

# THE 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,” can 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, can use the Library’s collections with the written consent of their legal representative.
3. Some of the Library’s collections, in particular those collections belonging to the National Library Resources, are made available, first and foremost, for academic purposes.
4. Information on the right to access collections and the conditions thereof is provided by a librarian on duty.
5. Collections brought from the Library’s storerooms and the reference collections of individual reading rooms can be accessed only within reading rooms.
6. The Library’s buildings located in Warsaw at al. Niepodległości 213 (the main building) contain the following reading rooms:
  - 1) the Main Reading Room, which provides access to collection items from the 19<sup>th</sup> – 21<sup>st</sup> century; including microfilms, and books and periodicals on the field of library and information science (with the exception of archival copies and collection items with the call number Kras., and with call numbers containing the sub-references: Cim., Cym., Chr., Cim. konsp., Konsp., Min., and Wyst.);
  - 2) the Heritage Collections Reading Room, which provides access to archival copies of books and periodicals from the 19<sup>th</sup> – 21<sup>st</sup> century, collection items with the call number Kras. and call numbers containing the sub-references referred to in item 1, ephemera, and electronic documents on storage media;
  - 3) the Cartography Reading Room, which provides access to maps, graphic materials, drawings, and photographs;
  - 4) the Music Reading Room, which provides access to musical scores;
  - 5) the Sound and Audio-visual Records Reading Room, which provides access to sound and audio-visual recordings,
  - 6) the Reference Centre.
7. The Library building located in Warsaw at pl. Krasińskich 3/5 (Krasiński Palace) contains the Manuscripts and Early Printed Books Reading Room, which provides access to manuscripts and early printed books, as well as their duplicates.
8. Reading rooms can be accessed only by persons who hold a valid personal library card.
9. In certain justified cases, one-time access to the Manuscripts and Early Printed Books Reading Room may be permitted after the reader has signed a declaration to comply with the Conditions of Use of the National Library of Poland, and presented a valid identity document to a librarian on duty, in particular, an identity card, passport, or driving licence.

10. Readers have access to the on-line catalogues of the Library, microfilm catalogues, digital resources, the Internet, and to the reference collections.

11. Digital resources are accessible through designated computer terminals in the Library's main building and at Krasieński Palace, as well as through the wireless network.

12. The rules for 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, and digital resources, as well as accessing the computer network, and the cloakroom, are defined by separate decrees of the Director General of the National Library of Poland, and are available for inspection at the Library's offices and on the website.

13. Remarks regarding the Library's services can be submitted at the Reader Registration Office. The Library responds to remarks which are submitted with full name and address within 14 days.

## **Article 2. Opening hours and fixed closures in Library services**

1. The reading rooms provide access to collections during the following times:
  - 1) The Main Reading Room, the Heritage Collections Reading Room, and the Reference Centre – Monday to Saturday from 8:30 to 20:30.
  - 2) The Cartography Reading Room, the Music Reading Room, and the Sound and Audio-visual Records Reading Room – Monday to Friday from 10:00 to 14:00.
  - 3) The Manuscripts and Early Printed Books Reading Room – Monday to Friday from 9:00 to 17:00.
2. The interlibrary loan service is open Monday to Friday from 10:00 to 14:00.
3. The Library is closed to readers on the following days:
  - 1) Sundays,
  - 2) Easter Saturday,
  - 3) all public holidays,
  - 4) from 24 December to 31 December.
4. In certain justified cases, the Director General of the National Library of Poland may modify the opening days and hours of individual reading rooms, these changes will be announced on the Library's website.

## **Article 3. Library card**

1. A library card will be issued, free of charge, for a period of 10 years at the Reader Registration Office on the presentation of a valid identity document (in particular an identity card, passport, or driving licence), and after the reader has signed a declaration to comply with the Conditions of Use of the National Library of Poland, a template of which is attached hereto as Annex 1.
2. Photographs for library cards, which are free of charge, are taken during the registration process solely for the purpose of card printing and are not archived.

