

## Terms and Conditions of use of Bemowo Public Libraries in the Capital City of Warsaw

<b>Bemowo Public Library in the Capital City of Warsaw</b>	
Phone no. 22 666 17 68	e-mail: sekretariat@e-bp.pl

Our Website - <https://bibliotekabemowo.pl>

Online Catalogue - <https://bibliotekabemowo.online>

Branches and Library subsidiaries	Telephone Number
Reading Room No. 17 – 17 Powstańców Śląskich St.	22 666 17 69
Reading Room No. 8 - 6 Konarski St.	509 533 476
Children’s Library No. 29 – 6 Konarski St.	509 533 476
Adult’s Library No. 38 – 6 Konarski St.	506 875 389
Adult’s and Children’s Library No. 113 – 108a Powstańców Śląskich St.	22 405 39 51
Adult’s and Children’s Library No. 114 – 17 Powstańców Śląskich St.	506 875 176
Adult’s and Children’s Library No. 119 – 28c General Tadeusz Pełczyński St.	22 304 82 80
Adult’s and Children’s Library No. 141 – 87 Batalionów Chłopskich St.	22 400 41 37
Adult’s and Children’s Library No. 142 - 126 Powstańców Śląskich St.	22 569 71 60
Adult’s and Children’s Library No. 143 - 98 Sternicza St.	22 415 40 71 (adults), 22 416 94 99 (children)
<b>Local Activity Spaces</b>	
Local Activity Space "Chrzanów" – 87 Batalionów Chłopskich St.	22 400 41 37
Local Activity Space "Spotykalnia" - 126 Powstańców Śląskich St.	509 532 551

1. Bemowo Public Library provides services related to borrowing and sharing library stocks, offers access to computer equipment, and provides paid photocopying and printing services. The library also offers additional e-services related to borrowing e-books, e-audiobooks, e-magazines, and remote services.

2. Borrowing library materials, using the reading rooms stocks, and using equipment, including computers, is free of charge.

3. The following individuals are eligible to use library stocks and services:

- Individuals with full legal capacity who have signed the statement confirming that they are familiar with Terms and Conditions and committed to comply with the them.

- Minors and other individuals whose legal capacity is limited, with the written consent of their legal representative expressed in the statement.

4. Individuals intending to use the library's services are required to present identity document for registration in the electronic database of library users. Part of the registration process is signing the statement confirming that the individual is familiar with the Terms and Conditions of the Bemowo Public Library. It entitles the member to use the library's stock and services in all of the branches of the Bemowo Public Library. It is also necessary to confirm the receive of the membership card or the registration of the provided MIFARE card or contactless element serving its function. The first membership card is issued free of charge. The card is valid in all of the branches of the Bemowo Public Library. Minors or individuals with limited legal capacity may use the library's services after their legal guardian has signed the appropriate statement and takes responsibility for them. The legal guardian signing the statement must already be a member of the library and must not have any outstanding fines on their library account. The draft of the statement is attached to this document.

5. Borrowing library materials is not possible without presenting the membership card, MIFARE card, or displaying the QR Code assigned to the reader on a mobile device.

6. The numbers printed on the membership card enable to log into the library account available through the library's website. Any person who loses the card must immediately inform any branch of the library in person or by phone.

7. All the borrowings are recorded on our library system. Newly registered members have the right to borrow a total of 3 library materials across all of the branches. Users who have returned an 15 borrowed library materials on time are entitled to a standard account, allowing them to borrow up to 20 items simultaneously in all library branches. Persons who did not present a document containing a PESEL number during registration process are limited to borrowing 1 item until the data is completed.

8. Users can reserve library materials currently borrowed by other members through the library's online catalogue. Reservations can also be made by a librarian at the user's request, either in person or by phone. Reserved materials must be collected within 3 working days or within the period indicated in the notification via text message or e-mail. Users can also order library materials currently available in the stocks. The ordered items must be collected within the period indicated in the catalogue.

9. Items ordered or reserved by members can be collected by them at any branch of the Bemowo Public Library. When ordering or reserving items, the member can choose the library branch to which they will be delivered. Borrowed materials can also be returned to any branch of the library.

