobile phones,
- not to copy/scan documents with their own devices.

11. The reader is materially responsible for any damages to Library property and Library equipment that has occurred through his or her fault.

12. Failure to follow the rules or improper behavior (such as disturbing the silence, disturbing the work of other readers, questioning the legitimacy of the Regulations, and being intoxicated in any form, may result in the loss of the right to enter the Special Collection Reading Room (and indeed, the right to use any of the collections of the National Library).