



Regulations pertaining to the use of the Public Library in the Ochota District of the Capital City of Warsaw

Section I

GENERAL PROVISIONS

§ 1

1. Use of the services of the Public Library in the Ochota District of Warsaw, hereinafter referred to as the Library, is publicly available under the rules specified in the Regulations.
2. Use of the Library's services is possible after signing the Agreement (subscription). Contract templates are specified in the Appendices to the Regulations: No 1 – adults, No 2 – minors,
No 3 – institutions.
3. Use of the Library's services is free of charge, with the exception of reprographic and printout services as well as other fees specified in Appendix No 4 to the Regulations
4. The Reader is obliged to acknowledge every notification issued by the Library. Such notifications are posted on the information boards of all affiliated libraries and also published on the website www.bpochota.waw.pl

§ 2

1. When registering, an applicant is required to present:
 - 1) a document with a photo and PESEL number (e-proof is allowed)
 - 2) in the case of a foreigner - a valid residence card or a passport
 - 3) in the case of a representative of an institution – an ID card, and a written authorization signed by the Director of the institution.The Reader is also obliged to read the Regulations, fill in, and sign, the Agreement form.
2. Library registration can be made no later than 15 minutes before closing time.
3. The right to conclude the Agreement on the part of the Library is vested in persons authorised by the Director of the Library (the template of the Authorisation is provided in Annex 5 to the Regulations).
4. The Reader has the right to indicate the persons authorised to use the library account. The Reader is responsible for the actions of the authorised persons. If an authorised person is a Reader of the Library and his/her account has been blocked, such a person cannot use the account to which he/she has been authorised.
5. An under-age person may be registered with the Library by parents or legal guardians who accept full responsibility for the library materials borrowed by the minor as well as for any damage caused in the Library. The Library allows for the registration of a minor staying in a boarding school, in which case the Agreement is signed by the appointed tutor.
6. A Reader who has been enrolled by a parent/guardian as a minor, upon turning 18 years of age, should come to the Library to make a new Agreement.
7. Providing an e-mail address is tantamount to treating it as the primary correspondence address.¹

¹ Pursuant to Article 4 of the Act of 18 July 2002 on the provision of electronic services in connection with Article 6(1)(a) of the Regulation (EU) 2016/679 of

8. During the registration process the Reader receives a Reader's Card free of charge (this does not apply to Readers for whom the Reader's Card is another card providing such a possibility) which is valid in all Library facilities. A Reader may use only one selected Card. The fee for issuing a duplicate of the Card is specified in Appendix No. 4 to the Regulations. The Library is not responsible for unauthorised use of the Reader's Card.
9. Upon registering with the Library the Reader receives access to a Virtual Reader's Account, hereinafter referred to as WKC (Wirtualne Konto Czytelnika). The rules of the WKC are specified in Appendix No. 6 to the Regulations.
10. A User waiving the Library's services submits a written Statement, the form of which is attached as Appendix No. 7 to the Regulations. Submission of the Statement does not release the Reader from settling his/her obligations towards the Library.
11. Third parties may advise of the death of a Reader by submitting a Statement in accordance with Appendix No. 8 to the Regulations.
12. An inactive account of a Reader registered with the Library is deleted after a lapse of three years from the last day of the calendar year in which he/she last used the Library's services.
13. If the Reader has unpaid fees for overdue library materials or other debts to the Library, his/her data will remain in the database until proceedings related to the claim are completed.
14. Removal of the Reader's data from the database is equivalent to termination of the contract between the Reader and the Library.

§ 3

1. The Library, as the Administrator of personal data, processes and secures personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free circulation of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and the Act of 10 May 2018 on the Protection of Personal Data, as well as other industry and general regulations.
2. Information on the processing of Readers' data by the Library is specified in Appendix No. 9 to the Regulations.

§ 4

In the event of a change of personal data, the Reader is obliged to sign an Annex to the Agreement (appendix to the Regulations: No. 10 - for adults, Annex No. 11 - for minors, Annex No. 12 - for institutions).

§ 5

The Reader is obliged to respect borrowed library materials.

