

## 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, located at Aleja Niepodległości 213 in Warsaw, houses the following reading rooms:
  - 1) The Lower Reading Room, Upper Reading Room, Reference Books Reading Room and Recent Publications Reading Room, where readers may consult books and periodicals from the 19th to 21st century (except legal deposit copies with the call number A and items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst.)
  - 2) The Załuski Reading Room, where readers may consult books and periodicals in the field of library and information science (except legal deposit copies and items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst.)
  - 3) The Heritage Collections Reading Room, where readers may consult manuscripts, legal deposit copies of books and periodicals from the 19th to 21st century with the call number A and items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. and Wyst., and ephemera and early printed books (in the cases specified in Art. 6.7)
  - 4) The Small Reading Rooms, where readers may consult books and periodicals from the 19th to 21st century (except legal deposit copies with the call number A and items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst.) and microfilms
  - 5) The Cartographic Reading Room, where readers may consult maps, graphic materials, drawings and photographs
  - 6) The Music Reading Room, where readers may consult musical scores
  - 7) The Sound and Video Recordings Reading Room, where readers may consult sound and video recordings
  - 8) The Newspapers & Current Periodicals Reading Room, where readers may consult newspapers and current periodicals
7. All reading rooms, except for the Newspapers & Current Periodicals Reading Room, may only be accessed by holders of a valid personal library card.
8. Readers may consult the online 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, use of the Access Point for

People with Disabilities, the Internet, digital resources, access to the computer network, and the cloakroom are covered by separate regulations issued by the Director of the National Library, 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 will respond 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 the collections during the following times:
  - 1) The Lower Reading Room, Upper Reading Room, Reference Books Reading Room, Recent Publications Reading Room, Załuski Reading Room, Small Reading Rooms and Newspapers & Current Periodicals Reading Room – Monday to Saturday, 8.30 a.m. to 8.30 p.m.
  - 2) The Heritage Collections Reading Room:
    - a) Manuscripts – Monday to Friday, 8.30 a.m. to 5.30 p.m.
    - b) Legal deposit books and periodicals from the 19th to 21st century, items with the call number Kras. and items containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst and ephemera – Monday to Saturday, 8.30 a.m. to 8.30 p.m.
  - 3) The Cartographic Reading Room, Music Reading Room and Sound and Video Recordings Reading Room – Monday to Friday, 10 a.m. to 2 p.m.
2. The Library is closed to readers on the following days:
  - 1) Sundays
  - 2) Easter Saturday
  - 3) Public holidays
  - 4) December 24-31
3. The Director of the National Library may change the opening days and hours of individual reading rooms as necessary. Such 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 or driving licence). Readers must sign a declaration of compliance with the Conditions of Use of the National Library of Poland – 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 only after they have signed the declaration of compliance with the Conditions of Use of the National Library of Poland referred to in Article 3.1 and their legal representative has submitted a declaration of consent, as 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 event of loss of the library card, readers should report the loss to the Reader Registration Office immediately.
6. Replacement library cards may only 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 to their personal data as required for the declaration of compliance with the Conditions of Use of the National Library of Poland.
8. Readers are responsible for any 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. It is not permitted to share library cards or the data used for logging in on library cards.
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. Items from the collections are delivered to the relevant 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 Article 4.2-7.
2. Access to the following items is only possible with the consent of the head of the relevant department or a member of Library staff authorised by them:
  - 1) Legal deposit copies of books and periodicals from the 19th to 21st century with the call number A
  - 2) Items with the call number Kras. and items 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) Sound and video recordings
  - 10) Electronic documents on storage media
  - 11) Manuscripts, including music manuscripts and manuscript maps
  - 12) Other items requiring special care for conservation reasons
3. After placing orders for items listed in Art. 4.2, users should check in the Library catalogue in their account to see if consent has been granted.
4. The following items may not be requested electronically:
  - 1) Legal deposit copies of books and periodicals with the call number A
  - 2) Items with the call number Kras. and items containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst
  - 3) Early printed books
5. Legal deposit copies of books and periodicals from the 19th to 21st century with the call number A, items with the call number Kras. and items containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst may only be requested by email, telephone or through the Duty Librarian.
6. Early printed books may only be consulted in digital form, via the digital library Polona.pl. Readers may request items for digitisation using the contact form.
7. In special cases, where it is necessary for academic research, early printed books may be made available in the original. Users should send their request by email, giving full reasons, to the head of the Department of Early Printed Books.
8. Readers may not order more than 5 items from the collections at any one time.

