

I. GENERAL PROVISIONS

§ 1

1. Using the services of the Public Library in the Ochota District of the Capital City Warsaw, hereinafter referred to as the Library, is publicly available and follows the rules set out in the Regulations.
2. Using the Library's services is possible after signing the contract, which is also a registration card (Appendices to the Regulations: No 1 - adults, No 2 – minors, No 9 - institutions).
3. Pursuant to the Regulations, the use of the Library's services is free of charge, excluding reprographic services and printouts, as well as fees and deposits in accordance with Appendix 6 to the Regulations.
4. A person may use the Library on receiving the Library Card.
The Warsaw City Card can also serve as the Reader Card. The reader can only use one selected Card.
5. The User is obliged to acknowledge every notification issued by the Library. Such notifications are posted on the information boards of all affiliated libraries, published on the website www.bpochota.waw.pl or sent by email to Users who provide their email address.

§ 2

1. When registering, an applicant is obliged to present
 - document with photo and PESEL number (e-proof is allowed)
 - in the case of a foreigner - a valid residence card or a passport
 - representative of an institution should present his ID card, and written authorization signed by the Director of the institution.

The User is also obliged to read the Regulations, fill in, and sign, the Agreement form.

Signing the registration documents signifies:

- the truth of the personal data provided,
 - commitment to obey the Regulations,
 - responsibility for the condition and timely return of borrowed library materials,
 - a declaration of reading the Annex 13 to the Regulations, which informs about the protection of personal data in the Library,
2. Library registration can be made no later than 15 minutes before closing time.
 3. Employees have the right to conclude the Agreement under the authority of the Director of the Library (the Authorisation template is Appendix 3 to the Regulations).
 4. The Agreement contains the following personal data: name and surname, PESEL - personal identification number (in the case of a foreigner without a PESEL number, residence card or passport number), address for correspondence, residence address, in case of an adult person phone number

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and e-mail address. The User can authorise another person to use his Card by providing their full name, and PESEL, the authorized person must be a registered user of the Library. However, responsibility for use of the Library's services in accordance with the Regulations remains that of the owner of the Card. If a blockade has been imposed on the account of the authorized person, he cannot use the account for which he was authorized.

5. An under-aged person may be registered with the Library by parents or legal guardians who possess proof of identity and who accept full responsibility for the minor's use of the Library's services and any damage caused at the Library quarters. 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. In the case of minors, the Agreement also contains the data of the person who is a parent or legal guardian - name and surname, PESEL number, residence address, correspondence address, e-mail address, telephone number and in the case of a foreigner without a PESEL number, residence card or passport number.
7. The email address provided is treated as the primary address for correspondence, especially for sending information on changes to the Regulations, reminders, claims and sending notifications and announcements addressed to Users.
8. On registration the User receives free of charge a magnetic Library Card, which is valid in all Libraries (does not apply to Readers whose Warsaw Travel Card functions as the Library Card). Any damage or loss of the Card should be promptly reported. The User is also required to reimburse the cost of issuing a duplicate (Appendix 6 to the Regulations). The library is not responsible for the use of the Card by unauthorized persons.
9. The User who resigns from Library services should submit a written Statement - Appendix 5 to the Regulations. This does not release the User from settling all obligations towards the Library.
10. If all obligations to the Library are settled and the User does not use the Library services for a period of 3 years, counting from the last day of the calendar year in which the last library material was returned or in which the reader last used other library services indicated in the Regulations, and in the event of penalties or other amounts due to the Library, until such fees are enforced, his/her data will be permanently removed from the Readers database.

§ 3

1. Personal data of Users and of legal guardians of Users, collected by the Library are protected in accordance with Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on free circulation of such data and repealing Directive 95/46/WE (general data protection regulation). They are processed only for statutory purposes and for statistical purposes and possible legal claims for unrecovered library materials debiting the personal library account of the User or persons under his

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legal protection.

