

## **RULES FOR THE USE OF MATERIALS AND SERVICES OF THE PUBLIC LIBRARY IN THE BEMOWO DISTRICT OF THE CAPITAL CITY OF WARSAW**

### **I. General Provisions**

#### **§1**

1. These Rules for the Use of Materials and Services, hereinafter referred to as the “Rules”, define the terms and conditions for the use of materials and services of the Public Library in the Bemowo District of the Capital City of Warsaw, with its registered office at ul. Powstańców Śląskich 17, hereinafter referred to as the “Library”, which includes:
  - Reading Room No. XVII, ul. Powstańców Śląskich 17,
  - Academic Reading Room No. VIII, ul. Konarskiego 6,
  - Adult and Youth Lending Library No. 114, ul. Powstańców Śląskich 17,
  - Children’s and Youth Lending Library No. 29, ul. Konarskiego 6,
  - Adult and Youth Lending Library No. 38, ul. Konarskiego 6,
  - Adult and Youth Lending Library No. 113, ul. Powstańców Śląskich 108A,
  - Adult, Children’s and Youth Lending Library No. 119, ul. Gen. T. Pełczyńskiego 28C,
  - Adult, Children’s and Youth Lending Library No. 141, ul. Batalionów Chłopskich 87,
  - Adult, Children’s and Youth Lending Library No. 142, ul. Powstańców Śląskich 126,
  - Adult, Children’s and Youth Lending Library No. 143, ul. Sternicza 98.
2. Every User is required to familiarise themselves with the content of these Rules.
3. Deviations from the provisions of the Rules may be granted only in exceptional circumstances, upon written request submitted by the User and with the consent of the Library Director.

#### **§2**

1. The Library is a public cultural institution operating on the basis of:
  1. The Act of 27 June 1997 on Libraries (as amended),
  2. The Act of 25 October 1991 on the Organisation and Conduct of Cultural Activity (as amended),
  3. The Statute of the Public Library in the Bemowo District of the Capital City of Warsaw (appendix to Resolution No. LVI/1420/2017 of the Warsaw City Council dated 19 October 2017 on the amendment of the Statute of the Public Library in the Bemowo District of the Capital City of Warsaw).
2. For the purposes of these Rules, the following terms shall be understood as:
  1. **Library** - the Public Library in the Bemowo District of the Capital City of Warsaw
  2. **Rules** - these Rules for the Use of Materials and Services of the Public Library in the Bemowo District of the Capital City of Warsaw
  3. **Proof of identity** - an official document with a photograph and PESEL number, a residence permit, a document confirming the right to stay in Poland, or the mObywatel mobile application confirming the identity of the person applying for access to Library materials and services.
  4. **Library materials** - documents containing a recorded expression of human thought,

intended for dissemination, regardless of the physical medium or method of recording content.

5. **Library card** - a document issued to Users, registered in the Library system, which enables the borrowing and use of Library materials and services. The function of the library card may also be fulfilled by other cards or proximity devices registered in the Library system based on MIFARE technology, or dedicated mobile applications (e.g., for phones or tablets) that allow the display of a QR code retrieved after logging into the reader's account. When registering in the system and during further use, only the MIFARE serial number is read. No other data is collected, nor is it technically possible to store data on the submitted cards, proximity devices, or mobile applications.
6. **Library account** - an account in the Library system in which actions related to the service of a given User are recorded.
7. **Declaration** - a document in which, upon registration, the User confirms having read the Rules, undertakes to comply with them, confirms the accuracy of the data provided, and agrees to notify the Library of any change in place of residence.
8. **Renewal** - obtaining an additional loan period for materials borrowed for use outside the Library, or extending the time for using computers within the Library, before the original due date.
9. **On-site use** - the ability to use Library materials exclusively on Library premises.
10. **Guardian** - a parent or legal guardian.
11. **User** - a person who has met the conditions specified in the Rules to be entitled to use Library materials and services, or who participates in the Library's cultural, educational, or animation activities.
12. **Open access** - a section or the entirety of the Library's premises where Users may independently select Library materials from the shelves.
13. **Damage to Library materials** - damage, staining, soaking, loss of parts, or other forms of deterioration of borrowed Library materials caused by the User.

### §3

The Library collects, stores and provides access to Library materials which are the property of the Library.

