

## **CONDITIONS OF USE OF THE NATIONAL LIBRARY OF POLAND DURING THE COVID-19 EPIDEMIC**

### **Article 1. General provisions**

1. The collections of the National Library of Poland hereinafter referred to as “the Library,” may be used by persons who possess the full capacity to perform acts in law.
2. Minors aged 13 or above, and other persons whose capacity to perform acts in law is limited, may use the Library’s collections with the written consent of their legal representative.
3. Some of the Library’s collections, in particular those belonging to the National Library Resources, are available first and foremost for academic purposes.
4. Information on the right to access collections and the conditions for doing so is provided by the Duty Librarian.
5. Collections brought from the Library’s storerooms and the reference collections of individual reading rooms may only be consulted in the reading rooms.
6. The Library’s main building at Aleja Niepodległości 213, Warsaw, houses the following reading rooms:
  - 1) Main Reading Room, for consulting books and periodicals from the 19th to 21st century, microfilms and the collections listed in Articles 4.8, 4.9 and 4.11
  - 2) Heritage Collections Reading Room, for consulting manuscripts
7. Reading rooms may only be accessed by holders of a valid personal library card.
8. Readers may consult the on-line catalogues of the Library, microfilm catalogues, digital resources and the Internet. Digital resources may be accessed through the designated computer terminals in the Library’s main building and through the wireless network.
9. The rules on interlibrary loans, access to the collections of the Donation of Polish Writers in the House of Literature library, the Archive, using the Access Point for Disabled Persons, the Internet, digital resources, accessing the computer network, and the cloakroom are covered by separate regulations issued by the Director General of the National Library of Poland, which are available for inspection in the Library’s offices and on the website.
10. Comments regarding the Library’s services should be submitted to the Reader Registration Office. The Library responds to comments submitted with full name and address within 14 days.

### **Article 2. Opening hours and regular interruptions to Library services**

1. The reading rooms provide access to collections during the following times:
  - 1) Main Reading Room: Monday to Saturday, 8.30 a.m. to 1 p.m., 1.30-6 p.m., 6.30-8.30 p.m.
  - 2) Heritage Collections Reading Room: Monday to Friday, 8.30 a.m. to 12.30 p.m., 1.30-5.30 p.m.
2. The reading rooms close for ventilation and the disinfection of surfaces, floors, door handles and keyboards at the following times:
  - 1) Main Reading Room: 1-1.30 p.m., 6-6.30 p.m.

- 2) Heritage Collections Reading Room: 12.30-1.30 p.m.
3. The Library is closed to readers on the following days:
  - 1) Sundays
  - 2) Easter Saturday
  - 3) Public holidays
  - 4) December 24-31
4. The Director General may change the opening days and hours of individual reading rooms as necessary; these changes will be announced on the Library's website.

### **Article 3. Library card**

1. Library cards, valid for ten years, are issued free of charge by the Reader Registration Office on presentation of a valid identity document (identity card, passport, driving licence). Readers must sign a declaration of compliance with the Conditions of Use of the National Library of Poland during the COVID-19 Epidemic – see Annex 1.
2. During the registration process a photograph of the holder is taken, free of charge, solely for the purpose of issuing the library card. These photographs are not stored.
3. In the case of minors aged 13 or above and other persons whose capacity to perform acts in law is limited, a library card may be issued after they have signed the declaration of compliance with the Conditions of Use of the National Library of Poland During the COVID-19 Epidemic referred to in Article 3.1, and after their legal representative has submitted the declaration of consent referred to in Article 1.2 – see Annex 2.
4. In the case of minors aged 13 or above, a school identity card is also considered a valid identity document.
5. In the case of loss of the library card, readers should report the loss to the Reader Registration Office immediately.
6. Replacement library cards may be issued after the reader files a written declaration of loss or damage to the library card. Readers are obliged to cover the cost of replacement library cards in accordance with price list.
7. Readers must inform the Library of any changes in the personal data required for the declaration of compliance with the Conditions of Use of the National Library of Poland.
8. Readers are responsible for consequences arising from neglect of the obligations outlined in Articles 3.5 and 3.7. In the event of failure to notify the Library of a change of address, letters sent by the Library to the reader's previous address shall be deemed to have been delivered.
9. Registered readers may obtain a one-day pass twice in every calendar year.
10. Readers who wish to stop using the Library should file a request with the Reader Registration Office for their personal data to be deleted.
11. Sharing library cards, or the data on library cards used for logging in, is prohibited.
12. Library cards remain the property of the Library.
13. A sample library card and one-day pass are shown in Annex 3.