2. The administrator of the collected personal data is the Public Library in the Ochota District, Warsaw.

§ 4

The User is obliged to notify the Library of any changes to his personal details contained in the Agreement, in particular changes of surname and mailing address, and should complete an Annex to the Regulations certifying the change (Appendix 7 –adults, Appendix 8 - custodians of minors and Appendix 10 – institutions).

§ 5

The User is obliged to respect borrowed library materials, protect them from damage, and loss.

§ 6

1. The User should report to the librarian on duty all visible damage and defects of the borrowed library material,
2. In case of loss, or damage to the library materials, the User is obliged, in consultation with the head of the given Library or the authorized person, to :
 - repurchase the same title or
 - buy another one, indicated by the librarian or,
 - pay the cash equivalent of the current market price of the lost library material or of material of similar value.
3. Notification of the loss of the borrowed library material suspends the charge for the overdue fine, for a period not exceeding 14 days. It is a time to settle obligations to the Library. In case of non-compliance, the fee is charged in accordance with the Regulations.

§ 7

A Friends of the Library Association may be organised, whose statute would specify its operations, and the purpose of which would be to benefit the Library.

II. RULES OF PROVIDING LIBRARY MATERIALS

§ 8

1. Library branches gather and circulate items:
 - books
 - periodicals which are stored for a period of:
 - daily newspapers - one month
 - weekly and bi-weekly - 6 months
 - monthly - 1 year,

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- films,
- music CDs,
- „książka mówiona” - audiobooks,
- multimedia,
- computer games,
- databases ,
- computer programs,
- board games,
- Czytaki NPN3, (audiobook player)
- e-book readers and e-book titles

2. All library branches offer access to the computer, and the Internet free of charge. Terms of use are specified in Chapter VIII of the Regulations.

§ 9

1. The library branches (adult and children) loan library materials except for books from a reference collection, the latest issues of daily newspapers and magazines, and board games which are only available on-site in the library .
2. In certain cases it may be possible to borrow the above mentioned items for the weekend or holidays. The decision rests with the manager of the given library.

§ 10

Electronic collections (multimedia, computer games, databases, computer programs), cartography, board games and official journals collected in the Library are available for on-site use only (not applicable to electronic documents which accompany a book).

§ 11

The Science Reading Library collection, with the exception of films, and a selected part of the collection, may only be used on-site.

§ 12

At selected library branches, part of the board games collection is available for rent.

§ 13

The basis for use of the Library is the Reader Card or, in exceptional cases, a document with a photo and PESEL number, and in the case of a foreigner without a PESEL number, a valid residence card or passport. Loans may be made by the User directly or by a person authorized in writing in the Agreement. On entering the Library the User should provide a Library Card, and return previously borrowed library materials, or collect items booked or ordered.

§ 14

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In libraries with free Access to shelves, the User himself selects items. The librarian on duty provides information, helps with the selection of literature, and provides guidance on the use of library catalogues, and informative publications.

In the Science Lending Library and Science Reading Library the items selected by the User are provided by the librarian.

§ 15

The User may use his own materials, however, upon entering the library and before leaving the User should show them to the librarian on duty.

§ 16

In the libraries where access to the reference collection, directory sources of information, newspapers, and magazines is free, the User selects those materials himself, and registers them at the circulation desk.

§ 17

On having used the chosen materials, the User does not put them back on the shelves, but gives them to the librarian. The materials should be returned no later than 15 minutes before closing time.]

§ 18

A collection stored in „Przystanek Książka's” magazine is available upon submission of a fulfilled order form. It may take up to 15 minutes to complete an order.

§ 19

The User can order xeroxed copies of borrowed library materials. Copying of library materials is governed by Chapter IX of the Regulations.

§ 20

The User may use his own equipment (e.g. laptop, camera) with the knowledge and consent of the librarian on duty, at a designated place. The library is not responsible for User equipment left unattended.

