



Rules for use of the Virtual Reader's Account (Wirtualne Konto Czytelnika) in the Public Library in the Ochota District of Warsaw

1. Access to the Virtual Reader's Account, hereinafter referred to as the WKC can be gained through <http://bepochota.waw.pl>
2. Access to WKC takes place via the e-mail address of the Reader (or, in the case of minors, of a legal guardian) or a Library Card number or login.
3. The first password is sent automatically to the e-mail address provided or, if there is no e-mail address, it is generated by the Librarian.
4. WKC allows control of the Reader's own library account - ordering, reserving, extending return dates as well as monitoring any arrears, and account blockages.
5. The "zapisz się" (enroll for) option allows you to request library materials that are currently on loan to another Reader. The system adds the requesting person to the waiting list of Readers.
6. By logging in to the WKC, the Reader can check his position on the readers' waiting list.
7. The system automatically sends an e-mail notification that the ordered material is ready for collection (subject to § 26).
8. Reservations may be made via the "wypożycz (borrow)" option. This applies to collections currently held in the library where the option "dostępna do wypożyczenia (available for borrowing)" is active in the central catalog.
9. If the WKC record of the booked item shows "do odbioru" (to be collected), it confirms that the item can be borrowed.
10. The ordered and reserved items must be collected within 2 working days. If you are unable to collect, please contact the library.
11. Extension of a due date is made via the "prolonguj" (prolong) option.
12. Extending the due date of a borrowed item is not possible if another Reader has requested it or the item was already overdue.
13. WKC does not allow you to manually set the return date, which means that the date set by the system may be a bank holiday. In this case, the items must be returned on the next working day and the amount due for the days on which the items could not be returned due to Library closure will be canceled.