#### **Article 4. Access to collections**

1. To consult items from the Library's collections, readers must reserve a seat in the reading room at one of the following times: 8.30 a.m. to 1 p.m., 1.30-6 p.m., 6.30-8.30 p.m.
2. A maximum of one reservation per day, for a specific time slot, is permitted.
3. A new reservation is possible once the current reservation has been used or cancelled.
4. Readers may cancel reservations by telephone or email.
5. Readers may reserve seats:
  - 1) In the Main Reading Room, by using the Library's main electronic catalogue
  - 2) In the Heritage Collections Reading Room, by sending an email to the head of the Manuscript Depository
6. Items from collections are delivered to the appropriate reading room after being requested electronically via the Library's main electronic catalogue, accessible through the Library's local network or the Internet, subject to Articles 4.7-4.11.
7. The following items may not be requested electronically:
  - 1) Archival copies of books from the nineteenth to the twenty-first century marked with the call number A
  - 2) Collection items with the call number Kras. or with call numbers containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst.
  - 3) Ephemera
  - 4) Graphic materials
  - 5) Drawings
  - 6) Photographs
  - 7) Maps
  - 8) Musical scores
  - 9) Manuscripts, including music manuscripts and manuscript maps
  - 10) Early printed books
8. Archival copies of books from the nineteenth to the twenty-first century marked with the call number A, collection items with the call number Kras. and with call numbers containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. and Wyst. and ephemera may only be requested through the Duty Librarian, by email or telephone.
9. Graphic materials, drawings, photographs, maps, musical scores and manuscripts (including music manuscripts and manuscript maps) may only be requested through the head of the relevant department, by email.
10. Early printed books may only be consulted in digital form via the POLONA digital library. Readers may request items for digitisation using the contact form.
11. In specific cases, where necessary for research purposes, original copies of early printed books may be consulted. Readers should send a request by email to the head of the Early Printed Books Depository explaining why it is necessary for them to consult the original.
12. Periodically, collections other than those referred to in Article 4.7 may be excluded from electronic requests.
13. Readers may request no more than three library items for the Main Reading Room at any one time.
14. The head of the Manuscript Depository shall determine how many volumes a reader may request for consultation in the Heritage Collections Reading Room.
15. Requesting a greater number of items at any one time than the amount stated in Article 4.13 requires the approval of the Duty Librarian. Where there are doubts or disputes, a decision is made after consulting the head of the relevant department.

16. Requests made less than 45 minutes before the closing time of a reading room are processed the next working day.
17. On Saturdays, requests are processed from 8.30 a.m. to 3 p.m.
18. Processing of requests depends on the status and conservation state of the items, as well as the time required to have them fetched and delivered to the reading room.
19. Requests for ephemera, items from the bibliographic and cartographic collections, items with call numbers Kras. and items with call numbers containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. and Wyst. are processed Monday to Friday, from 8.30 a.m. to 3 p.m.
20. Items not collected by the reader on the day they are requested are kept in the reading room for the two following calendar days.

## **Article 5. Reading rooms**

1. Only readers who have reserved seats may enter the reading rooms.
2. Readers must leave the reading rooms during the breaks referred to in Article 2.2.
3. The following items may be used in the reading rooms:
  - 1) Items from the Library's collections, in accordance with the specialisations of the different reading rooms, as defined in Article 1.6
  - 2) Readers' own materials, after showing them to the Duty Librarian
4. Admission to the reading rooms is only granted to persons holding a valid library card. After entering the reading room, readers must deposit their library card with the Duty Librarian. In the case of one-day passes, users must also present a valid identity document with photograph.
5. After depositing their library card, readers are assigned a seat in the reading room on the basis of a numbered token issued by the Duty Librarian.
6. The number of people using the reading room may not exceed the total number of numbered seats.
7. In the event of loss or damage of the numbered token, readers are obliged to cover the cost of replacement in accordance with the price list.
8. Items from the Library's collections are made available in the form of copies or, where no copy exists, the original.
9. Archival copies of Polish books and periodicals from the nineteenth to twenty-first century are made available in the reading rooms only if no other copies exist.
10. The following types of items are only made available as original copies with the consent of the head of the appropriate department or an employee authorised by them:
  - 1) Items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst.
  - 2) Manuscripts, including music manuscripts and manuscript maps
  - 3) Graphic materials
  - 4) Drawings
  - 5) Photographs
  - 6) Maps
  - 7) Ephemera
  - 8) Early printed books
  - 9) Other items requiring special care for conservation reasons
11. Readers may:
  - 1) At any given time, use no more than three volumes or items from the Library's storerooms in the Main Reading Room

