

CONDITIONS OF USE OF THE NATIONAL LIBRARY OF POLAND

Article 1. General provisions

1. The collections of the National Library of Poland, hereinafter referred to as “the Library”, may be used by natural persons with full legal capacity, subject to Article 1.2.
2. Minors aged 13 or above and other persons whose legal capacity 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, periodicals from the 19th to 21st century published more frequently than once a month 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 with the call number A, periodicals from the 19th to 21st century published more frequently than once a month and items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. or Wyst.)
 - 3) The Rare Books and Manuscripts Reading Room, where readers may consult items with the call number Kras. or containing the sub-references Cim., Cym., Chr., Cim. konsp., Konsp., Min. and Wyst., and ephemera, and also, in the cases specified in Art. 4.8, legal deposit copies of books and periodicals from the 19th to 21st century with the call number A, periodicals from the 19th to 21st century published more frequently than once a month, manuscripts and early printed books
 - 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, periodicals from the 19th to 21st century published more frequently than once a month 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 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, and also the price list for the issue of duplicate library cards and duplicate numbered seat tokens, 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.
11. Use of the National Library's holdings in the Palace of the Commonwealth is governed by separate regulations.

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, Żałoski 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 Rare Books and Manuscripts Reading Room – Monday to Friday, 8.30 a.m. to 8.30 p.m. and Saturdays 8.30 a.m. to 3 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) Public holidays
 - 3) Easter Saturday
 - 4) December 27-31
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. In the case of minors aged 13 or above and other persons whose legal capacity 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.
3. In the case of minors aged 13 or above, a school identity card is also considered a valid identity document.

4. During the registration process a photograph of the holder is taken, free of charge.
5. 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.
6. Library cards remain the property of the Library.
7. It is not permitted to share library cards or the data used for logging in on library cards.
8. In the event of loss of the library card, readers should report the loss to the Reader Registration Office immediately.
9. Replacement library cards may only be issued after the reader files a written declaration of loss or damage to the library card. A form for requesting a duplicate card can be found in Annex 4. Readers are obliged to cover the cost of replacement library cards in accordance with the price list.
10. Readers are responsible for any consequences arising from neglect of the obligations outlined in Articles 3.5 and 3.8. 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.
11. Registered readers who have forgotten their library card may obtain a one-day pass twice in every calendar year.
12. Readers who wish to cancel their Library membership must submit a statement of membership cancellation at the Reader Registration Office, along with their library card or a statement confirming its loss.
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 4.3-8.
2. The Library's collections are made available in the form of digital or microfilm copies, and, if no copy exists, in the form of originals, subject to Articles 4.3, 4.4, 4.7 and 4.8.
3. Access to the following types of items in the original is only possible with the consent of the head of the relevant department or a member of Library staff authorised by them:
 - 1) Items with the call number Kras. and items containing the sub-references Cim., Cym., Chr., A Cim. konsp., Konsp. A, Min. or Wyst.
 - 2) Ephemera
 - 3) Graphic materials
 - 4) Drawings
 - 5) Photographs
 - 6) Maps
 - 7) Musical scores
 - 8) Legal deposit copies of CDs, DVDs, Blu-ray discs, videocassettes (all types), gramophone records and cassette tapes (all types)
 - 9) Electronic documents on storage media
 - 10) Other items requiring special care for conservation reasons
4. After placing orders for items listed in Art. 4.3, users should check if consent has been granted. This information is sent by email or posted to the user's account in the Library catalogue.
5. The following items may not be requested electronically:
 - 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., A Cim. konsp., Konsp. A, Min. or Wyst.
- 3) Early printed books
- 4) Items for which a digital copy exists
6. Items with the call number Kras. and items containing the sub-references Cim., Cym., Chr., A Cim. konsp., Konsp. A, Min. or Wyst. may only be requested by email, telephone or through the Duty Librarian
7. Legal deposit copies of books and periodicals from the 19th to 21st century with the call number A, periodicals from the 19th to 21st century published more frequently than once a month, manuscripts (including music manuscripts and manuscript maps) and early printed books may only be consulted in digital form, via the digital library Polona.pl. Readers may request items for digitisation by sending a request for access to the head of the relevant department, who will decide on a case-by-case basis: for manuscripts, the relevant department is the Department of Manuscripts; for early printed books, the Department of Early Printed Books; and for legal deposit copies of books from the 19th to 21st century with the call number A, the Collections Management Department.
8. In special cases, where it is essential for academic research, legal deposit copies of books and periodicals from the 19th to 21st century with the call number A, periodicals from the 19th to 21st century published more frequently than once a month, second copies of books and periodicals from the 19th to 21st century for which a digital copy is available, manuscripts (including music manuscripts and manuscript maps) and early printed books may be made available in the original. Readers should send their request by email, giving full reasons, to the head of the relevant department: for manuscripts, this is the Department of Manuscripts; for early printed books, the Department of Early Printed Books; for legal deposit copies of books from the 19th to 21st century with the call number A, and for second copies of books from the 19th to 21st century for which a digital copy is available, the Collections Management Department; for legal deposit copies of periodicals from the 19th to 21st century, periodicals from the 19th to 21st century published more frequently than once a month and periodicals for which a digital copy is available, the Periodicals Department.
9. Within 7 days of being informed that the collections cannot be made available, readers may request that the Library issue and deliver a written statement giving the grounds for the decision.
10. 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.
11. 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 refuse access to the collections, and shall inform the reader in writing of the outcome of the decision.
12. Phonograph cylinders, piano rolls and film reels, if no copies of them exist, are available for visual inspection only.
13. Readers may not order more than 10 volumes or individual items of different types from the Library's storerooms at any one time.
14. Ordering more items than the number stated in Article 4.13 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.
15. 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.
16. Orders placed on Saturdays are realised between 8.30 a.m. and 3 p.m.
17. Realisation of orders depends on the status and conservation state of the items, as well as the time required to prepare them for consultation and deliver them to the reading room.