§ 21

Services such as loans, on-site use, and use of the computer are registered on the system via magnetic codes on the Library Card and on each library material. Such registration is made by the librarian on duty and provides proof of the loans and returns of the library items.

§ 22

The User is entitled to borrow 30 library items at a time, but not more than 12 in one-branch, including: 5 books, 2 films, 2 music CDs and 3 periodicals. In addition, it is possible to borrow 2 board games, 1 e-book reader (with 5 titles downloaded), 1 “Czytak NPN” audiobook reader (with 5 downloaded titles) in the facilities where such service is provided.

§ 23

At the User's request the number of library items borrowed may be increased if justified by a particular situation, especially the state of health. However, the number of borrowed items, in one library branch,

cannot be larger than 20. The decision is taken by the manager of the library branch.

§ 24

Loan periods for particular library items are as follows:

- books and audiobooks– 28 days,
- e-book reader – 28 days,
- Czytak NPN 3 (audiobook reader) – 28 days,
- board games – 14 days,
- periodicals and newspapers– 7 days,
- music CDs – 7 days,
- films – 2 days.

If the Library is closed on the due date of return, the library materials should be returned on the nearest working day, or if this is not possible the Library should be notified, and a new due date agreed.

§ 25

- The Library may change the deadline for the return of the borrowed library materials at the User's request made before the due date, provided however that the given library material is not on order by another User-
- Extension can be made twice, but the total loan period cannot exceed:
 - 84 days for books, and audiobooks,
 - 84 days for e-book readers,
 - 84 days for "Czytak NPN3",
 - 28 days for board games,
 - 21 days for newspapers, magazines, and CDs,
 - 6 days for DVDs.

The next due date is calculated from the date of renewal. The revised renewal date can be made in person, by phone during library working hours also by e-mail until 0:00 (midnight) or by the Virtual Reader Account.

§ 26

1. The User may order or book library materials (in person, by phone, by e-mail or by the Virtual Reader Account). Items should be collected within 2 working days of notification that the items are ready for collection. After that time the reservation or booking will be cancelled. If the reader is not able to collect the ordered or booked items within the given time, he should contact the library.
2. Reservation online does not guarantee, however, that the material is ready to collect. Priority is given to those who select material at the library. Therefore, the User should ensure that the material requested is ready to collect. Information on reserved items can be checked via the Virtual Reader

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Account. Notification of items ready to collect is sent only to Users who have provided their e-mail address. Otherwise, the User should obtain this information personally by visiting or phoning the Library.

3. Use of the User's Virtual Account is governed by Chapter VI of the Regulations.

§ 27

If, 30 days after the designated date of return of the first borrowed item, the User has not returned library items borrowed from one of the affiliated libraries, his account will be blocked.

§ 28

The User will be fined for unreturned library items (Appendix 6 to the Regulations), for each subsequent day overdue, including days when the Library is closed. The designated return date is the day from which the overdue charge is calculated. In addition, the User bears the costs of the Library forwarding reminders. In exceptional cases, supported by appropriate documentation, it is permissible to spread the charge into installments or cancel it in part or in whole. In each case, the decision is taken by the Director of the Library.

§ 29

The User's account remains blocked until the charge is paid.

§ 30

The Library has no obligation to remind Users of the due return date, overdue items, or unpaid charges (§ 32 p. 1 does not apply). Reminders are automatically generated by the computer system and are only incidental. Computer system failure, lack of notifications and warnings, do not constitute grounds for lowering or cancelling the overdue charge.

§ 31

Concerning Users who do not return library material, and do not pay the due charges despite mailed reminders, the Library will pursue its claims through legal means in accordance with the law.

§ 32

1. In held, and the resultant order to recover library materials and charges related to their retention, the Library reserves the right to use the services of a debt collection company. Referral of a case to the debt collection company may proceed after three reminders of library collections charges, or outstanding unpaid fees.
2. Email, telephone, or postal reminders are treated equally.
3. Each reminder is recorded in the User's library account with the date of its generation; that is, the date sent by mail, email or phone call.
4. In the case of overdue library materials, the reminder provides information about the relevant charges on the day it was generated. These fees increase, according to the Regulations, until the date of return of the said materials.
5. Users who are in default of collection charges and receive a summons from a collection company are

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obliged to pay the amount shown on the summons.