9. Ordering more items than the number stated in Article 4.8 at any one time requires the approval of the Duty Librarian. Where doubts or disputes arise, a decision is made in consultation with the head of the relevant department.
10. Orders placed less than 1 hour before the closing time of a reading room are realised the next working day, except in the case of manuscripts.
11. Orders for manuscripts are realised within the timeframe indicated by the head of the Department of Manuscripts or a member of Library staff authorised by them.
11. Orders placed on Saturdays are realised between 8.30 a.m. and 3 p.m.
12. Realisation of orders 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.
13. Orders for ephemera, items from the bibliographic collections and items with call numbers containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. and Wyst. are realised Monday to Friday, from 8.30 a.m. to 3 p.m.
14. Items not collected by the reader on the day on which they are ordered are held in the reading room for the two following calendar days, except for items listed in Art. 4.2.

## **Article 5. Reading rooms**

1. The following items may be used in the reading rooms:
  - 1) Items from the Library's collections, in line with the specialisations of the different reading rooms given in Art. 1.6
  - 2) Items borrowed from other libraries via the interlibrary loans service
  - 3) Readers' own materials, after showing them to the Duty Librarian
2. Admission to the reading rooms, except for the Newspapers & Current Periodicals Reading Room, is only granted to persons holding a valid library card. After entering the reading room, except in the case of the Newspapers & Current Periodicals 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.
3. After depositing their library card, readers are assigned a seat in the reading room by means of a numbered token issued by the Duty Librarian.
4. The number of people using the reading rooms at any one time may not exceed 1 person per 15 m<sup>2</sup> of floor space. Once this limit is reached the Duty Librarian may, subject to Art. 5.3, make additional places in the reading room available to individuals who are vaccinated against COVID-19 within the meaning of the Regulation of the Council of Ministers of 6 May 2021 on the establishment of certain restrictions, orders and prohibitions in connection with the occurrence of an epidemic (Journal of Laws, item 861, as amended). Vaccinated individuals should voluntarily present proof of vaccination (EU digital COVID certificate or vaccination certificate) in electronic or printed form. The number of people using the reading rooms at any one time may not exceed the total number of numbered seats.
5. 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.
6. When leaving the Heritage Collections Reading Room, readers must return all items to the Duty Librarian, irrespective of how long they plan to be away.
7. Items from the Library's collections are made available in the form of copies or, where no copy exists, the original.
8. Legal deposit copies of Polish books and periodicals from the 19th to 21st century are only provided for consultation in the Heritage Collections Reading Room if no other copies are available.
9. Phonograph cylinders, piano rolls and cassette tapes, if no copies of them exist, are available for visual inspection only.

10. Readers may:
  - 1) Use no more than 5 volumes or items of different types from the Library's storerooms
  - 2) Hold on reservation, for 6 working days, no more than 5 volumes or items from the Library's storerooms, except for items listed in Art. 4.2
  - 3) 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 relevant department or a member of Library staff authorised by them
  - 4) Receive assistance from the Duty Librarian in using items from the collections or equipment available in reading rooms
  - 5) Use their own computer equipment, that is to say laptops, tablets or other devices with a similar function
11. Using the items referred to in Art. 5.10 (1) in greater quantities at any one time than provided for in Art. 5.10 (1) requires the permission of the Duty Librarian. Where doubts or disputes arise, a decision is made in consultation with the head of the relevant department.
12. Readers consulting musical scores may use the grand piano.
13. Readers consulting sound and video recordings must use the Library's playback equipment.
14. When using any of the items listed in Art. 4.2, handwritten notes may only be made in pencil.

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

1. Readers may, for a fee, request copies of:
  - 1) Items which do not include works within the meaning of the provisions of the Act of February 4, 1994 on Copyright and Related Rights (Journal of Laws of 2021, item 1062) – henceforth 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, free of charge, request 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 entitled to exercise economic copyright on 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 entitled to exercise the author's moral rights.
5. If an entity other than the Library is the owner of the manuscript of a textual or musical work, a member of staff from the Office for Reader's Orders will be able to provide information as to whether or not a copy of the work may be made and under what conditions; this will be a copy of a microfilm of the work.
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, issued separately by the Director of the National Library.
10. The provisions of Art. 6.1-9 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 as instructed by 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. Readers are only permitted to make copies of sound and video recordings with the consent of the head of the Sound and Video Recordings department, using the reader's own audio or video recording equipment, as instructed by the Duty Librarian.
7. Copies made by readers themselves as per Art. 7.1-6 are free of charge
8. 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
9. 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, 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. 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 rules of hygiene
  - 4) Put others in danger
  - 5) Behave in a manner which inconveniences other users
3. Vehicles other than wheelchairs and prams are not permitted in the Library buildings.
4. Animals other than assistance dogs as defined in separate provisions are not permitted in the Library buildings.
5. Persons on the Library premises are obliged to:
  - 1) Refrain from smoking tobacco products and electronic cigarettes
  - 2) Refrain from bringing in or consuming alcohol