- 2) Use items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst. in a quantity determined on a case-by-case basis by the head of the appropriate department or an employee authorised by them
  - 3) Receive assistance from by the Duty Librarian in using items from the collections or equipment available in reading room
  - 4) Use their own computer equipment, that is to say, laptops, tablets or other devices with a similar function
12. Using the items referred to in Article 5.11 (1) in greater quantities at the same time than those provided for in Article 5.11 (1) requires the permission of the Duty Librarian. Where there are doubts or disputes, a decision is made after consulting the head of the relevant department.
13. When using any of the items listed in Article 5.10, handwritten notes may only be made in pencil.

## **Article 6. Reproduction and digitisation services**

1. Readers may request, for a fee, copies of:
  - 1) Items (copies) which do not include works within the meaning of the provisions of the Act of February 4, 1994 on Copyright and Related Rights (Dz. U. [Polish Journal of Laws] of 2019, item 1231 and of 2020, item 288) – hereinafter called the Act of February 4, 1994 on Copyright and Related Rights
  - 2) Published works for which the author’s economic rights have expired, or fragments of such works
2. Readers may request, free of charge, digital copies of published works for which the author’s economic rights have expired, or fragments of such works, using the “Digitisation on demand” service. Requests are processed in the order in which they are received.
3. In the case of works for which the author’s economic rights have not expired, requesting copies of:
  - 1) Entire published textual works or fragments of such works
  - 2) Published works other than textual works
    - is only possible if the reader shows the head of the relevant department written consent from the creator or other entity authorised to manage the author’s economic rights to the work
4. Requesting copies of unpublished works or fragments of such works, regardless of the type of work, is only possible if the reader shows the head of the relevant department written consent from the creator or other entity authorised to exercise the author’s moral rights.
5. In the event that an entity other than the Library is the owner of the manuscript of a textual or musical work, the Duty Librarian will be able to provide information on whether or not copies can be made of the work (which will be copies of a microfilm), and under what conditions.
6. Copies of items from the collections are made in the form of digital reproductions.
7. The Library may refuse to make copies of items requiring special care for conservation reasons.
8. Requests for copies may be placed with the Reader Request Office by letter or email, or with the Duty Librarian.
9. Prices may be found in the Price List for Reproduction and Digitisation Services, which is issued separately by the Director General of the National Library of Poland.

10. The provisions of Article 6.1-8 also apply to requests made by organisations, as appropriate.

### **Article 7. Copies made by readers**

1. Readers may make copies of items themselves, except for works within the meaning of the provisions of the Act of February 4, 1994 on Copyright and Related Rights.
2. Readers are only permitted to make copies of previously published works for personal use within the meaning of the provisions of the Act of February 4, 1994 on Copyright and Related Rights.
3. The right of readers to make copies does not apply to items requiring special care for conservation reasons.
4. Readers who make copies are personally responsible for abiding by copyright laws.
5. Readers are permitted to make copies of items themselves in reading rooms according to the instructions of the Duty Librarian. Photographic copies must be made without flash and with the shutter sound turned off. Copies must be made with equipment which complies with these requirements.
6. The Duty Librarian may interrupt or stop readers making copies:
  - 1) If there is the risk of degradation, damage or destruction to the item
  - 2) If it disturbs the work of other people
7. Copies made by readers in accordance with the terms defined in Article 7.1-6 are free of charge.
8. Requests by organisations to make copies of items from the collections are considered on a case-by-case basis by the head of the relevant department. Making copies of items using equipment other than a camera without flash is performed in a room specially adapted for the purpose and under the supervision of the Duty Librarian, for a fee in accordance with the price list.

