

REGULATIONS FOR PROVIDING ACCESS TO COLLECTIONS AND SERVICES OF THE MUNICIPAL PUBLIC LIBRARY IN RASZYN

I. GENERAL PROVISIONS

§1

1. The Municipal Public Library in Raszyn makes its collections available:
 - outside the library through free individual loans – to all registered users,
 - in the Reading Room – to all interested persons,
 - through interlibrary loans – to other libraries.
2. When registering, the applicant should present an identity document containing a PESEL number and provide address and contact details.
3. In order to use the library's collections, it is necessary to sign a user declaration form which includes a statement confirming familiarity with the rules for using the library's resources and consent clauses for the processing of personal data necessary to provide services. For users under 16 years of age, the declaration form must be signed by their parents or legal guardians.
Upon registration, the user will receive an individual library card.
4. Users are obliged to inform the library about any changes to their personal data, place of residence, telephone number, or other contact details.

§2

The following materials are not loaned outside the library:

1. current issues of periodicals,
2. books from the Reading Room reference collection (including encyclopedias, dictionaries, bibliographies, other reference publications, and cartographic materials), except selected items available against a deposit,
3. special collections such as social life documents, museum items, etc.,
4. materials requiring binding or conservation.

§3

1. The user bears responsibility for the use of library materials, which constitute public property.
2. Users should handle all library materials made available to them with the utmost care and report any noticed damage.
3. In the event of damage (e.g., flooding, staining, damage caused by a domestic animal) or loss of a publication, the user is obliged to:
 - a) purchase the same title again or pay compensation for the lost item (the amount of compensation is determined by the Director depending on the current market value of the item or the degree of damage),
 - b) purchase another title useful to the library of no lesser value (after consultation with a librarian).

II. USE OF THE LENDING DEPARTMENT

§4

The right to use the Lending Department is granted to persons mentioned in Chapter I §1 points 1 and 3.

§5

1. The user registers the borrowing and returning of materials with the duty librarian and must present their library card.
2. The number of volumes that may be borrowed at one time by one user (per library card) ranges from 1 to 5 from each type of collection.
3. Books (including school reading materials), audiovisual materials (audiobooks, films) and periodicals may be borrowed for **30 days**, while cardboard games may be borrowed for **14 days**.
4. The borrowing period may be extended in person, by telephone, or by email if there are no further reservations.
The loan period may also be extended independently through the Electronic Reader Account in the library system (except for reserved items or overdue items).
5. At the user's request, a librarian may reserve any title.
Reservation requests may be made in person, by phone, or by email.
Independent reservations through the user's library account are possible only for currently borrowed books (joining the waiting list).
The maximum number of independent reservations is **10 volumes**.
6. Users may be notified by **email or SMS** about the upcoming return date of borrowed materials.

§6

1. If a book is not available in the library, the user may receive information about another location where it can be found.
2. At the user's request, the librarian provides information about the library collection, the use of the electronic catalogue, and advice in selecting literature.

§7

1. If a user exceeds the return deadline, the library may apply the following measures:
 - individual reminders via email, SMS, or written notice reminding about the return date (overdue notice),
 - a special fee according to the applicable price list:
 - PLN **0.10** for each day of delay for each overdue **book**,
 - PLN **0.10** for each day of delay for each overdue **periodical issue**,
 - PLN **1.00** for each day of delay for each overdue **audiobook, film or cardboard game**.
2. In the case of persons who persistently fail to return borrowed materials:
 - temporary or permanent suspension of the right to use the Lending Department by decision of the Director,
 - recovery of outstanding payments through a debt collection agency.

3. In special, justified cases resulting from unforeseen circumstances, the Director of the Library may, upon a justified request from the interested person, reduce the amount of the claim or waive it entirely.
4. The fees mentioned in §7 point 1 are defined in the **Price List**, which constitutes Appendix No. 5 to the Director's Order concerning access to the collections and services of the Municipal Public Library in Raszyn.

III. ON-SITE ACCESS

§8

Persons listed in Chapter I §1 point 2 are entitled to use the library collections and equipment in the Reading Room.

§9

In the Reading Room, users may use:

- the reference collection,
- computer equipment,
- materials from the Lending Department,
- their own printed materials and devices such as laptops, tablets, etc.

§10

Rules for using the Reading Room and library computer and tablet workstations are defined in separate regulations constituting Appendices No. 2, 3, and 4 to the Director's Order concerning access to the collections and services of the Municipal Public Library in Raszyn.

IV. REPROGRAPHIC SERVICES

§11

1. The library offers copying, printing, and scanning services.
2. The price list for reprographic services and printing limits are included in the price list constituting Appendix No. 5 to the Director's Order concerning access to the collections and services of the Municipal Public Library in Raszyn.

V. FINAL AND ORDER PROVISIONS

§12

1. Before using the Lending Department, users must leave personal bags in the cloakroom; when using the Reading Room they must also leave outerwear.
2. Silence must be maintained in the Reading Room and consumption of meals should be avoided.
3. Smoking, drinking alcohol or using other intoxicants, and using open fire are prohibited on library premises.
4. Library users are obliged to remain sober and maintain personal culture, hygiene, social conduct rules, and cleanliness.

5. Moving around the library on roller skates, inline skates, scooters, etc. is prohibited. Bicycles, scooters and similar equipment should be left outside the library at the designated racks after securing them against theft.
6. Bringing animals into the library is prohibited except for **assistance dogs for persons with disabilities**.
7. Users are requested to refrain from visiting the library when infectious diseases occur in their households.
8. Users who do not comply with §12 points 1–7 may be asked to leave the library by staff or security services.
9. Persons who persistently violate §12 points 1–7 may be temporarily or permanently deprived of the right to use the library by decision of the Director.

§13

Removing library materials from the library without completing the required formalities, as well as removing objects and equipment belonging to the library, is prohibited.

§14

Photographing the interior of the library and posting leaflets or posters requires approval from the Director.

§15

Any proposals concerning the service and information activities of the library, the use of its collections and equipment, as well as complaints and requests may be submitted to duty librarians orally, by telephone, or in writing during library opening hours, or to the Director during designated office hours.

§16

Users are obliged to familiarize themselves with the content of these regulations and comply with their provisions.