6. Users who do not return library materials and receive a summons from the collection company are obliged to pay the amount shown on the summons and return the overdue library material no later than two weeks after receipt of the summons. In the case of non-return of the said materials the penalty will be recalculated in accordance with the Regulations.

§ 33

The library offers a KaNaT (Book on the Phone) service- in accordance with the rules set out in Chapter VII of the Regulations.

III. RULES OF PROVIDING BOARD GAMES

§ 34

1. Borrowing of board games is carried out by selected library branches.
2. The Reader can borrow two board games at a time.
3. The User will be fined for unreturned on time board games (Appendix 6 to the Regulations), for each subsequent day overdue.
4. Each board game contains a specification containing its full equipment. The user should check the game status before renting according to the attached list. Any deficiencies or damages should be reported before borrowing. Failure to report deficiencies or damage to the game is treated as a borrowing of the complete game.
5. The User is obliged to take due care of borrowed board game, i.e. borrowed games should be returned in a non-deteriorated condition, resulting from normal use.
6. The borrowed game must be returned no later than 15 minutes before closing time.
7. A library employee collecting a borrowed game from the User is obliged to check the technical condition and completeness of the game, in accordance with the specification containing its full equipment.
8. The User bears full financial responsibility for damages caused by improper use of the game, as well as for its loss or incomplete.
9. In the event of damage, loss or incomplete game, the User is obliged, in consultation with the head of the facility or a person authorized to do so:
 - a) to buy back the same game or
 - b) buy another, indicated by the librarian or
 - c) to pay a cash equivalent in the amount of its current market price or
 - d) to fill in missing elements.

The User undertakes to perform one of the abovementioned activities within no more than 14 days. All situations will be considered individually.

IV. RULES OF PROVIDING –E-BOOK READERS

§ 35

1. PocketBookTouch (e- books) borrows are implemented by selected library branches.
2. The condition for borrowing the e-book reader is signing the Declaration - Annex No. 11, in which the following data will be included: name and surname, PESEL (in the case of a foreigner without a PESEL number, residence card or passport number).
3. The User receives one of the devices, available at the moment, in the given library.
4. The User can book an e-reader through the website of the Public Library in the Ochota District, Warsaw: www.bpochota.waw.pl. Reservations will be made as devices are available.
5. The User can compose a set of 5 books, in an electronic version, from the resources of the "Przystanek Książka" Library, located in the e-book database in the SOWA system. The chosen positions will be uploaded to the e- reader by the Librarian.
6. The uploaded selection of books can be used under the current licenses. The User has the right to use the e-reader and e-books loaded on it only for his own use, in accordance with the applicable law.
7. Rental of electronic book readers is free of charge. At each loan, the employees of the Library collect a deposit (Appendix 6 to the Regulations), which they pay back at the moment of returning the e-reader, taking into account the provisions of the Regulations § 35 p. 19, 20, 21.
8. The first rental of an e-reader is tantamount to the User accepting the conditions contained in these Regulations.
9. The User is not entitled during the rental period to self-upload to the e-reader, other e-books, documents or files.
10. In particular, the User cannot and is not entitled to:
 - a: distribute or place on the market the borrowed e-book reader and e-books downloaded onto it in whole or in parts,
 - b: modify the content of e-books,
 - c: commercial use of e-books, in particular dissemination of their content and posting on the Internet.
11. The User is obliged to take care of the condition of the e-reader and use it in a manner consistent with its intended use and the user's manual.
12. The e-reader should be returned in a non-deteriorated condition, and with complete equipment borrowed by the User, as well as with a set of electronic books uploaded to the e-reader by the

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Library employees.