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 is issued after they have signed the declaration to comply with the Conditions of Use of the National Library of Poland referred to in section 1, and after their legal representative has submitted the declaration of consent referred to in Article 1.2. A sample of the legal representative's declaration has been included hereto as Annex 2.
4. In the case of minors aged 13 or above, a student ID is considered a valid identity document.
5. The loss of a library card must be reported to the Reader Registration Office without delay.
6. Duplicates of library cards may be issued after filing a written declaration of loss or damage. Readers are obliged to cover the cost of the preparation and issue of library card duplicates as per the price list.
7. Readers are obliged to inform the Library of any changes in the personal data which is required in the declaration to comply with the Conditions of Use of the National Library of Poland.
8. The burden of any consequences arising from neglecting the obligations defined in sections 5 and 7, rests with the reader. In the event of a failure to notify the Library of a change of address, letters sent by the Library to the past address shall be deemed to have been delivered.
9. Registered readers may obtain a one-time library card twice in every calendar year.
10. Readers who wish to stop using the Library shall file a request with the Reader Registration Office to cease processing their personal data.
11. Sharing library cards, or the library card data used for logging in, is prohibited.
12. Library cards remain the property of the Library.
13. A sample of a library card and a one-time library card has been included hereto as Annex 3.

#### **Article 4. Requesting collection items**

1. Subject to sections 2–4, collection items are delivered to the appropriate reading rooms after being requested using electronic requests made through the Library's main electronic catalogue (accessible through the Library's local network or the Internet), or on the basis of a legible, correctly filled-in, paper book-request form.
2. The following collection items can only be requested using paper book-request forms:
  - 1) collection items not registered in the electronic catalogue,
  - 2) books printed before 1801.
3. The following items may only be ordered by completing paper-request forms, and after obtaining the consent of the appropriate manager or authorized person:
  - 1) graphic materials,
  - 2) drawings,
  - 3) photographs,
  - 4) maps,

- 5) musical scores,
  - 6) ephemera,
  - 7) manuscripts, including music manuscripts and manuscript maps,
  - 8) sound and audio-visual recordings,
  - 9) electronic documents on storage media.
4. Archival copies of books, periodicals, and ephemera from the 19<sup>th</sup> – 21<sup>st</sup> century marked with the call number A; and collection items with call numbers containing the sub-references: Cim., Cym., Chr., Cim. konsp., Konsp., Min, and Wyst., can only be requested through the librarians on duty.
5. Periodically, collections other than those referred to in sections 2–4 may be excluded from electronic requests.
6. All the call numbers related to each of the requested items need to be included on the paper book-request forms.
7. At any given time, readers may request the following:
- 1) no more than 3 library items for the Heritage Collections Reading Room in the main building of the Library,
  - 2) no more than 5 library items for all other reading rooms.
8. Requesting a greater number of collection items at one time than provided for in section 7 (1) and (2), requires the approval of a librarian on duty. Where there are doubts or disputes, a decision will be made after consulting the head of the appropriate department.
9. The processing of a request depends on the status and conservation state of the collection items, as well as the time required to have them fetched and delivered to the reading rooms.
10. Requests made less than 45 minutes prior to the closing time of a reading room are processed on the next working day.
11. On Saturdays requests are processed from 8:30 to 15:00.
12. Requests for ephemera, books, and periodicals in the field of library and information science; and collection items with call numbers containing the sub-references: Cim., Cym., Chr., Cim. konsp., Konsp., Min., Wyst., are processed Monday to Friday from 8:30 to 15:00.
13. Items not collected by the reader on the day they were requested are kept in the reading room throughout the next day.

## **Article 5. Reading rooms**

1. The following items may be used within reading rooms:
  - 1) Library collection items – in compliance with the individual reading rooms' specialisations as defined in Article 1.6,
  - 2) collection items borrowed from other libraries through interlibrary loan services,
  - 3) the reader's own materials – after reporting them to a librarian on duty.
2. Admission to reading rooms is granted only to persons holding a valid library card. After entering a reading room, readers must deposit their library card with a librarian on duty. For one-time library cards, it is necessary to present a valid identity document with a photograph.
3. After depositing the library card, readers are assigned a seat in the reading room on the basis of a numbered token issued by the librarian on duty.