§ 6

1. The Reader should report to the librarian on duty any damage or defects of the borrowed collection.
2. In case of loss or damage of library materials the Reader is obliged to, in consultation with the librarian:
 - 1) repurchase the same title or,
 - 2) buy another one, indicated by the librarian or ,
 - 3) pay the cash equivalent of the current market price of the lost library material or of material of similar value.
3. Notification of loss of a collection suspends the charge for its retention for a period not exceeding 14 days. This is the time to settle the debt to the Library. In the event of failure to meet the deadline, the fee is

charged in accordance with the Regulations.

Section II

RULES ON ACCESS TO COLLECTIONS

§ 7

1. Library branches collect and make available free of charge:
 - 1) books,
 - 2) periodicals which are stored for a period of:
daily newspapers - one month
weekly and bi-weekly - 6 months
monthly - 1 year
 - 3) multimedia (e.g. audiobooks, films, music CDs),
 - 4) board games,
 - 5) audio players
 - 6) e-book readers and e-book titles,
 - 7) other special collections
2. All library branches offer access to the computer, and the Internet free of charge.
The rules of use are specified in Appendix No. 13 to the Regulations.
3. The rules for borrowing board games are specified in Appendix No. 14 to the Regulations.
4. The rules for borrowing audio players and e-book readers are specified in the Appendix No. 15 to the Regulations.

§ 8

The Library provides a service "Książka na Telefon (Book on Call)" which provides delivery of borrowed materials to the Reader's home, according to the rules specified in Appendix No. 17 to the Regulations.

§ 9

The basis for using the Library is the Reader's Card or other card for which the Reader's account has been registered or, in exceptional cases, a document with a photograph and PESEL number or, in case of a foreigner without a PESEL number, current residence card or passport. The Reader may borrow books directly or through a person authorised in the Agreement.

§ 10

1. Collections are loaned to the public or made available on-site depending on the assigned location listed in the Library Catalogue (available for loan / available on-site, respectively).
2. Collections in Free Access are chosen by the Reader alone. Selected materials should be reported to a librarian in order to register access.
3. After using selected publications, the Reader does not put them back on the shelves but returns them to the librarian. Accessed library materials should be returned no later than 15 minutes before the closing of the Library.
4. In special cases library materials made available on-site may be borrowed for external use. The decision in this case is made by the head of the library facility.
5. Readers may use their own materials and equipment on-site. The Library is not responsible for leaving them unattended.
6. The librarian provides information, assists in the selection of literature, and gives advice on the use of library catalogues and informative publications.

§ 11

The Library provides reprographic services from library materials for a fee, on terms specified in Appendix No. 18 to the Regulations.

§ 12

Loans and making available library materials as well as using a computer station are recorded in the library system on the Reader's account. The evidence of borrowing or returning library materials is its registration in the library system. The registration is made by the librarian on duty.

§ 13

A Reader is entitled to borrow a total of up to 30 library materials in all branches, but in one branch no more than: 5 books, 5 audiobooks, 5 films, 5 music CDs, 3 magazines, 2 board games, 1 audio player (with 5 titles uploaded), 1 e-book reader (with 5 titles uploaded).

§ 14

At the request of the Reader, the number of individual types of collections in a given facility may be changed, but the maximum number of loans in all facilities may not be changed. The decision to change the limits shall be made by the head of the library facility.

§ 15

1. The loan periods for individual library materials are as follows:
 - 1) books – 28 days,
 - 2) audiobooks – 28 days,
 - 3) films – 7 days,
 - 4) music CDs– 7 days,
 - 5) periodicals – 7 days,
 - 6) board games– 14 days
 - 7) audiobook reader– 28 days
 - 8) e-book reader– 28 days
2. If the date of return falls on a day when the Library is closed the borrowed materials must be returned on the next working day or the user must inform the Library about the impossible to return on that day and agree on another date.

§ 16

1. The Library may postpone the return date of the borrowed library materials if the User asks for it before the return date and the item has not been ordered by another User. The total time of borrowing particular items cannot exceed:
 - 1) books – 84 days,
 - 2) audiobooks – 84 days,
 - 3) films – 21 days,
 - 4) music DCs – 21 days,
 - 5) periodicals – 21 days,
 - 6) board games – 42 days,
 - 7) e-book reader – 84 days,
 - 8) audiobook reader – 84 days.
2. The next due date for return is determined from the date of the extension. Renewal can be made no later than on the day of the designated return date: in person or by telephone during office hours, via the Virtual Reader's Account and by e-mail until 11:59 p.m.