18. Orders for ephemera, items from the bibliological 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.
19. Items not collected by the reader on the day on which they are ordered are held in the reading room for the two following days on which the Library is open, except for items listed in Art. 4.3.

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. 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, with the exception of the Newspapers & Current Periodicals Reading Room, 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 Rare Books and Manuscripts Reading Room, readers must return all items to the Duty Librarian, irrespective of how long they plan to be away.
7. Readers may:
 - 1) Use no more than 10 volumes or items of different types from the Library's storerooms
 - 2) Hold on reservation, for 6 days on which the Library is open, no more than 10 volumes or items from the Library's storerooms, except for items listed in Art. 4.3
 - 3) Use items with the call number Kras. or containing the sub-references Cim., Cym., Chr., A Cim. konsp., Konsp. A, 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
8. Using volumes or individual items from the Library in greater quantities at any one time than provided for in Art. 5.7(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.
9. Readers consulting musical scores may use the grand piano for its intended purpose.
10. Readers consulting sound and video recordings must use the Library's playback equipment.
11. When using any of the items listed in Art. 4.3 and 4.8, 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 2025, item 24, as amended) – 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. 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.
3. 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.
4. 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 Reader Request Office 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.
5. Copies of items from the collections are made in the form of digital reproductions.
6. The Library may refuse to make copies of items requiring special care for conservation reasons.
7. Requests for copies may be placed with the Reader Request Office by letter or email, or with the Duty Librarian.
8. Prices may be found in the Price List for Reproduction and Digitisation Services, issued separately by the Director of the National Library.
9. The provisions of Art. 6.1-8 also apply to requests made by organisations, as appropriate.
10. Suggestions regarding the digitisation of items may be submitted via the contact form available in the Polona digital library (polona.pl). The implementation of such requests depends on the status and conservation state of the items, and also on organisational capacity.