13. Each e-reader is equipped with a USB cable, protective etui. At the time of borrowing the e-reader, the user is obliged to check its actual functioning and completeness. The borrowing of the e-reader is tantamount to the fact that the User has received an efficiently functioning e-reader with complete equipment.
14. The User bears full responsibility for the loss or damage of the e-book reader on the terms set out in the Regulations and in the provisions of the Civil Code.
15. If the equipment is lost, the User is obliged to purchase a device with the same capacity within 14 days from the end of the rental period. The selection of a specific device model and type takes place after consultation with the manager of a given library department.
16. In case of loss or destruction, or inability to return the e-reader and its equipment for other reasons, the User undertakes to pay to the Library compensation (Appendix 6).
17. The library is entitled to deduct the above amounts, as well as to pay for the above-mentioned compensation of the deposit paid by the User.
18. In the case of returning the damaged e-reader, the User undertakes to cover the costs of its repair, and in the event of inability to repair the damaged equipment - to pay compensation to the amount specified in Appendix 6 of the Regulations. The deposit paid will be retained for the period of repair and will be returned to the User after the costs of repairing the e-reader are returned.
19. A fee is charged for an overdue e-reader, in the amount specified in Appendix 6.
20. Fees and compensation should be settled immediately. In the event of refusal to pay fees or compensation, the Library may claim a fee by way of debt collection or court proceedings.

V. RULES OF PROVIDING „CZYTAK NPN3” (AUDIOBOOK READER)

§ 36

1. Rental of the audiobook player "Czytak NPN3" hereinafter referred to as audiobook "Czytak" is provided by the Library for Adult and Youth No. 48.
2. The condition for borrowing the audiobook "Czytak" is signing the declaration - Annex No. 12, in which the following data will be included: name and surname, PESEL (in the case of a foreigner without a PESEL number, residence card or passport number).
3. The User receives one of the devices, available at the moment, in the Library for Adult and Youth No. 48.
4. The User can book an audiobook "Czytak" through the website of the Public Library in the Ochota District, Warsaw: www.bpochota.waw.pl. Reservations will be made as devices are available.

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5. The user can compose a set of up to 5 books from the collections of audiobooks available at the Public Library in the Ochota District of the Capital City of Warsaw. The items indicated by the User will be downloaded to the audiobook reader "Czytak" memory card by the Librarian.
6. Rental of audiobook readers "Czytak" is free of charge.
7. The User is obliged to take care of the condition of the audiobook readers "Czytak" and use it in a manner consistent with its intended use and the user's manual.
8. The audiobook readers "Czytak" should be returned in a non-deteriorated condition, and with complete equipment borrowed by the User.
9. Each audiobook readers "Czytak" is equipped with a memory card and an AC adapter / charger. At the time of borrowing the audiobook reader, the User is obliged to check its actual functioning and completeness. The borrowing of the audiobook reader is tantamount to the fact that the User has received an efficiently functioning audiobook reader with complete equipment.
10. The user is not entitled during the rental period to download to the SD card of the audiobook reader "Czytak" other audiobooks or other documents and files, and is not entitled to place another SD card in the audiobook reader.
11. In particular, the User cannot and is not entitled to:
 - a: distribute or place on the market the borrowed audiobook reader "Czytak" and audiobooks downloaded onto it in whole or in parts,
 - b: modify the downloaded content,
 - c: commercial use of audiobook reader "Czytak", in particular dissemination of their content and posting on the Internet.
12. In a situation where the audiobook "Czytak" is found to be used in breach of the law or the provisions of these Regulations, the Public Library in the Ochota District of the Capital City of Warsaw and authorized third parties will be able to file appropriate claims in this respect against the User.
13. The User bears full responsibility for the loss or damage of the audiobook reader "Czytak" on the terms set out in the Regulations and in the provisions of the Civil Code.
14. In case of loss or destruction, or inability to return the audiobook "Czytak" and its equipment for other reasons, the User undertakes to pay to the Library compensation in the amount specified in Appendix 6 or to purchase the device with the same capacity within 14 days from the end of the rental period. The selection of a specific device model and type takes place after consultation with the manager of the Library.
15. In the case of returning the damaged audiobook reader "Czytak", the User undertakes to cover the costs of its repair, and in the event of inability to repair the damaged equipment - to pay compensation to the amount specified in Appendix 6 of the Regulations.

