

of 27 July 2020

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

1. The library book drop is used to return borrowed library materials (**books, audiobooks, DVDs and CDs**).
2. Materials borrowed from all branches of the Public Library in the Ochota District of Warsaw can be returned through the book drop.
3. The book drop is available 24 hours a day, 7 days a week.
4. Library materials should be inserted into the chute gently, **ONE BY ONE** and ALWAYS with the spine towards the centre of the device.
5. The returned items will be removed from the book drop and registered in the library system on each working day between 7 - 8 am and 5 - 6 pm.
6. The reader is obliged to verify his library account on the next working day after returning via the book drop.
7. Any doubts and complaints should be reported directly to the branch from which the material was borrowed within 3 working days from the date of return of the library materials via book drop.
8. In the case of untimely return of library materials, the fee is charged on the day of registration in the library system, and not at the time of insertion into the book drop.
9. Returning the overdue library items through the book drop does not release the Reader from paying the late return fee.
10. When the item is found not to have been previously damaged, the Library reserves the right to ask the Reader for explanations and redress.
11. The contents of the book drop are monitored. Recorded materials are stored for a period of 7 days.
12. **It is forbidden** to put into the book drop any items other than the library materials specified in point 1 and such **material donated to the Library**.
13. Use of the book drop is tantamount to accepting these rules.
14. The Regulations enter into force on 1 August 2020.