

# **REGULATIONS FOR THE USE OF COLLECTIONS AND SERVICES OF THE MUNICIPAL PUBLIC LIBRARY IN ZGORZELEC**

## **§ 1**

1. The collections of the Municipal Public Library in Zgorzelec, hereinafter referred to as MBP, are made available to all interested parties.
2. The collections of the MBP can be used by persons who have filled out the commitment card and purchased the library card, entitling them to use all sections and branches of the library.
3. The collections made available on site can be used by a person showing a library card or a document with a photograph.
4. Access to computers and the Internet can only be used by those enrolled at MBP.
5. The rules of using computers and the Internet are defined in the Rules of Using Computers and the Internet in the Municipal Public Library in Zgorzelec, which constitute Appendix No. 3 to these rules.
6. The library card entitles the holder to:
  - a) lending of collections
  - b) use of collections made available on site
  - c) use the electronic and other services offered by the library
7. If you lose your library card, please report it immediately to the librarian, who will lock your account. The account will be unblocked once a new card has been purchased.
8. The MBP is not responsible for the use of the library card by third parties until it has been reported lost by the owner.

## **§ 2**

1. When enrolling in MBP, the applicant should:
  - a) a Polish citizen- present an identity card or other document with a photo and PESEL number
  - b) other countries citizens- present a passport or other document providing identity
  - c) fill in a commitments card, confirming by your signature that you are familiar with regulations and consent
2. Underage reader may be enrolled in the library by their parents or legal guardian, who signs the commitment card
3. The reader is obligated to inform MBP immediately of any change in his/her place of live or other date on the commitment card.

## **§ 3**

1. Once in the affiliate or MBP department, you can borrow four copies of the library collection.

In the case of using the library's services of a few affiliate or MBP departments reader can only borrow 10 media.

2. The different types of media are lent out:

- a) books, audiobook for a maximum of 30 days,
- b) other media for a maximum of 7 days.

3. MBP may postpone the return date of borrowed collections if there is no demand from other readers.

4. The total loan period for the collection is:

- a) for books, talking books - a maximum of 90 days, i.e., 30 days for the first loan period and all extensions (maximum 60 days from the original return date),
- b) for other media - 7 days - i.e., first rental period of 7 days and all extensions (up to a maximum of 14 days from the original return date).

5. The MBP may shorten the loan period for a specific collection if there is a particular need.

6. MBP charges a deposit when lending out each copy of the particularly valuable collection.

7. Deposits are collected from readers residing outside the Zgorzelec district.

8. The amount of the deposit is set by the librarian.

9. After one year of discontinued use of the Library's services, the unclaimed deposit shall be paid into the income of the MBP.

10. The reader himself or through a librarian can order media that are borrowed by other readers.

11. Copies ordered by the reader await lending for 7 days.

#### **§ 4**

A reader can request a book or other medium through interlibrary loans. The rules of interlibrary loan are defined by Interlibrary Loan Regulations of the Municipal Public Library in Zgorzelec, which constitute Appendix No. 2 to these Regulations.

#### **§ 5**

1. MBP may charge fees for copying library materials, computer listings and scanning.
2. The amount of fees charged is determined by the Price List of fees in force in the Municipal Public Library in Zgorzelec, constituting Appendix No. 1 to these Regulations.
3. Each payment made by a reader is confirmed by a receipt.

#### **§ 6**

1. The reader is obliged to return borrowed collections and pay fees without being summoned by MBP.
2. MBP charges fees for keeping collections beyond the time limit set in § 3 item 2:
  - a) Books (including audiobooks)- 0.15 zloty per book for each day after the return deadline,
  - b) Other media- 1 zloty per medium for each day after the return deadline.

3. All monetary contributions made to the library constitute the library's own income, are deposited into the library's account, and can be spent on statutory activities. The reader receives confirmation of the action on the receipt deposit.
4. If the reader does not return the borrowed collection within the period specified in these Regulations, MBP blocks his/her account. The reader's account is blocked until his/her obligations to MBP are settled.
5. If the user fails to meet the deadline for return, the Library will send a reminder to the user, calling on him to immediately return the borrowed collection.
6. To users who have provided an e-mail address when signing up, the Library sends a reminder before the deadline for returning the collection. These notifications are of an auxiliary and informative nature, and their failure to deliver them to the User's e-mail box does not constitute grounds for reduction or cancellation of the imposed fee for retention of library materials.
7. With the approval of the librarian, the reader, in exchange for waiving the financial penalty, may purchase a book or books of a value determined by the librarian.
8. A reader to whom the library sends a reminder on the return of library materials covers the cost of written reminders in the amount specified in the Price List of Fees in effect at the Municipal Public Library in Zgorzelec constituting Appendix No. 1 to these Regulations.
9. MBP, in case of non-payment of fees under the titles indicated in points 2 and 8, shall refer the case for collection proceedings.
10. Collection proceedings are performed by sending reminders/requests by mail to the reader as follows:
  - 1 reminder - ordinary letter
  - 2 reminder - registered letter
  - 3 reminder - registered letter with return receipt.If the reader fails to pay the obligation despite the sent reminders, the case is referred to the court.

## **§ 7**

1. The reader is obliged to respect the collections owned by MBP. He/she should pay attention to their condition before borrowing, and report any damage noticed immediately to the librarian.
2. Damages resulting from loss, damage, or destruction of collections are the responsibility of the reader.
3. Compensation for loss, damage, or destruction of collections is equal to the current market price.

## **§ 8**

1. It is strictly forbidden in MBP to eat, drink, smoke, take drugs and other intoxicants, bring in animals, and use of cell phones.
2. When there is an infectious disease in the reader's home, the reader may not use the Library.
3. MBP is not responsible for items left unattended. The following may not be taken out of MBP library materials not subject to lending. This also applies to equipment and other MBP assets.
4. While staying in MBP, it is necessary to maintain silence, order, and cleanliness.

## **§ 9**

The librarian may refuse to serve a reader who does not comply with the provisions of these Regulations, violating generally applicable standards of behaviour, and, in particular, being in a state indicating the consumption of alcohol, intoxicants, behaving loudly and aggressively, and not observing the basic rules of hygiene. In extreme cases, the librarian may call the police.

## **§ 10**

1. The changes to these Regulations are communicated to readers by posting them in all establishments and on the MBP website. After the expiration of 30 days from the announcement of the changes, the reader is considered to have taken note of them acknowledged them.
2. Failure to accept the new or changed Regulations is equivalent to resigning from using the services of MBP.

## **§ 11**

1. The director of the MBP has the right to close any department or branch for a specified period of time or limit the scope of their work due to breakdowns, repairs, cleaning work, inventory of the collections, or other important reasons.
2. Current announcements addressed to readers are posted on the website and at individual MBP branches.

## **§ 13**

Complaints and requests can be submitted by readers to the Director of the Municipal Public Library in Zgorzelec.

59-900 Zgorzelec ul. Bohaterów Getta 1.