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 works that have already been disseminated 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. The Library does not grant admission to persons who:
 - 1) Are drunk or under the influence of alcohol
 - 2) Are under the influence of narcotics, narcotic replacement drugs or psychoactive substances
 - 3) Do not observe basic rules of hygiene
 - 4) Put others in danger
 - 5) Behave in a manner which inconveniences other users
2. Vehicles, in particular bicycles and scooters, are not permitted in the Library buildings, except for wheelchairs and prams/pushchairs.
3. It is prohibited to bring or carry animals into the Library. This does not apply to assistance dogs, admitted to the Library under the conditions set out in separate regulations, nor to the bringing or carrying of non-assistance dogs, as defined by separate regulations, into the Newspapers & Current Periodicals Reading Room and the halls accessible without passing through the library card-operated gates, provided that said dogs do not behave aggressively, are not a nuisance to other users, wear a muzzle and are kept on a lead
4. Persons on Library premises are obliged to:
 - 1) Refrain from smoking tobacco products, including novel tobacco products, and electronic cigarettes outside designated areas
 - 2) Refrain from bringing in or consuming alcohol
 - 3) Refrain from bringing in or consuming narcotics, narcotic replacement drugs and new psychoactive substances
 - 4) Treat Library equipment with due respect and use it in accordance with its intended purpose
 - 5) Comply with generally applicable law
 - 6) Refrain from leaving baggage or other belongings unattended
 - 7) Refrain from behaving in a manner that may cause unnecessary action by Library staff, in particular summoning security or public order authorities

- 8) Present their library card or proof of identity at the request of a member of the Library's internal security staff
5. Persons using the reading rooms and halls are obliged to:
 - 1) Comply with the instructions of the Duty Librarian and members of the Library's internal security staff
 - 2) Leave outerwear, umbrellas and other items, in particular luggage, briefcases and handbags measuring more than 300 x 220 x 30 mm, in the cloakroom. The Library cloakroom provides transparent plastic bags for any personal items readers wish to take into the reading rooms or halls
 - 3) Refrain from bringing food or beverages, with the exception of water in a closed bottle, into the Lower Reading Room, Upper Reading Room, Reference Books Reading Room, Recent Publications Reading Room, Załuski Reading Room and Small Reading Rooms, Cartographic Reading Room, Music Reading Room, Sound and Video Recordings Reading Room and halls
 - 4) Refrain from bringing food or beverages into the Rare Books and Manuscripts Reading Room
 - 5) Refrain from removing catalogue cards from the drawers
 - 6) Maintain silence and behave in an orderly manner
 - 7) Put their mobile phones and other electronic devices on silent
 - 8) Refrain from making or receiving calls on their mobile phones or other electronic devices in the reading rooms
 - 9) Occupy the seat in the reading room indicated by the numbered token they receive
 - 10) 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
 - 11) 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
 - 12) 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
 - 13) Put items from the reference collection back in their place after use
 - 14) Refrain from removing items from the location where they were provided for consultation
 - 15) Present their personal belongings to internal Library security staff if requested
 - 16) Refrain from leaving dogs unattended
 - 17) Refrain from bringing or carrying dogs into Library premises that are not wearing a muzzle and on a lead
 - 18) Refrain from bringing or carrying dogs into the reading rooms and halls accessed by passing through the library card-operated gates
 - 19) Refrain from allowing dogs brought or carried onto library premises to sit on seats
6. The obligation referred to in Art. 8.5 (2) does not apply to people using the Newspapers & Current Periodicals Reading Room and the halls accessible without passing through the library card-operated gates.
7. The prohibition referred to in Art. 8.5 (3) does not apply to people using the halls accessible without passing through the library card-operated gates.