## II. Library Services and E-Services

### §4

1. The Library provides services related to the lending and on-site access to Library materials, enables access to computer equipment subject to availability, and offers paid photocopying and computer printout services.
2. The Library may also provide services other than those specified in point 1, e.g. bibliographic services.
3. With the prior consent of the Branch Manager, Users may use their own devices on Library premises to make copies of Library materials (excluding multimedia), provided that such use does not infringe copyright or related rights.
4. The Library also offers additional e-services related to the lending of e-books, e-audiobooks, e-press, and remote registration. These services are available through the Library's online catalogue.

## III. Right of Access to the Library

### §5

1. The right to use the Library's materials and services is universal, in accordance with the provisions of the Act on Libraries and these Rules.
2. The lending of Library materials, access to collections held in reading rooms, and the use of equipment, including computers, is free of charge. In justified cases, as referred to in §29 of these Rules, a deposit may be required.
3. Fees for photocopying and other services are specified in Appendix No. 2 to these Rules.

## §6

1. The following individuals may use the Library's materials and services:
  - a) Natural persons with full legal capacity who have signed the Declaration and agreed to comply with the Rules.
  - b) Minors and other persons with limited legal capacity, with the written consent of their legal representative, expressed in the Declaration.
  - c) Persons who have declared their intention to use Library materials and services outside Library premises and have received a Library Card or registered their own card or proximity device based on MIFARE technology, or are using an application that displays a QR Code retrieved after logging into the reader's account.
2. Only the holder of the Library Card, a guardian of a minor, or a person authorised by the cardholder may borrow materials.

## IV. User Registration

### §7

1. Persons intending to use the Library's services are required to present a valid identity document in order to be registered in the Library's electronic user database. During in-person registration at a Library branch, the mObywatel application may be used for this purpose. The person wishing to register must log into the application during the registration process and present the required data to Library staff.
2. The registration process may also be completed remotely (in accordance with the rules set out in Chapter XVIII - Remote Registration). The mObywatel application may not be used in remote registration..
3. The following information is required for registration:
  - Surname and first name(s);
  - Surname and first name of the legal guardian (for minors or persons with limited legal capacity);
  - PESEL number;
  - Gender;
  - Permanent address;
  - Nationality;
  - Optionally:
    - Temporary address;
    - Telephone number.

In addition, for statistical purposes and in accordance with legal obligations, the Library

collects data on the social structure of its users.

1.

**V. Rules for Registration with the Public Library in the Bemowo District of the Capital City of Warsaw**

**§8**

1. Signing the Declaration entitles the User to use the Library's materials and services at all branches of the Public Library in the Bemowo District of the Capital City of Warsaw.
2. Signing the Declaration entitles the User to receive a Library Card free of charge. Instead of a Library Card, the User may request the activation of a personal MIFARE-based card (e.g. Electronic School ID, Student ID, Warsaw City Card) or other proximity device based on MIFARE technology. This will serve as the Library Card and will be subject to the same procedures.
3. Persons registering with the Library are required to sign a confirmation of having received a Library Card or a confirmation of registration of a personal MIFARE card or proximity device acting as a Library Card. Minors or persons with limited legal capacity may only use Library services once their legal guardian has signed the relevant Declaration. The guardian is also required to sign the confirmation of Library Card issuance or registration of a proximity device.
4. A User account created solely for internet access will remain active for the calendar year in which it was created. After that time, re-registration is required. The User may request to change the account type to a "GUEST 3" account, which allows full access to the Library's resources under the terms of these Rules.
5. Legal guardians are responsible for the actions of minors or persons with limited legal capacity.
6. A guardian signing the Declaration on behalf of a minor or person with limited legal capacity must already be a registered Library User and must not have any outstanding obligations on their Library account.
7. Templates of the required declarations and confirmations are attached to these Rules as appendices.

**§9**

1. New user registration must not be initiated later than 15 minutes before the Library branch closes.
2. If a person wishing to register does not meet the conditions set out in these Rules, the Branch Manager shall decide whether to deny registration.

**§10**

1. The Library Card issued by the Library contains: the Library's name, the card number, a PIN, and a barcode.
2. The numbers printed on the Library Card allow the User to log into their Library account via the Library's online catalogue.
3. For registered MIFARE-based cards such as the Warsaw City Card or Student ID, logging into the Library's online catalogue is possible by entering the number printed on the card and either six digits of the PESEL number or a virtual card number provided to the User for other types of proximity devices.

