Circulation Policy  
of the Warsaw Public Library  
Central Library of the Masovian Voivodeship

§1
1. The following individuals have the right to use the Circulation Desk of the Warsaw Public Library-Central Library of the Masovian Voivodeship, hereinafter referred to as the Circulation Desk:
   1) adults who wish to borrow items from the Library under terms and conditions specified in this Policy;
   2) adults with blindness or visual impairments; adults with dyslexia; adults who require reading assistance;
   3) minors under terms and conditions specified in §3(2).

§2
1. In order to use the Circulation Desk, the Reader shall produce a valid Library Card.
2. The Reader may borrow items in person or may authorize another individual to borrow items on their behalf upon filling out the "Obligation" form.
3. In order to apply for the Library Card, Polish citizens shall produce a valid ID card or a driving license, while foreign citizens may produce other identity document.
4. The Reader shall be liable for each use of the Library Card.
5. The right to use the Library Card shall not be transferred to another individual, subject to §2(2).
6. If the Library Card is lost or damaged, the Reader shall notify the Library staff at the Circulation Desk of this fact promptly. The Reader shall be charged a fee of PLN 5 (five zloty) for a replacement card.

§3
1. In order to register to borrow items, the Reader is required to:
   1) produce an identity document such as an ID card, permanent residence card or a driving license;
   2) read and agree to this Policy by making an appropriate representation in the "Obligation" form referred to in point 3;
   3) fill out the "Obligation" form attached hereto;
2. In order to register to borrow items, the minor individuals referred to in §1(1)(3) shall be accompanied by a parent or a legal guardian holding a valid
ID card. In order for the minors to use the Circulation Desk, a parent or guardian shall make a written representation in the presence of the Librarian that they assume liability for minor’s obligations towards the Library (in the “Obligation” form referred to in sec. 3(1) above.

3. Personal data of Readers is verified each time they visit the Library.

4. If there is no contact information provided in a document certifying the satisfaction of the condition referred to in §1(1) hereof, the Reader shall file a written certificate of residence registration or residence with the address.

5. If the Reader changes their address of residence and fails to notify the Circulation Desk thereof, any letters sent by the Library to the Reader’s last known address shall be deemed to have been duly served.

§4

1. In order to borrow items from the Library, the Reader shall pay the following fees pursuant to §14(2)(3) of the Libraries Act (June 27 1997) (consolidated text, Dziennik Ustaw [Polish Journal of Laws] of 2012, item 642, as amended):

   1) PLN 20 – if the Reader is a pensioner;
   2) a special fee – set by the head of the Circulation Department for particularly valuable items; Information about the special fee is displayed in the catalog under the “description” section;
   3) PLN 40 – in other cases.

2. A fee is not subject to interest or to valorization.

3. Upon returning borrowed items by their due date, the Reader may collect the payment referred to in §4(1) or may apply it towards further borrowing.

4. If the Reader has not used the Circulation Desk for more than 36 (thirty six) months, the fee shall be forfeited and shall become the revenue of the Warsaw Public Library - Central Library of the Masovian Voivodeship.

§5

1. The Reader has the right to borrow for a period of 30 (thirty) days the following numbers of items: up to 3 items from the collections of the Circulation Department, up to 5 audiobooks on compact discs, up to 5 audiobooks on cassette tapes (applicable to the Readers referred to in §1 point 1), up to 5 items from the collections of the St. Kierbedziowie Reading Room (marked with the [w] symbol), and up to 2 items from the collections of the Fine Arts and Cartography Department (marked with the [w] symbol).

2. The Circulation Desk shall send email reminders to return borrowed items as their due date is approaching. However, the lack of notification does not
release the Reader from the obligation to return all borrowed items by their due date.

3. Upon the Reader’s request, the Circulation Desk may renew borrowed items prior to the end of the loan period, unless they have been requested by another user (hereinafter referred to as “Renewal”).

4. The Reader may renew borrowed items in person at the Circulation Desk, over the phone, by email, or using the online Aleph catalog.

5. The Reader may renew borrowed items only once for a period not exceeding the loan limit specified in §5(1).

6. Borrowed items shall not be renewed if the loan limit specified herein is exceeded.

§6

1. In order to request items, the Reader may use any workstation located on the premises of the Library or may log in to their online account by entering their Library Card number and PIN code. The Reader shall keep the PIN code confidential and shall not disclose it to any third party. The Reader referred to in §6(2) may request audiobooks on cassette tapes on the basis of a list of items available at the Circulation Desk (these items are not available in the Aleph library system).

2. Upon the Reader’s request, the Librarian may provide information about items, provide research guiding, and may assist in using catalogs, reference publications etc.

3. Requests are processed as soon as possible, no longer than within an hour.

4. Requested items shall be collected within 3 (three) days from placing a request.

5. If items are not collected within the time limit specified in §6(4), the request shall be cancelled.

6. Each borrowed item is entered in a computer-based system by assigning the barcode of the Library Card to the barcode of the item. Audiobooks on cassette tapes are entered manually on a book card and on a paper Library Card.

7. Prior to leaving the Circulation Desk, the Reader should check the status of their account and make any possible complaints to the Librarian.

8. The borrowing record in the computer-based system is the proof of borrowing the items – the Library shall not accept any complaints made after leaving the Circulation Desk.
9. The computer entry made at the Circulation Desk is the proof of returning the items. The date of return entered in the book card and the Library Card is the proof of returning audiobooks on cassette tapes.

§7

1. Prior to borrowing the item, the Reader should inspect its condition and make any possible complaints to the Librarian. Otherwise it shall be deemed that the item is not damaged.

2. If the item has been damaged, the Reader shall pay its repair costs calculated on the basis of an individual valuation, or, if the extent of the damage requires so, the Reader shall provide a replacement copy to the Library. If replacing a damaged or lost item is not possible, the Reader may (upon consulting the Librarian) provide another item requested by the Circulation Desk, or may pay the fee set by the Library for destroying or damaging the item.

§8

1. The Reader who has not returned the item by its due date and has not renewed it shall pay a fine of 0.40 PLN for one (1) volume per each day of delay (excluding public holidays) and shall pay the lump-sum costs of the reminders sent by the Library.

2. Upon the Reader’s request, the relevant part of the fee referred to in §4(1) may be credited towards the fine referred to in §8(1).

3. If the relevant part of the fee referred to in §4(1) has been credited towards the fee for overdue library items referred to in §8(1), the Reader shall supplement the fee referred to in §4(1) to its full amount. In order to borrow further items, the fee referred to in §8(1) shall be paid in full.

4. Library may pursue any claims against the Reader through the debt collection agency or in the course of civil proceedings before the court having jurisdiction over the Library’s seat.

§9

1. Failure to observe the Circulation Policy may result in the suspension of the Reader’s access to the Circulation Desk.

2. A gross violation of the Circulation Policy may result in the termination of the Reader’s access to the Circulation Desk.

3. A decision whether to suspend or terminate the Reader’s access to the Circulation Desk shall be made at the discretion of the head of the Circulation Department.
§10
The Privacy Notices attached hereto shall form an integral part of this Policy.

The Reader hereby acknowledges that she/he has read and agrees to observe the above terms and conditions by signing this Circulation Policy.

(date, legible signature)