16. A fee is charged for an overdue audiobook reader "Czytak", in the amount specified in Appendix 6.
17. Fees and compensation should be settled immediately. In the event of refusal to pay fees or compensation, the Library may claim a fee by way of debt collection or court proceedings.

VI. VIRTUAL READER ACCOUNT

§ 37

1. On registration with the Library, each User is provided with access to the their Virtual Account, hereinafter referred to as the WKC (Wirtualne Konto Czytelnika), and system password.
2. Access to WKC can be gained through <http://bpochota.waw.pl>
3. Access to WKC takes place via the e-mail address of the User or, in the case of minors, of a legal guardian or a library card number or login. The first password, to be changed after entering the WKC, is automatically sent to the e-mail address provided.
WKC allows you to control your library account – loans, dates of return, any arrears and account lockouts.
4. WKC allows you to perform remote operations - ordering, reserving, and extending return dates.
5. The "zapisz się" (enrol for) option allows to order library materials that are currently borrowed by another User. The system adds the ordering person to the list of waiting readers.
6. By logging on to the WKC, the User can check his position on the readers' waiting list.
7. The system automatically sends an e-mail informing that the ordered material is ready for collection (subject to § 30).
8. The "wypożycz" (borrow) option applies to collections that are currently in a library facility, and the central catalogue has an active option "dostępna do wypożyczenia" (available for borrowing).
9. If the WKC record of the booked item shows-"do odbioru" (to be collected) , it assures that the item can be borrowed.
10. The reserved or booked items should be collected within 2 working days of notification that the given material is ready to collect. Where collection is not possible, the User should contact the Library.
11. Extension of a due date is made via the "prolonguj" (prolong) option.
12. The due date of library materials can be extended twice.
13. Extending the due date of a borrowed item is not possible if another User has requested it or the item was already overdue.
14. The WKC is unable to manually set a return date, so that the date set by the system may be a non-working day. In this case, materials should be returned on the next business day, and the amount due

for days on which it was not possible to return due to the closure of the Library will be cancelled.

VII. RULES OF THE “BOOK ON THE PHONE” SERVICE

§ 38

Users who are disabled, ill or temporarily unable to leave the house, and who live in Ochota District, can have library materials delivered to them as far as it is logistically possible to organise.

§ 39

To report the need for the "Phone Book" service, call one of the library facilities where the procedures can be provided.

§ 40

Users using the "Phone Book" (KaNaT) service are subject to the provisions of Chapter I - VI of the Regulations.

§ 41

A User using KaNaT has the right to borrow 5 books, 5 magazines, 2 films, 2 music CDs., 1 audiobook reader “Czytark NPN3” (with 5 titles downloaded), 1 e-book reader (with 5 titles downloaded), 1 board game.

§ 42

The User orders library materials by phone or e-mail, arranging with the librarian the date of delivery.

§ 43

If not at home at an agreed time, the User will be charged with the costs incurred by KaNaT.

VIII. TERMS AND CONDITIONS OF COMPUTER AND INTERNET USE

§ 44

The right to free use of a computer and the Internet is via the Library Card, after registering with the librarian on duty. If the User's account is blocked, he or she cannot use the computer station.

§ 45

Workstations with Internet access, located in the Library, are primarily used for educational and informational purposes.

§ 46

Users accessing the Library's online catalogue are afforded priority for computer use.

§ 47

It is forbidden to install software on the disk of a computer owned by the Library. It is also forbidden to make changes to existing software configuration.