4. The number of persons using the reading room cannot exceed the total of numbered seats.
5. In the event of loss or damage of the token with the assigned seat number, readers are obliged to cover the cost of preparation and issue of a duplicate token as per the price list.
6. Library collections are made available in the form of copies (microfilms or digital copies), or original copies where no other copies exist.
7. Archival copies of Polish books and periodicals from the 19<sup>th</sup> – 21<sup>st</sup> century are accessible in the reading rooms only when no other copies exist.
8. The following types of collection items are only accessible in the form of original copies with the consent of the head of the appropriate department, or an employee authorised by the head:
  - 1) items with the call number Kras., and with call numbers containing the sub-references: Cim., Cym., Chr., Cim. konsp., Konsp., Min, Wyst.;
  - 2) books printed before 1801;
  - 3) manuscripts, including music manuscripts and manuscript maps;
  - 4) graphic materials;
  - 5) drawings;
  - 6) photographs;
  - 7) maps;
  - 8) ephemera;
  - 9) archival copies of publications related to Poland released as high-rpm records, low-rpm records, audio cassettes, videotapes, CDs, DVDs, Blu-Ray discs, as well as the second copies of publications related to Poland released as high-rpm records;
  - 10) other collection items requiring special care for conservation reasons.
9. Phonograph cylinders, piano rolls, and audio cassettes are available for inspection only, if no copies exist.
10. Readers may:
  - 1) at any given time use no more than:
    - a) 3 volumes or library items which have been delivered from the Library's storerooms, within the Heritage Collections Reading Room;
    - b) 5 volumes or library items which have been delivered from the Library's storerooms, within the other reading rooms of the Library's main building;
    - c) 1 volume or library item within the Manuscripts and Early Printed Books Reading Room.
  - 2) reserve for 6 working days:
    - a) up to 3 volumes or library items which have been delivered from the Library's storerooms, from the Heritage Collections Reading Room
    - b) up to 5 volumes or library items which have been delivered from the Library's storerooms, within the other reading rooms.
  - 3) use collection items with the call number Kras., or with call numbers containing the sub-references: Cim., Cym., Chr., Cim. konsp., Konsp., Min, Wyst., in a quantity nominated each time by the head of the appropriate department or an employee authorised by the head.

4) receive the assistance of a librarian on duty in using collection items or the equipment available in reading rooms.

5) use their own computer equipment, i.e., laptops, tablets, or other devices having the same functions.

11. The following situations require the approval of a librarian on duty: simultaneous access to the collection items referred to in section 10 (1) in numbers of volumes or library items which are greater than that specified in section 10 (1) (a)–(c); keeping more volumes or library items in reading rooms than specified in section 10 (2) (a) or (b); and keeping collection items in reading rooms for a period exceeding 6 working days. Where there are doubts or disputes, a decision is made after consulting the head of the appropriate department.

12. Persons accessing musical scores may use the grand piano.

13. Persons accessing sound and audio-visual recordings are required to use the Library's media players.

14. When using any of the collection items listed in Section 8, handwritten notes may only be made in pencil.

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

1. For a fee, readers may request copies of:

1) collection items which do not include works within the meaning of the provisions of the Act of 4 February 1994 on Copyright and Related Rights (Dz. U. [Polish Journal of Laws] of 2016, item 666, as amended),

2) published works for which the author's economic rights have expired, or fragments thereof.

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 thereof,

2) published works other than textual works;

is only possible after readers have presented the consent of the creator or other entity who is authorised to manage the author's economic rights to the work.

3. Requesting copies of unpublished works or fragments thereof – regardless of the type of work – is only possible after readers have presented the consent of the creator or other entity authorised to exercise the author's moral rights.

4. In the event that an entity other than the Library is the owner of the manuscript of a textual or musical work, a librarian on duty 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 the conditions thereof.

5. Copies of collection items are made in the following formats:

1) digital reproductions,

2) microfilms,

3) photocopies.

6. Photocopies are not made of:

- 1) archival copies 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, and Wyst.;
  - 3) collection items published before 1946;
  - 4) manuscripts, including music manuscripts and manuscript maps;
  - 5) graphic materials;
  - 6) drawings;
  - 7) photographs;
  - 8) collection items with a format exceeding A3 paper size;
  - 9) other collection items requiring special care for conservation reasons.
7. Photocopies of those collection items listed in Section 6 may only be made from digital reproductions or microfilm copies thereof.
8. The Library may refuse to make copies of collection items which require special care for conservation reasons.
9. Requests for copies may be placed with the Reader Request Office (in person, by mail, or by email) or with the librarians on duty.
10. Payment rules are defined in the Price List for Reproduction and Digitisation Services introduced under a separate decree of the Director General of the National Library of Poland.
11. In the case of requests made by an organisation, the provisions of Sections 1–10 shall apply *mutatis mutandis*.

