

## **Regulations of Interlibrary Loans of the Municipal Public Library in Zgorzelec**

### **§ 1**

#### **General regulations**

The City Public Library in Zgorzelec conducts interlibrary loans, under which it lends its own library materials to other libraries and institutions domestically and brings in ordered library materials from other libraries for the needs of MBP readers in Zgorzelec.

### **§ 2**

#### **Loans from other libraries**

##### **(interlibrary orders for individual readers realised through MBP in Zgorzelec)**

1. Interlibrary loans can be used by adult MBP readers who have a library card and a library account without any overdue loans and who have paid all their liabilities to MBP.
2. Ordering and execution of interlibrary loans are carried out only through the MBP Reading Room. An order for library materials is placed by the reader in person.
3. The condition for acceptance of the order is legible completion of the bond of security. Signing the bond of security is unequivocal acceptance of the rules of these regulations, including the commitment to pay a fee for returning the ordered materials.
4. The order should include the reader's name, library card number, contact information (phone number/e-mail), bibliographic description of the desired item.
5. A reader may order four titles at a time.
6. If the Reader resigns from the order, the MBP should be immediately notified.
7. Materials brought from other libraries are available only in the Reading Room of MBP. The term of use of the ordered materials is determined by the borrowing library. An extension of this period must be notified 7 days before the return date.
8. The waiting time for the execution of the order is from one week to one month and depends on the library providing the library materials. The reader is notified in a predetermined manner by MBP of the arrival of the ordered work and the deadline for its return.
9. Lending is carried out by registered mail. The reader bears the cost of sending back the ordered materials. The flat rate cost of shipment is defined by the Price List of fees valid at the Municipal Public Library in Zgorzelec.
10. In case of damage or destruction of borrowed materials, the reader is obliged to compensate for the damage- in the form determined by the owner.

### **§ 3**

#### **Lending of own collections (interlibrary loans for libraries and domestic institutions realized on the basis of the collections of MBP in Zgorzelec)**

1. MBP makes its collections available to national libraries and cultural institutions in the country.
2. Special collections, magazines, Documents of Social Life, works preserved in poor condition, and unique copies are not subject to interlibrary loan.
3. The Library fulfils requests made by letter via traditional mail and sent by e-mail to: [czytelnia@biblioteka-zgorzelec.pl](mailto:czytelnia@biblioteka-zgorzelec.pl).
4. The lending of library collections is free of charge. MBP in Zgorzelec covers the cost of postage sent to the library ordering the materials, the cost of return of the ordered materials is paid by the borrowing library. In special cases (e.g., large orders, large format materials) the lending library bears the additional cost of sending the collection. The ordering library is informed before the shipment about the necessity of additional fees.
5. Loans are processed by registered mail. Library materials sent by mail should be properly protected from destruction.
6. Collections are lent for a period of 4 weeks. In justified cases, MBP may determine a different period of use of library materials. An extension of this period should be notified before the return date. A request for a longer period for the available collections can be sent by letter or e-mail to [czytelnia@bibliotekazgorzelec.pl](mailto:czytelnia@bibliotekazgorzelec.pl).
7. The library ordering materials is obliged to fully secure them, return them by the specified date, and is materially responsible for their damage or loss.
8. In case of loss, destruction, or significant damage to the work by the ordering library, it shall return the same copy or, in exceptional cases, another designated work.

### **§ 3**

#### **Final provisions**

1. The reader is obliged to familiarise himself/herself with the content of these Regulations and apply the provisions contained herein.
2. In the case of non-payment of financial obligations, MBP in Zgorzelec shall pursue its claims by legal means.
3. Readers who do not comply with the Regulations of Interlibrary Loans of the Municipal Public Library in Zgorzelec will be deprived of the right to use interlibrary loans. The decision in this case is made by the director of the MBP in Zgorzelec.

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Number of bond of security

## INTERLIBRARY LOAN

Date .....

### Lending Terms:

1. Signing the reverse is unequivocal with acceptance of the rules of these *Regulations of Interlibrary Loans of the Municipal Public Library in Zgorzelec*.
2. Order processing time - about 1-2 weeks.
3. You can use the imported materials for a period of time determined by the lending library (usually it is about 3-4 weeks).

### Reader's data

- Full name .....
- Card numer.....
- Telephone numer.....
- E-mail.....

### *Booked items:*

1. ....  
.....
2. ....  
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3. ....  
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4. ....  
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**I undertake to cover the cost of sending back materials borrowed as part of interlibrary loan materials in the amount of PLN 25 per shipment. I confirm that I am familiar with *the Regulations of Interlibrary Loan of the Municipal Public Library in Zgorzelec.***

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**Date, signature of reader**