§ 48

The User is able to save the generated file on his own electronic medium.

§ 49

It is forbidden to use computers for commercial purposes, or activities that infringe the copyright of creators or distributors of software and data.

§ 50

The maximum working time at the computer station is one hour. This time may be extended in the absence of other people interested in working on the computer. The use of computer terminals must be completed no later than 15 minutes prior to the closure of the library facility.

§ 51

It is possible to print according to the applicable fee schedule (Appendix No. 6 to the Regulations). Prints are made in black and white. In exceptional cases, the User may ask for a colour printout. The ability to carry out such printing is assessed by the facility manager or the librarian on duty.

§ 52

1. The Library is not responsible for the files and personal data generated and stored on the computer. The User should remove them from the computer disc after completing their work.
2. The Library shall not be liable for the adverse effects of operations related to personal bank accounts of the User, performed on computers owned by the Library.
3. Data saved by Users will be progressively removed from the computer disc.

§ 53

Any irregularities in the operation of the computer and software should be reported immediately to the Librarian.

§ 54

If the User has caused mechanical damage to the computer hardware or software during the use of the computer station, he is responsible for the costs of repair. If the User is a minor, the parent or legal guardian is liable.

§ 55

It is forbidden to open websites containing material that is violent, pornographic, offensive or prohibited by law.

§ 56

The User using the computer is required to remain silent for the comfort of other Users accessing books and magazines on the premises. When viewing audio content, use headphones, which can be borrowed from a librarian. It is permitted to use your own headphones.

§ 57

A computer User acknowledges and accepts the monitoring of his work. In the event of a breach of the terms of use, the User's session will be terminated immediately.

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Failure to comply with the rules, contained in Chapter VII of the Regulations, will result in a ban on the use of a computer for the period indicated by the librarian.

§ 59

The User is required to leave the workstation tidy.

IX. REPROGRAPHIC SERVICES

§ 60

The Library provides reprographic services of their own materials for a fee. (Appendix 6 to the Regulations)

§ 61

Copies are made in black and white. In exceptional cases, the User may request a color print. The ability to execute such a request is assessed by the facility manager or the librarian on duty.

§ 62

Copying of library materials is permitted only within the limits of the approved laws on copyright and related rights. Users who make copies themselves are personally responsible for complying with copyright laws.

§ 63

Library materials are copied as far as it is technically and personally possible. The librarian may refuse to copy materials due to the efficiency of the copying device or because of the need to perform other activities that affect continuity of library work.

§ 64

Photocopies may be made no later than 30 minutes prior to the closure of the library.

§ 65

The User is permitted to photograph collections with the User's camera (without flash and tripod) - with the librarian's consent and for no longer than 30 minutes. Photographing library collections is free of charge.

§ 66

Copying library materials must not interfere with other Library users.

X. PROCEDURAL REGULATIONS

§ 67

Prior to entering the Science Reading Library, the User should leave – overcoat, backpacks, large bags (larger than 14x20 cm), as well as umbrellas, parcels, etc.

§ 68

On Library premises it is strictly forbidden to: conduct conversation on a mobile phone, smoke tobacco or any electronic cigarettes, drink alcohol or use any narcotic drugs, eat, bring in bicycles or animals (except for the guide dog of a blind or visually impaired person).

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§ 69

A person under the influence of alcohol or narcotic drugs is prohibited from entering the Library.

§ 70

During a time of infectious disease in the User's home, he or she must not use the library services.

§ 71

At the discretion of the library manager, a User whose personal hygiene or behavior does not meet generally accepted standards has no right to use the Library.

§ 72

The User, while using the Library and its facilities, must consider the needs of other Users.

§ 73

In the event of life-threatening or health-threatening situations, persons in the Library should follow the instructions given by the staff of the facility.

XI. FINAL PROVISIONS

§ 74

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 User.

§ 75

A User 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.

The User has the right to appeal against the above decision, to the Director of the Library.

§ 76

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