4. The Library Card is valid at all branches of the Public Library in the Bemowo District of the Capital City of Warsaw.

## **§11**

2. Users must present their card when borrowing materials. Borrowing is not possible without presenting the card or displaying the QR Code assigned to the User on a portable device (e.g. phone or tablet). For security purposes, Library staff may ask the User to enter a four-digit verification code during the first use of the QR Code.
3. In the case of minors or persons without full legal capacity, loans may be made by their guardian. For ill or disabled persons, other individuals may borrow materials on their behalf with the owner's consent.
4. Users who lose their card must immediately notify any Library branch in person or by phone. Failure to do so may result in the User being held liable for any misuse of the card.
5. From the moment the loss is reported, responsibility for misuse of the card lies with the Library.
6. The first Library Card is issued free of charge. If the card is lost or damaged through the User's fault, a replacement fee will be charged in accordance with the price list in Appendix No. 2 to these Rules.
7. If the Library Card becomes unreadable due to wear (e.g. barcode or number rubbing off), a free replacement may be issued upon return of the damaged card to Library staff.

## **VI. Rights and Obligations of Library Users**

### **§12**

1. Users who meet the conditions set out in §6 of these Rules are entitled to:
  1. Access the services provided by the Library in the field of lending and making available library materials under the conditions specified herein.
  2. Receive assistance and advice from Library staff, including support with selecting library materials.
  3. Submit comments to the Branch Manager regarding the functioning of the Library branch.
2. Upon registration, the User is issued a Library Card, which must be presented when using library materials and services at any branch of the Library. A User may decline to collect a physical card if they request activation or registration of their personal MIFARE-based card or proximity device, allowing access to their Library Account via the online catalogue.
3. If the due date for the return of borrowed materials is exceeded, the User's library account will be automatically blocked.

### **§13**

Library Users are obliged to:

1. Familiarise themselves with these Rules.
2. Take due care of the library materials entrusted to them.
3. Check the condition of materials before borrowing them and report any damage to Library staff. Otherwise, it is assumed that the materials were undamaged at the time of borrowing.
4. Keep their Library Card safe from loss or damage, not share it with third parties, and immediately report any loss to the Library. Users are fully responsible for any misuse of their card until such loss is reported.
5. Notify the Library of any change to their personal details, including: name, PESEL number, gender, permanent or temporary address, and contact telephone number. Each change requires a new Declaration to be signed.

6. Present a valid identity document upon request by Library staff to verify the data provided.
7. Return borrowed materials no later than 5 minutes before the branch's closing time.

## **VII. Processing of Users' Personal Data in the Library**

### **§14**

1. The controller of the User's personal data is the Public Library in the Bemowo District of the Capital City of Warsaw, with its registered office at ul. Powstańców Śląskich 17, 01-381 Warsaw, hereinafter referred to as the Library.
2. The controller has appointed a Data Protection Officer who can be contacted via email at [iod@e-bp.pl](mailto:iod@e-bp.pl) or by post at the Library's address.
3. The Library processes the personal data provided in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation - GDPR):
  - a. Article 6(1)(c): processing is necessary for compliance with a legal obligation to which the controller is subject, and in connection with the Act on Libraries of 27 June 1997, Article 4(1)(2), for the purposes of managing Library users, including safeguarding collections and compiling usage statistics;
  - b. Article 6(1)(a): the data subject has given consent for their personal data to be processed. This may include consent to receive, via email (newsletter) or SMS (pursuant to the Telecommunications Act), information regarding competitions, author meetings, new publications, Library events, reminders about return deadlines, notifications of reserved items being available, and similar communications.
4. For the purposes listed above, personal data may be shared with authorised employees of the Public Library in the Bemowo District of the Capital City of Warsaw, accounting system providers, and debt collection agencies. Where the User has consented to receive notifications of Library events, data may also be accessed by third-party service providers delivering marketing messages via email or SMS.
5. Personal data will be stored for the duration of the User's engagement with the Library, and for five years after their last activity or until all outstanding obligations towards the Library have been settled, in accordance with applicable legal provisions.
6. Personal data provided on the basis of consent will be stored until such consent is withdrawn. Consent may be withdrawn at any time without affecting the lawfulness of processing carried out prior to its withdrawal.
7. In connection with the processing of personal data, Users have the right to access, rectify, delete, or restrict the processing of their data, as well as the right to object to such processing.
8. If a User believes that their data is being processed unlawfully, they have the right to lodge a complaint with the President of the Personal Data Protection Office.
9. Providing personal data during Library registration is voluntary but necessary in order to fulfil the Library's legal obligations and to use its resources. Failure to provide such data will make it impossible to access Library services. Providing personal data for the purposes of marketing communications is optional; if consent is not given, the Library will not send information via email or SMS about events, new publications, or similar activities.