<b>Loan periods for various types of library materials</b>	
- Dictionaries and encyclopedias	14 – 30 days
- Movies	7 days according to information in the library catalogue
- Audio Cds	7 days
- Required School Readings	14 days
- Popular science literature and literature of high value	14 or 30 days according to information in the library catalogue
- Other books	30 or 45 days according to information in the library catalogue
- Audiobooks	14 days
- Designated items from the reading rooms	7, 14 or 30 days according to information in the library catalogue
- Board games	14 days
- Didactic materials	14 days
- E-books	14 or 30 days - the loan time period cannot be shortened
- E-audiobooks	7, 14, 30 days - the loan time period cannot be shortened
- E-magazines/newspapers	2 hours - the loan time period cannot be shortened

10. The return date can be extended before its expiration date personally, over the phone, or through the library's online catalogue, provided that the borrowed item has not been reserved by another user.

11. Free Internet access provided to library users may only be used for educational, informational, and bibliographic search purposes. The user utilizing the computer workstation is responsible for the hardware and software used.

12. The user is responsible for the condition of the borrowed library materials. In the event of returning borrowed library materials after the due date, the user is obliged to pay a fee for the late return. The fees are charged up to 90 days from the due date. After this period, statutory interest for the delay is added to the calculated fee for each day the items are not returned, from the day they were due until the day of payment. The days when the library is closed are not taken into account in the calculation of fees. The library is entitled to pursue the collection of debts. If the deadline for returning library materials is exceeded, the user's library account is automatically blocked. Users who fail to return borrowed library materials are obliged to pay a fee for non-return. The complete list of fees is provided in the table below:

<b>Type of Fee</b>	<b>Fee</b>
Duplicate of a membership card that got lost or damaged by the user:	- For minors and individuals over 70 years old: 10 PLN - For other users: 20 PLN

Black and white Xero-copies from the available library materials:	- A4 paper: 0.70 PLN per page - A3 paper: 1 PLN per page
Deposit possible to be collected in justified cases, especially when borrowing particularly valuable or hard-to-acquire library materials:	The value of the inventory price of the borrowed item. However, the deposit amount cannot be lower than 70 PLN and higher than 150 PLN
Return of a borrowed games after the due date:	0.70 PLN for each day of delay. Fees are charged up to 90 days from the due date
Return of borrowed didactic materials after the due date:	
Black and white prints from the Internet:	A4 paper: 0.70 PLN per page
Return of borrowed movie after the due date:	0.70 PLN for each day of delay per piece Fees are charged up to 90 days from the due date
Return of borrowed book from the reading rooms after the due date:	
Return of other borrowed library materials after the due date:	
Damage or destruction of borrowed library material:	A fee is equal to the price of the destroyed item, but not less than 35 PLN
Loss or non-return of borrowed library material:	A fee is equal to twice the inventory price of the lost or non-returned item, but not less than 35 PLN
Damage of borrowed material:	Up to 100% of the inventory price for each item
Damage of a Digital Video Disc (DVD) containing a copy of the original material:	- For minors and individuals over 70 years old: 15 PLN - For other Users: 30 PLN

**0,70 PLN for every day of delay, rounded to the nearest whole PLN. Fees are charged up to 90 days from the return date.**

#### **Processing of Personal Data of Library Users**

1. Personal data controller is the Bemowo Public Library in the Capital City of Warsaw, located at 17 Powstańców Śląskich St., Warsaw, 01-381, hereinafter referred to as the 'Library'.
2. Personal data controller has appointed a Data Protection Officer, who can be contacted via e-mail: [iod@e-bp.pl](mailto:iod@e-bp.pl) or by writing to the address of the Library's headquarter.
3. Personal data controller processes the provided personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR).
  - article 6 paragraph 1. C : Processing is necessary for compliance with a legal obligation to which the Administrator is subject and in connection with the Library Law of 27 June 1997, Article 4(1)(2), for the purpose of serving Library users (including ensuring the protection of the provided and borrowed collections and conducting statistics regarding the use of the Library).

- article 6 paragraph 1 A: The data subject has given consent to the processing of their personal data. The given consent for the processing of personal data may include receiving information through electronic mail (newsletter) as defined in the Act on the Provision of Electronic Services (Journal of Laws 2019, item 123) or SMS messages as defined in the Telecommunications Law (Journal of Laws 2004, No. 171, item 1800), information about contests, author meetings, publishing news, and events organized by the Library.

4. In connection with the processing of data for the purposes mentioned in point 3, the recipients of the member's personal data are authorized employees of the Bemowo Public Library in the Capital City of Warsaw and companies handling accounting systems, as well as debt collection companies. In the case of the user's consent to be informed about planned events in the Library, companies cooperating with the personal data controller that handles the delivery of marketing information via text messages or e-mails will have access to the data.