- 3) Refrain from bringing in or consuming narcotic drugs
- 4) Treat Library equipment with due respect and use it in accordance with its intended purpose
- 5) Observe the general regulations in force, in particular the obligation to cover their mouth and nose
6. 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 any personal items readers wish to take into the reading rooms or catalogue halls
  - 2) Refrain from bringing in food or beverages
  - 3) Refrain from removing catalogue cards from the drawers
  - 4) Maintain silence and behave in an orderly manner
  - 5) Comply with the instructions of the Duty Librarian
  - 6) Put their mobile phones on silent
  - 7) Refrain from making or receiving phone calls in the reading rooms
  - 8) Occupy the seat in the reading room indicated by the numbered token they receive
  - 9) Treat items from the collections with due care and refrain from writing on paper placed directly on top of items, leaning on items or propping them up against the edge of the desk
  - 10) 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
  - 11) Use sound and video recordings in such a manner as not to damage or destroy them; in particular they must not dirty the parts containing the audio or video data, scratch them, cause them to crack or shatter, or deform the medium in any way
  - 12) Put items from the reference collection back in their place after use
  - 13) Refrain from removing items from the location where they were provided for consultation
  - 14) Present their personal belongings to internal Library security staff if requested
7. While on the Library premises, persons are materially liable for any damage they cause to items from the Library's collections provided to them, or to Library equipment.

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

1. In the event that individuals:
  - 1) Bring items referred to in Article 8.6 (1) into the reading rooms or catalogue halls
  - 2) Bring food or beverages into reading rooms or catalogue halls
  - 3) Remove catalogue cards from the 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 general regulations that apply to individuals when on Library premises, in particular the obligation to cover their mouth and nose
    - the Duty Librarian or internal Library security staff may oblige them to cease the breach immediately.
2. In the event that individuals:
  - 1) Fail to comply with the instructions or recommendations of the Duty Librarian or internal Library security staff

- 2) Fail to comply with directions issued by the Duty Librarian or the internal Library security staff with regard to the 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 internal 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 2 weeks and 2 years in the event that they:
  - 1) Smoke tobacco products or 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 the 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 the matters referred to in Articles 9.3 have been fully dealt with, 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 internal 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 7 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 7 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 giving the grounds for this decision.
6. Within 14 days of the delivery of the statement giving the grounds for the decision, readers may appeal against the decision in writing to the Director of the National Library.
7. After considering the appeal, the Director of the National Library or a member of Library staff authorised by the Director shall decide whether to 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 their 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.



## DECLARATION

Warsaw, .....

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

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

.....  
(address)

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

I hereby declare:

- That I have read and understood the *Conditions of Use of the National Library of Poland* and I agree to comply with them
- That I have read and understood the Privacy Policy which is in force in the National Library of Poland

.....  
(reader's signature)

### Declaration of consent to the processing of personal data

I, the undersigned, hereby consent to the processing of the following personal data by the National Library of Poland, based at Aleja Niepodległości 213, 02-086 Warsaw, for the purpose of contacting me with regard to the use of and/or access to the library materials of the National Library:

- Telephone number .....
- Email address .....

.....  
(date and legible signature of the person giving consent)

You have the right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent will not affect the lawfulness of any processing carried out on the basis of this consent prior to its withdrawal.

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*
- 2) I have read and understood the contents of the *Information on the processing of personal data of readers of the National Library of Poland*
- 3) I consent to the minor being on the premises of the National Library 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
- 4) 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, and obliged the minor to comply with them

- 5) I consent to the minor signing the declaration in Annex 1 to the *Conditions of use* referred to in Point 1
- 6) I agree unconditionally and irrevocably, at the first request of the National Library, 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

.....

*(signature of legal representative)*

### **Declaration of consent to the processing of personal data**

I, the undersigned, hereby consent to the processing of the following personal data by the National Library of Poland, based at Aleja Niepodległości 213, 02-086 Warsaw, for the purpose of contacting me with regard to the use of and/or access to the library materials of the National Library by the minor:

- Telephone number .....
- Email address .....

.....

*(date and legible signature of the person giving consent)*

You have the right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent will not affect the lawfulness of any processing carried out on the basis of this consent prior to its withdrawal.

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

 BIBLIOTEKA  
NARODOWA

KARTA JEDNODNIOWA / ONE-DAY PASS

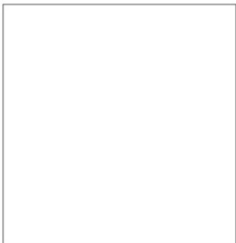
.....  
data / date

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imię i nazwisko / first name, last name

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nr                                      podpis bibliotekarza / librarian's signature

ważna do/valid thru: mm/rr



Imię  
Nazwisko

nr 123456789

 BIBLIOTEKA  
NARODOWA

