Reading Rooms Policy
of the Warsaw Public Library
Central Library of the Masovian Voivodeship

I. General Provisions.

§1

1. The collections and information services of the Warsaw Public Library - Central Library of the Masovian Voivodeship, hereinafter referred to as the Library, are made available to individuals over 13 years of age.

2. The use of the Reading Rooms is free of charge.

3. The right to use the Reading Rooms is acquired upon receiving the Library Card, which the Reader may obtain at the Reception Desk, Reading Rooms, and the Circulation Desk upon producing a valid ID, filling out an application form, and accepting the terms and conditions of the Reading Room Policies.

4. In order to register, the Reader shall provide their personal data. This data shall be used to protect shared and borrowed collections, pursue possible legal claims, and to keep statistics on the use of the Library.

5. The Library is the data controller.


7. Data subjects have the right to access and correct their personal data.

§2

1. The Library issues two types of cards to individuals who wish to use the Reading Room:

1) The Library Card which, only upon producing a valid photo ID, entitles the Reader to use the Library;

2) The one-day Library Card which, upon producing of the valid photo ID, entitles the Reader to use the Reading Rooms. This card may be issued up to three times per year only to the Library Card holders who have not brought their Cards;

3) The Library Card is be free of charge. It shall not be transferred to another individual. If the Library Card is lost or damaged, the Reader shall pay for a replacement card.
§3

1. Readers may use the lockers in order to store their outdoor clothes, personal items, or luggage during their stay in the Library.

2. The terms and conditions of use of lockers are specified in the "Locker Policy of the Warsaw Public Library - Central Library of the Masovian Voivodeship".

II. Terms and conditions of sharing the collections of the Library Reading Rooms

§4

1. Access to the collections in the Reading Rooms is free of charge. Other collections are made available by the Librarian based on online requests or paper call slips.

2. Pursuant to the “Circulation Policy”, items marked with the “w” symbol in the computer catalog may also be borrowed via the Circulation Desk.

3. Items requested online shall be collected the following day (during the opening hours of the Library). Items requested on the premises of the Library shall be collected within 30 minutes.

4. Particularly valuable library items (old prints, manuscripts, rare books, and other library collections) are made available only for scientific, academic, and publishing purposes under separate terms and conditions.

5. The collections of the Faustyn Czerwijowski Reading Room may be used in other Reading Rooms upon consulting the Librarian. The Reader may bring up to 5 volumes to another Reading Room at one time. After using the items, the Reader should return them to the Librarian in a given Reading Room.

6. In the Reading Rooms other than those specified in §5 the Reader shall use collections only in a given Reading Room. Any exceptions to this rule require consulting the Librarian.

7. The shared collections are the social good and are entrusted to the care and protection of Readers.

§5

1. Copying library items requires the prior consent of the Librarian. The Librarian may refuse to copy an item due to its condition. This also applies to any particularly valuable items, including rare books and specially protected collections.

2. Copying the collections is permitted under fair use pursuant to the Act of 4 February 1994 on Copyright and Related Rights (consolidated text, Dziennik Ustaw [Polish Journal of Laws] of 2016, item 666, as amended).
Copying shall be understood as:

1) photocopying – available for a fee specified in the price list,
2) scanning – self-service scanning is free of charge; scanning services are available at the Copy Room for a fee specified in the price list,
3) printouts from the Library databases – available for a fee specified in the price list,
4) photographing with a smartphone or digital camera (without the use of flash or tripod) – free of charge; the Librarian’s consent is required,
5) photographing with the professional equipment – available for a fee specified in the price list.

3. Photocopying the collections published before 1950 is prohibited. They may be scanned or photographed. Copying is permitted in justified cases and requires the prior consent of the head of the department disposing of the item or an individual authorized by him or her.

4. Readers who copy the item on their own shall be personally liable for observing copyright law.

§6

Upon the Reader’s request, the items not included in the collections of the Library may be ordered via interlibrary loan at the Circulation Desk.

III. Rights of the Reader

§7

The Reader has the right to:

1. Access the collections of the Library and the materials of their own.
2. Access library and information services, catalogs, and databases available on site.
3. Request up to 5 books or 5 periodicals at least 30 minutes prior to the closing of the Reading Room.
4. Use the internet after logging in and under the terms and conditions specified in a separate policy.
5. Copy the Library items under the terms and conditions specified in a separate policy.
6. Request to have their personal data deleted from the database of the Library upon resigning from its services.
IV. Responsibilities of the Reader

§8

The Reader has the responsibility to:

1. Leave their outwear, handbags, laptop bags, and other luggage in the cloakroom or in a locker located near the Reception Desk. Valuable and personal items shall be brought into the Reading Rooms in transparent plastic bags, which are freely available in the cloakroom and near the lockers.

2. Keep order in the Library, in particular:
   1) to keep quiet in the Reading Rooms, put their mobile phones on silent mode, and avoid loud conversations (including phone conversations);
   2) to refrain from consuming food or drinks other than water (including alcoholic beverages) in the Reading Rooms and on chairs; this is permitted only in designated areas, i.e. on the tables near the cloakroom.
   3) to refrain from smoking cigarettes, including electronic cigarettes, in any part of the Library’s premises.

3. Produce the Library Card referred to in §2 to the Librarian.

4. Show personal items being brought into and out of the Reading Rooms to the Librarian.

5. Inform the Librarian about a request being placed.

6. Use Library items with due care and to notify the Librarian of any damage.

7. Inform the Librarian when leaving the Reading Room for a longer period.

   1) Return items from the open access collections to designated places; the other items shall be returned to the Librarian.

8. Follow audio announcements.

V. Final Provisions

§9

1. The Reader shall be liable for any damage caused by them.

2. The Library shall not be liable for:
   1) any items left unattended in the Reading Rooms and in the halls;
   2) any valuables left in the cloakroom or in the lockers.

3. Computer workstations in the Reading Rooms are available on a first-come, first-served basis, with priority given to Readers who wish to use them

4. Priority use of workstations with access to the LEX legal database is given to Readers who wish to use the database.

5. If the Reader lost the locker key, he/she may reclaim the items upon proving
that they have been left in the locker by the Reader, giving a detailed
description of items, and paying a fee for the lost key.

6. Failure to observe these Policies or to follow the widely accepted norms of
hygiene, clothing, or behavior may result in suspension or loss of Library
privileges. A decision on this matter shall be made at the discretion of the
Library Director or by a person authorized by her/him.

7. Any remarks, suggestions, and requests of the Readers may be submitted
electronically at biblioteka@koszykowa.pl, or in writing.