#### **Article 7. Making copies on one's own**

1. Readers may make copies of collection items providing it does not include works within the meaning of the provisions of the Act of 4 February 1994 on Copyright and Related Rights.
2. Readers are only permitted to make copies of collection items providing that it constitutes previously published works for personal use within the meaning of the provisions of the Act of 4 February 1994 on Copyright and Related Rights.
3. The right to make copies does not apply to collection items which require 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 collection items, other than sound and audio-visual recordings, in reading rooms according to the instructions of the librarians on duty. Photographic copies must be made without flash and with the shutter sound off. Copies must be made with equipment which complies with these requirements.
6. Readers are only permitted to make copies of sound and audio-visual recordings with the consent of the head of the Sound and Audio-visual Records Reading Room, using the reader's own audio or video recording equipment, and according to the instructions of the librarians on duty.
7. The librarians on duty may interrupt or stop the copy-making process:

- 1) if there is the risk of degradation, damage, or destruction, to the collection.
  - 2) if it disturbs the work of other people.
8. Copies made by the readers themselves in accordance with the terms defined in sections 1–7, are free of charge.
9. Requests placed by an organisation to make copies of collection items are considered on an individual basis by the head of the appropriate department. Making copies of collection items using equipment other than a camera without flash is performed in a room specially adapted for the purpose and under the supervision of a librarian on duty, and at a fee as per the price list.

## **Article 8. Rules of behaviour**

1. 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 maintain basic hygiene,
  - 4) put others in danger,
  - 5) behave in a manner which inconveniences other library users.
2. Vehicles other than wheelchairs and prams are not permitted in the Library buildings.
3. Animals other than assistance dogs as defined in separate provisions are not permitted in the Library buildings.
4. Persons on the premises of the Library 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.
5. Persons using the reading rooms and catalogue halls are obliged to:
  - 1) leave outerwear, umbrellas, and other items – in particular luggage, briefcases, and handbags, with dimensions exceeding 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) refrain from removing catalogue cards from the drawers;
  - 4) maintain silence and behave in an orderly manner;
  - 5) comply with the instructions and directions of the librarians on duty;
  - 6) set mobile phones on silent mode;
  - 7) refrain from making and receiving phone calls in the reading rooms;
  - 8) occupy the seat which corresponds to the number on their token;
  - 9) treat collection items with due care, in particular: open books carefully; refrain from having the collection item underneath paper which is being written on, leaning on collection items, or propping them against the edge of the table;



- 10) refrain from damaging collection items, in particular: by tearing or cutting out pages, damaging covers, underlining and making notes on the collection items, or sticking sticky notes to them;
  - 11) use sound and audio-visual recordings in such a manner so as not to cause any damage, in particular: by dirtying the elements containing the audio or audio-visual information, scratching them, causing them to crack or shatter, or deforming the medium in any way;
  - 12) place reference collection items back in their place after use;
  - 13) refrain from taking collection items outside of the location from which they were obtained;
  - 14) present their personal belongings when requested to do so by security personnel.
6. Persons using the premises of the Library are materially liable for any damage they have caused to the Library's collections or the equipment provided.

## **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 8.5 (1) into reading rooms or halls,
- 2) bring food or beverages into reading rooms or halls,
- 3) remove catalogue cards from drawers,
- 4) disturb the silence or order,
- 5) fail to set their mobile phones on silent mode in reading rooms and halls,
- 6) make or receive phone calls in reading rooms,
- 7) occupy seats which do not correspond to the numbers on their tokens,
- 8) behave in a manner which inconveniences other Library users;

the librarians on duty or the Library's security personnel may oblige the reader(s) to cease the breach immediately.