### **Article 8. Behaviour in the Library**

1. Immediately after entering the Library building, readers should disinfect their hands. In addition, before using items from the collections, readers should wash their hands with soap and water or disinfect them once again before entering the reading room.
2. Readers may enter the Library building when their reserved time slot begins, and must leave immediately after it ends.
3. The Library does not grant admission to persons who:
  - 1) Are under the influence of alcohol
  - 2) Are under the influence of narcotic drugs
  - 3) Do not observe basic hygiene rules
  - 4) Put others in danger
  - 5) Behave in a manner which inconveniences other users
4. Vehicles other than wheelchairs and prams are not permitted in the Library buildings.
5. Animals other than assistance dogs as defined in separate provisions are not permitted in the Library buildings.
6. Persons on the Library premises are obliged to:
  - 1) Refrain from smoking tobacco products and electronic cigarettes
  - 2) Refrain from bringing in and consuming alcohol
  - 3) Refrain from bringing in and consuming narcotic drugs

- 4) Treat Library equipment with due respect and use it in accordance with its intended purpose
7. Persons using the reading rooms and catalogue halls are obliged to:
  - 1) Leave outerwear, umbrellas and other items, in particular luggage, briefcases and handbags measuring more than 300x220x30 mm, in the cloakroom. The Library cloakroom provides transparent plastic bags for personal items which the reader wishes to take into the reading rooms or catalogue halls
  - 2) Refrain from bringing in food or beverages
  - 3) Maintain silence and behave in an orderly manner
  - 4) Comply with the instructions of the Duty Librarian
  - 5) Put their mobile phones on silent
  - 6) Refrain from making and receiving phone calls in the reading rooms
  - 7) Occupy the seat in the reading room indicated by the numbered token they receive
  - 8) Treat items from the collections with due care. In particular, they should open books carefully, not write on paper placed directly on top of items, not lean on items and not prop items up against the edge of the desk
  - 9) Refrain from damaging items from the collections, in particular by tearing or cutting out pages, damaging bindings, underlining or making notes on items, or sticking sticky notes to them
  - 10) Refrain from removing items from the location where they were provided for consultation
  - 11) Present their personal belongings to security staff if requested
8. While on Library premises, persons are materially liable for any damage they cause to items from the Library's collections provided to them, or Library equipment.

#### **Article 9. Liability for failure to comply with the Conditions of Use**

1. In the event that readers:
  - 1) Bring items referred to in Article 8.7 (1) into the reading rooms or catalogue halls
  - 2) Bring food or beverages into reading rooms or catalogue halls
  - 3) Remove catalogue cards from drawers
  - 4) Disturb the silence or order
  - 5) Fail to put their mobile phones on silent in the reading rooms and catalogue halls
  - 6) Make or receive phone calls in the reading rooms
  - 7) Occupy seats which do not correspond to the numbered token they receive
  - 8) Behave in a manner which inconveniences other Library users
  - 9) Fail to comply with the instructions regarding entering and leaving the Library and the reading rooms as stipulated in Article 8.2
  - 10) Fail to comply with the general regulations that apply when on Library premises, in particular the obligation to cover their mouth and nose
    - the Duty Librarian or Library security staff may oblige them to cease the breach immediately
2. In the event that readers:
  - 1) Fail to comply with the instructions of the Duty Librarian or Library security staff
  - 2) Fail to comply with the orders of the Duty Librarian or the Library security staff with regard to matters referred to in Article 9.1
  - 3) Put items from the collections at risk of degradation, damage or destruction
  - 4) Destroy or damage Library equipment

- the Duty Librarians or Library security staff may oblige them to immediately return the items made available to them and to leave the Library premises
3. Readers may lose the right to use the Library's collections for a period of between two weeks and two years in the event that they:
    - 1) Smoke tobacco products and electronic cigarettes in the Library building
    - 2) Put items from the collections at risk of degradation, damage or destruction
    - 3) Remove items from the location where they were provided for consultation
    - 4) Destroy or damage Library equipment
    - 5) Use somebody else's library card or data from somebody else's card
    - 6) Bring in or consume alcohol
    - 7) Bring in or consume narcotic drugs
    - 8) Breach other provisions of the Conditions of Use repeatedly or in a serious manner
    - 9) Breach the provisions of the general regulations that apply when on Library premises repeatedly or in a serious manner
  4. Until matters referred to in Articles 9.3 are finally settled, readers will have their library cards confiscated and must leave the reading rooms and catalogue halls immediately if ordered to do so by the Duty Librarian or Library security staff. The decision to deprive a reader of the right to access the Library's collections shall be made by the head of the appropriate department within seven days of the infraction, who will then inform the reader in writing of the period for which they have lost this right and the reason for the decision.
  5. Within seven days of being informed of the loss of the right to access the Library's collections, readers may request that the Library issue and deliver a written statement outlining the basis for the decision.
  6. Within 14 days of the delivery of the statement outlining the basis for the decision, readers may appeal against the decision in writing to the Director General of the National Library of Poland.
  7. After considering the appeal, the Director General of the National Library of Poland, or a Library employee authorised by the Director General, shall decide to either uphold, modify or repeal the decision to deprive the reader of their right to use the Library's collections, and shall inform the reader in writing of the outcome of the decision. This decision shall be final.