### **§15**

The Library may operate video surveillance systems at its branches. The rules governing the use of video surveillance, including its purpose, signage, coverage area, registration and recording policies, and procedures for securing, storing and sharing footage are specified in the *Library Video Surveillance Policy*, introduced by a Directive of the Library Director.

## **VIII. Rules for Accessing Library Materials in Reading Rooms**

### **§16**

Library staff assist Users in finding literature on topics of interest and provide information about available materials and how to use the Library's online catalogues.

### **§17**

- a. Reading room collections may be accessed on-site, with some materials available for external borrowing. Loan periods are specified in the Library catalogue. Availability is indicated in the online system.
- b. The User is responsible for the condition and completeness of borrowed materials.
- c. Access to reference collections and current periodicals is unrestricted. Selected items must be reported to Library staff for registration before use.
- d. Some materials are made available on request.
- e. Requests must be submitted no later than 30 minutes before the reading room closes.
- f. If the return date falls on a day when the Library is closed, the loan period will be automatically extended.

### **§18**

The rules for borrowing items from reading room collections are set out in Chapter IX of these Rules.

### **§19**

There is no limit on the number of items that may be accessed in the reading room. Materials may not be taken outside the reading room without prior approval from Library staff.

### **§20**

1. The Library accepts no responsibility for personal belongings left in the reading room.
2. Before leaving the Library, Users are advised to verify their account status with the duty librarian and report any concerns.

## **IX. Rules for Borrowing Library Materials**

### **§21**

1. A User may borrow library materials provided that there is no block on their account. This also applies to items collected from the book vending machine.
2. A newly registered User may borrow up to 3 library items in total across all Library branches.
3. A User who has returned 15 borrowed items on time shall be granted access to a standard account.
4. The standard account entitles the User to:
  1. Borrow up to 20 library items simultaneously across all Library branches.
  2. Borrow up to 20 items from a single branch.
5. A User may not exceed the borrowing limit applicable to their account, except when collecting items from the book vending machine.
6. For Users aged 60 and above, the borrowing period for books may be extended from 30 to 45 days. In the Library system, this is marked with the "longer A" indicator. This applies only to items available on the shelf.

7. In cases of repeated overdue returns, the Branch Manager may limit the User's borrowing entitlement to a maximum of 3 items across all branches.

## §22

1. Borrowed items may be returned to any Library branch, via the book vending machine, or by using the Library's external book drop. Items borrowed against a deposit, however, must be returned to the branch from which they were borrowed. Detailed rules are provided in Chapter X of these Rules.
2. Any damage or defects found in borrowed materials must be reported immediately upon discovery.
3. Users are expected to check the condition of materials when borrowing them and report any concerns to Library staff. Otherwise, they will be held liable for any pre-existing damage.
4. It is forbidden to copy borrowed materials.
5. Guardians are responsible for the appropriateness of items borrowed by underage Users. They should ensure that borrowed materials are suitable for the child's age.

## §23

1. The following loan periods apply to different types of library materials:
  - Dictionaries and encyclopaedias - 14 days
  - Films - 2 or 7 days, as specified in the Library catalogue
  - Audio CDs - 7 days
  - School reading list books - 14 days
  - Popular science literature and particularly valuable titles - 14 or 30 days, as specified in the catalogue
  - Other books - generally 30 or 45 days, depending on the catalogue entry
  - Audiobooks ("spoken books") - 14 days
  - Designated reading room items - 7, 14, or 30 days, as specified in the catalogue
  - Board games - 14 days
  - Educational sets - 14 days
2. Archived newspapers and magazines may be borrowed at the discretion of the Branch Manager.
3. The following items are not available for loan: reference collection items, damaged or fragile materials requiring conservation, and digital materials where prohibited by law.
4. Detailed rules for borrowing board games are outlined in Chapter XI of these Rules.
5. Rules for borrowing educational sets are outlined in Chapter XIII.
6. Rules for borrowing e-books are provided in Chapter XV.
7. Rules for borrowing e-audiobooks are provided in Chapter XVI.
8. Rules for borrowing e-press publications are provided in Chapter XVII.
9. Current issues of newspapers and magazines are available for on-site use only.