§ 17

Readers may return library collections from all branches 24 hours a day using the Drop Box (Wrzutnia). Rules for using the collection Drop Box are described in Appendix no. 19 to the Regulations.

§ 18

Readers may borrow and return library materials from the Library 24 hours a day using the Book Locker (Książkomat).

Rules for using the Book Locker are described in Appendix No. 20 to the Regulations.

§ 19

1. The Reader may reserve or order library materials (in person, by e-mail, by phone or through the WKC). Reservations apply to collections which are currently available at the library. Orders refer to collections which are currently on loan to another User.
2. Materials must be collected within two working days of receiving the notification. After this time the reservation will be cancelled. If the Reader is unable to collect, he/she should contact the library branch.
3. Reservation does not guarantee that the material is ready to collect. Priority to borrow a given collection is afforded to those who are present in the library at the moment of reservation.
4. Information as to whether the reserved items are ready for collection can be found on the WKC, and sent to those who have provided an e-mail address. Otherwise you can find out about the status of your reservation by telephone or in person.

§ 20

1. Fees are charged for the overdue of library materials (appendix no. 4 to the Regulations). The first day after the assigned day of return is the first day of charging the fee. Additionally, the User is charged for the costs of reminders sent by the Library.
2. Liabilities arising upon the return of the material should be paid within 7 calendar days.
3. Failure to pay by the specified deadline will initiate the accrual of statutory interest and the Reader's account will be blocked.
4. In exceptional cases, supported by appropriate documentation, it is permissible, at the request of a Reader, to pay for overdue library materials in instalments or to cancel the charge. The decision in this case is made by the Director of the Library.

§ 21

The Library is not obliged to remind Readers about the return deadline, overdue items or unpaid fees (except for § 23 section 1). Electronic notifications generated automatically by the library system are only of an auxiliary character. A failure of the library system or a lack of notifications do not constitute grounds for lowering or cancellation of a fee for keeping a collection.

§ 22

If the Reader, despite having been sent a reminder, does not return the materials or does not pay the fees due, the Library shall pursue its claims according to the law.

§ 23

1. In order to recover the collection and the fees related to its overdue, the Library reserves the right to use the services of a debt collection agency. The Library reserves the right to use the services of such agencies after three reminders about the hold on the library materials, the fee for their hold or the overdue fees.
2. Reminders by post or e-mail shall be treated equally.
3. Reminders shall be recorded on the Reader's library account on the date on which they are generated.
4. Reminder notices shall advise of the charges for overdue materials on the date on which they are generated. These charges shall increase until the date of return of the items indicated.
5. In the third reminder the Library indicates the final date for returning the materials and paying the due amount.
6. The Reader who is in arrears only with the fee for overdue library materials is charged with the statutory interest until the day of transferring the case to a debt collection company. Once the case has been transferred the collection agency continues calculating the interest.
7. In the event of passing the case to a debt collection agency, when there are overdue library items on a reader's account they are removed from the reader's account and the Library adds an allowance for the lost library items in the amount specified in appendix no. 21 to the Regulations. After transferring the case the debt collection agency starts to charge statutory interest on the existing debt.

Section III

ORDER PROVISIONS

§ 24

Talking on mobile phones, smoking, using electronic cigarettes, consuming alcoholic beverages and drugs, eating, bringing in bicycles and animals (except for guide dogs for the visually impaired or blind) is prohibited on all library premises.

§ 25

A Reader being under the influence of alcohol or intoxicants is forbidden to enter the Library.

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§ 26

A Reader who does not meet generally accepted norms of personal hygiene, dress or behaviour or who shows clear symptoms of a contagious disease has no right to use the Library by decision of its manager

§ 27

The Reader, while using the Library and its facilities, must consider the needs of other Readers.

§ 28

In the event of situations threatening life or health, persons in the Library must strictly follow the instructions issued by staff of the facility.

Section IV

FINAL PROVISIONS

§ 29

Derogations from the Regulations may only be made in exceptional cases with the consent of the Library Director in response to a request made by the Reader.

§ 30

A Reader who does not comply with the Regulations may be temporarily, and in particularly drastic cases permanently debarred from using the Library, at the discretion of the library's manager with the possibility of appeal to the Director of the Library.

§ 31

All disputes related to the use of the Library's services are settled by the Director.