#### **Article 10. Special provision**

Under special circumstances, the Duty Librarian may decide not to observe the rules stipulated in these Conditions of Use.



Annex 1  
to the Conditions of Use of  
the National Library of  
Poland during the  
COVID-19 Epidemic

**DECLARATION**

Warsaw, .....

.....  
(first name and surname of reader)

.....  
(profession; degree or academic title)

.....  
(address)

.....  
(series and number of identification document)

.....  
(telephone number and email address, if available)\*

I hereby acknowledge that the administrator of my personal data (the Data Administrator) is the National Library of Poland in Warsaw, address: al. Niepodległości 213, 02-086 Warsaw. I further acknowledge that the Data Administrator provides details of the purpose, length of time and legal basis for processing personal data, and the rights of those whose data is processed, in the Privacy Policy available on [www.bn.org.pl](http://www.bn.org.pl) and in the Information Clause for readers of the National Library of Poland, available at the Library premises.

The Data Protection Inspector can be contacted on [daneosobowe@bn.org.pl](mailto:daneosobowe@bn.org.pl).

I hereby declare that I have read and understood the *Conditions of Use of the National Library of Poland during the COVID-19 Epidemic* and I agree to comply with them.

I further declare that I have read and understood the Privacy Policy which is in force in the National Library of Poland.

\*I agree/do not agree (delete as appropriate) to the processing of my personal data.

.....  
(reader's signature)

Annex 2  
to the Conditions of Use of  
the National Library of  
Poland during the  
COVID-19 Epidemic

Warsaw, .....

.....  
(first name and surname of legal representative)

Legal representative

.....  
(first name and surname of reader)

.....

.....  
(address of legal representative)

.....  
(series and number of identification document of legal representative)

.....  
(telephone number and email address of legal representative, if available)\*

**DECLARATION BY LEGAL REPRESENTATIVE**

As legal representative of the minor\*\* .....

(first name and surname)

I hereby declare that:

- 1) I have read and understood the contents of the *Conditions of use of the National Library of Poland during the COVID-19 Epidemic*
- 2) I consent to the minor being on the premises of the National Library of Poland without my supervision, and to their use of the Library's collections on the terms specified in the Conditions of Use referred to in Point 1
- 3) I have familiarised the minor with the Conditions of Use referred to in Point 1, as well as the provisions of the Act of February 4, 1994 on Copyright and Related Rights (Journal of Laws of 2019, item 1231, as amended) and obliged the minor to comply with them

- 4) I consent to the minor signing the declaration in Annex 1 to the Conditions of Use referred to in Point 1
- 5) I agree unconditionally and irrevocably, at the first request of the National Library of Poland, to compensate in full any damage caused by the minor to the Library or to third parties during the time spent by the minor on the Library premises
- 6) I hereby acknowledge that the administrator of personal data (the Data Administrator) is the National Library of Poland in Warsaw, address: al. Niepodległości 213, 02-086 Warsaw. I further acknowledge that the Data Administrator provides details of the purpose, length of time and legal basis for processing personal data, and the rights of those whose data is processed, in the Privacy Policy available on [www.bn.org.pl](http://www.bn.org.pl) and in the Information Clause for readers of the National Library of Poland, available at the Library premises.

The Data Protection Inspector can be contacted on [daneosobowe@bn.org.pl](mailto:daneosobowe@bn.org.pl).

I acknowledge that providing my personal data, and that of the minor, is voluntary but that failure to do so will result in not being able to register and use the National Library of Poland's collections.

\*I agree/do not agree (delete as appropriate) to the processing of this personal data.

.....  
*(signature of legal representative)*

\*\* Here and elsewhere, statements referring to minors are understood to apply equally to adults who are partially incapacitated.

Annex 3  
to the Conditions of Use of  
the National Library of  
Poland during the  
COVID-19 Epidemic



**BIBLIOTEKA  
NARODOWA**

**KARTA JEDNODNIOWA / ONE-DAY PASS**

-----  
data / date

-----  
imię i nazwisko / first name, last name

-----  
nr

-----  
podpis bibliotekarza / librarian's signature

ważna do/valid thru: 11/20

**Imię  
Nazwisko**

nr 123456789



**BIBLIOTEKA  
NARODOWA**