5. Personal data will be stored for the duration of the membership and for the 5 years after the last borrowing of the personal data controller resources or until the settlement of all liabilities towards the Library, as specified by the law.

6. Personal data that has been provided based on the consent given by the user will be stored until the consent is withdrawn. The user who has given consent has the right to withdraw it at any time without affecting the lawfulness of processing based on the consent before its withdrawal.

7. In connection with the processing of personal data, users have the right to access their data, correct it, delete it, restrict processing, object to processing, and also the right to data transfer and obtain a copy of their data.

8. If the user become aware of any unlawful processing of personal data, they have the right to lodge a complaint with the President of the Office for Personal Data Protection.

9. Providing personal data by the user during the registration process at the Library is voluntary but necessary to fulfill a legal obligation imposed on the personal data controller and is a condition for using the Library's resources without which it would not be possible. Providing personal data based on given consent is not mandatory, and in case of not providing it, information about contests, author meetings, publishing news, and events organized by the Library will not be sent via e-mail (newsletter) or text messages

Warsaw, .....

*(date)*

No.

## **Library Registration Statement for the Bemowo Public Library in the Capital City of Warsaw**

First and Last Name: .....

Personal Identification Number (PESEL): .....

Home Address: .....

Phone Number(s): .....

E-mail Address: .....

I hereby declare that I have read and agree to comply with the Terms and Conditions of use of the Bemowo Public Library in the Capital City of Warsaw. Furthermore, I commit to notifying the Library of any change in my place of residence within 30 days of making such a change, under the penalty of consequences specified in Article 139 § 1 of the Code of Civil Procedure. I declare that all information provided is true and correct. I confirm the receipt of the library card or registration in the library system by other electronic means.

.....

*(signature)*

### INFORMATION FOR THE READER

1. Personal data controller is the Bemowo Public Library in the Capital City of Warsaw, located at 17 Powstańców Śląskich St., Warsaw 01-381, hereinafter referred to as the 'Library'.

2. Personal data controller has appointed a Data Protection Officer, who can be contacted via e-mail: [iod@e-bp.pl](mailto:iod@e-bp.pl) or by writing to the address of the Library's headquarter.

3. Personal data controller processes the provided personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR).

- article 6 paragraph 1C : Processing is necessary for compliance with a legal obligation to which the Administrator is subject and in connection with the Library Law of 27 June 1997, Article 4(1)(2), for the purpose of serving Library users (including ensuring the protection of the provided and borrowed collections and conducting statistics regarding the use of the Library).

- article 6 paragraph 1A: The data subject has given consent to the processing of their personal data. The given consent for the processing of personal data may include receiving information through electronic mail (newsletter) as defined in the Act on the Provision of Electronic Services (Journal of Laws 2019, item 123) or SMS messages as defined in the Telecommunications Law (Journal of Laws 2004, No. 171, item 1800), information about contests, author meetings, publishing news, and events organized by the Library.

4. In connection with the processing of data for the purposes mentioned in point 3, the recipients of the member's personal data are authorized employees of the Bemowo Public Library in the Capital City of Warsaw and companies handling accounting systems, as well as debt collection companies. In the case of the user's consent to be informed about planned events in the Library, companies cooperating with the personal data controller that handles the delivery of marketing information via text messages or e-mails will have access to the data.

5. Personal data will be stored for the duration of the membership and for the 5 years after the last borrowing of the personal data controller resources or until the settlement of all liabilities towards the Library, as specified by the law.

6. Personal data that has been provided based on the consent given by the user will be stored until the consent is withdrawn. The user who has given consent has the right to withdraw it at any time without affecting the lawfulness of processing based on the consent before its withdrawal.

7. In connection with the processing of personal data, users have the right to access their data, correct it, delete it, restrict processing, object to processing, and also the right to data transfer and obtain a copy of their data.

8. If the user become aware of any unlawful processing of personal data, they have the right to lodge a complaint with the President of the Office for Personal Data Protection.

9. Providing personal data by the user during the registration process at the Library is voluntary but necessary to fulfill a legal obligation imposed on the personal data controller and is a condition for using the Library's resources without which it would not be possible. Providing personal data based on given consent is not mandatory, and in case of not providing it, information about contests, author meetings, publishing news, and events organized by the Library will not be sent via e-mail (newsletter) or text messages