8. The prohibitions referred to in Art. 8.5 (17, 18) do not apply to assistance dogs.
9. 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 8.5 (2) into the Lower Reading Room, Upper Reading Room, Reference Books Reading Room, Recent Publications Reading Room, Załuski Reading Room, Small Reading Rooms, Cartographic Reading Room, Music Reading Room, Sound and Video Recordings Reading Room or the halls beyond the library card-operated gates
- 2) Bring food or beverages, with the exception of water in a closed bottle, into the Lower Reading Room, Upper Reading Room, Reference Books Reading Room, Recent Publications Reading Room, Załuski Reading Room, Small Reading Rooms, Cartographic Reading Room, Music Reading Room, Sound and Video Recordings Reading Room or the halls beyond the library card-operated gates
- 3) Bring food or beverages into the Rare Books and Manuscripts Reading Room
- 4) Remove catalogue cards from the drawers
- 5) Disturb the silence or order
- 6) Fail to put their mobile phones on silent in the reading rooms and halls
- 7) Make or receive phone calls in the reading rooms
- 8) Occupy seats which do not correspond to the numbered token they receive
- 9) Behave in a manner which inconveniences other Library users
- 10) Fail to comply with generally applicable law while on Library premises
- 11) Leave baggage or other belongings unattended
- 12) Behave in a manner that causes unnecessary action by Library staff, in particular summoning security or public order authorities

– 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 Librarian 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, including novel tobacco products, or electronic cigarettes on the Library premises outside designated areas
- 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 generally applicable law repeatedly or in a serious manner while on Library premises
 - 10) Cause unnecessary action by Library staff, in particular summoning security or public order authorities
4. Until the matters referred to in Article 9.3 have been fully dealt with, readers will have their library cards confiscated and must leave the reading rooms and 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 relevant organisational unit of the Library within 7 days of the infraction, who will then inform the reader orally or 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, where there is good reason, the Duty Librarian may decide not to observe individual 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 and country of issue)

Sex:

☐ female ☐ male ☐ other/unknown

.....
(email address*)

.....
(telephone number*)

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 *Information on the processing of personal data of readers of the National Library of Poland*

.....
(reader's signature)

* Optional data. By providing their personal data in the form of an email address and/or telephone number, the reader voluntarily consents to the processing of this personal data by the National Library, with its registered office at Aleja Niepodległości 213, 02-086 Warsaw, as the data controller. The reader's email address and/or telephone number will be processed solely for the purpose of contacting the reader in matters relating to reader services, including the use of and access to National Library materials, and for resetting the password to the reader's account using their email address. The reader has the right to withdraw consent to the processing of this personal data at any time. Withdrawal of consent will not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.

For National Library use:

.....
.....

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
and country of issue)

.....
(email address*)

.....
(telephone number*)

DECLARATION BY LEGAL REPRESENTATIVE

As legal representative of the minor or partially incapacitated adult:

.....
(first name and surname of person represented)

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 person under my care 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 person under my care 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 person under my care to comply with them
- 5) I consent to the person under my care 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 person under my care to the Library or to third parties during the time spent by the person under my care on the Library premises

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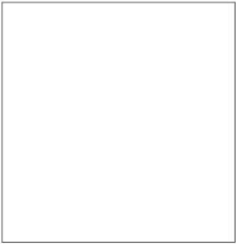
(signature of legal representative)

* Optional data. By providing your personal data in the form of an email address and/or telephone number, you voluntarily consent to the processing of this personal data by the National Library, with its registered office at Aleja Niepodległości 213, 02-086 Warsaw, as the data controller. Your email address and/or telephone number will be processed solely for the purpose of contacting you in matters relating to the use of and/or access to National Library materials by the person under your care. You have the right to withdraw your consent to the processing of this personal data at any time. Withdrawal of consent will not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.

For National Library use:

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.....
.....

	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: mm/rr
Imię	
Nazwisko	
nr 123456789	
	BIBLIOTEKA NARODOWA
	

Warsaw,

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

.....
(address)

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

Declaration

I hereby request the issue of a duplicate library card due to:

☐ Lost library card

☐ New access system

☐ Changes to personal details

Previous name

☐ Damage to library card

☐ Other

Previous card number

.....
(reader's signature)