2. In the event that readers:

- 1) fail to comply with the instructions or directions of the librarians on duty or the Library's security personnel,
- 2) fail to comply with the instructions of the librarians on duty or the Library's security personnel with regard to matters referred to in section 1,
- 3) put collections at risk of degradation, damage, or destruction,
- 4) destroy or damage the Library's equipment –

the librarians on duty or the Library's security personnel may oblige the reader(s) to immediately return the collection items provided to them and leave the premises.

3. In the event that readers:

- 1) smoke tobacco products and electronic cigarettes in the Library building,
- 2) put collections at risk of degradation, damage, or destruction,
- 3) take collection items outside of the location from which they were obtained,
- 4) destroy or damage Library equipment,
- 5) use a third party's library card or data therefrom,

- 6) bring in or consume alcohol,
- 7) bring in or consume narcotic drugs,
- 8) breach other provisions hereof multiple times or in a serious manner,
- 9) breach the provisions of generally applicable laws while using the premises of the Library;

the reader(s) may be deprived of the right to use the Library's collections for a period from 2 weeks to 2 years.

4. Until a matter referred to in Section 3 is finally settled, the reader will have their library card confiscated and must leave the premises immediately upon an order from the librarians on duty or the Library's security personnel. The decision to deprive a reader of their right to access the Library's collections shall be made by the head of the appropriate organisational unit of the Library within 7 days of the infraction, who will then inform the reader in writing of the period for which they have lost this right, as well as the reasons for the decision.

5. Within 7 days of being informed of the loss of their right to access the Library's collections, the reader may request that the Library prepare and deliver a written justification for the decision.

6. Within 14 days of the delivery of the justification for the decision, the reader 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, 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 appellant in writing of the outcome of the decision. This decision is final.

## **Article 10. Special provision**

In special circumstances, a librarian on duty may decide not to observe the rules defined herein.

**DECLARATION**

Warsaw,.....

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

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

.....  
(reader's place of residence)

.....  
(identification document's series and number)

.....  
(phone number, e-mail address, if the reader has one)\*

I acknowledge that the personal data administrator is the National Library located in Warsaw, address: 02-086 Warsaw al. Niepodległości 213 (Data Administrator); and also acknowledge that in the Privacy Policy, available at [www.bn.org.pl](http://www.bn.org.pl), and in the Information Clause for readers of the National Library, available at the National Library; the Data Administrator provides information about the purpose, time period, and legal basis of the processing of personal data, as well as the rights to which the data subjects are entitled.

The Data Protection Inspector can be contacted at: [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* and I agree to comply with them.

At the same time, I declare that I have read and understood the Privacy Policy which is in force in the National Library.

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

.....  
(reader's signature)

Warsaw,.....

.....  
(name and surname of the statutory representative)

statutory representative

.....  
(name and surname of the person to whom consent is granted)

.....  
(place of residence of the statutory representative)

.....  
(series and number of the statutory representative's identification document)

.....  
(phone number, e-mail address, if the statutory representative has one) \*

## **DECLARATION OF THE STATUTORY REPRESENTATIVE**

As a statutory representative of the minor

.....  
(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 consent to the minor staying on the premises of the National Library without my supervision and to the minor's use of the National Library's collection on the terms specified in the Regulations referred to in point 1;
- 3) I have familiarized the minor with the Regulations referred to in point 1, as well as the provisions of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2017, item 880, as amended), as well as obliging the minor to comply with them (I consent to the minor signing the declaration, constituting Annex 1 to the Regulations referred to in point 1);

- 4) I agree unconditionally and irrevocably, at the first request of the National Library, to repair in full all damages caused by the minor to the National Library or to third parties during the time spent by the minor on the premises of the National Library;
- 5) I acknowledge that the personal data administrator is the National Library located in Warsaw, address: 02-086 Warsaw al. Niepodległości 213 (Data Administrator), and also acknowledge that in the Privacy Policy, available at [www.bn.org.pl](http://www.bn.org.pl), and in the Information Clause for readers of the National Library, available at the National Library, the Data Administrator provides information about the purpose, time period and legal basis of the processing of personal data, as well as the rights to which the data subjects are entitled.

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

I am aware that providing my own, and the minors', personal data is voluntary, but that failure to do so will result in not being able to register and use the National Library's collections.

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

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