## §24

1. If the return due date falls on a day when the Library is closed, the loan period will be automatically extended to the next working day.
2. Due dates may be extended before the deadline in person, by phone, or via the Library's online catalogue, provided that the item has not been reserved by another User.
3. Extensions requested in person or by phone may extend the return date by up to half of the original loan period. Further extensions may be granted in justified cases, but the total extension may not exceed twice the standard loan period.
4. Extensions via the online catalogue are possible for borrowed items. For books loaned for

30 days or more, the return date is extended in 15-day increments. There is no limit to the number of extensions made online, provided that the items have not been reserved by another User or previously extended by Library staff. The option to extend becomes available in the catalogue 7 days prior to the due date. Other library materials may be extended once, by half of the original loan period.

## §25

The Library will attempt to notify Users by SMS about upcoming return deadlines. However, the absence of a reminder does not release the User from the obligation to return borrowed materials on time or from incurring any applicable late fees.

## §26

1. Users may reserve items currently on loan via the Library's online catalogue. Reservations may also be made by Library staff upon the User's request, in person or by phone.
2. Reservations are not permitted for borrowed newspapers or magazines.
3. Reserved items must be collected within 3 working days, or by the deadline indicated in the SMS or email notification. After this period, the reservation will pass to the next User in the queue.
4. At the beginning of each calendar year and for new Users, the reservation limit is set at 10 items. Regular and timely collection of reserved materials increases the limit to 50 items. Failure to collect reserved items on time will gradually reduce the reservation limit to 3 items.
5. During public holidays, reservations are suspended. Reserved items may be collected on the first working day thereafter.

## §27

1. The Library may notify Users about reserved items ready for collection via SMS. The SMS notification service must be activated by Library staff.
2. A lack of notification does not guarantee that the reserved item will be held beyond the timeframe specified in §26(3).

## §28

1. Users may place orders for items currently available in the Library's collection through the online catalogue.
2. The number of items that may be ordered at one time is limited to the borrowing limit of the User's account in a given branch.
3. Ordered items must be collected within the timeframe specified in the catalogue. Failure to collect them on time will result in a reduced order limit.
4. Orders placed between 8:00 and 20:00 require use of the request service.
5. As the availability of materials depends on branch opening hours, this service requires confirmation. Once the User is notified that the request has become an order, they have 3 working days to collect the items. This service is available once SMS notifications are activated by Library staff.
6. Each branch also offers a telephone ordering service during its opening hours for Users who do not use the online catalogue.

## **§29**

1. In justified cases, particularly for valuable or difficult-to-replace materials, the Library may require a deposit in the amount specified in Annex 2 to these Rules.
2. The deposit is forfeited if the User fails to fulfil their obligations as specified in §§58 and 59, or if it is not collected within 24 months of ceasing to use borrowing services.
3. The deposit serves as security for the return of borrowed items, payment of any overdue fines, or charges for lost or damaged materials.
4. The deposit will be refunded upon return of the borrowed materials.
5. The receipt issued to the User upon paying the deposit must be presented to obtain a refund.

## **X. Inter-Branch Lending**

### **§30**

1. The inter-branch transport service enables:
  - returning borrowed items via the book locker, library drop box, or at any library branch in Bemowo;
  - collecting orders and reservations from various branches via the book locker or from a single branch that is most convenient for the User.
2. Items ordered or reserved by Users may be collected from any branch or the book locker. When logged into their library account, Users may select the library branch or book locker to which the items will be transported. Upon request, the Librarian may set a default collection point for the User, to which all ordered or reserved items will be delivered.

### **§31**

1. Once an item has been ordered, the collection point cannot be changed.
2. In order to use the service for collecting orders and reservations at a selected branch, the User must have an active library account and no outstanding obligations towards the Library. It is also necessary to activate SMS or email notifications.
3. The Library informs the User of available reserved items and the collection deadline.
4. The inter-branch lending service does not apply to board games or educational kits when collected from or returned to the book locker.

## **X. Rules for Borrowing Board Games**

### **§32**

1. All Library Users with an active library account are entitled to borrow board games.
2. The rules for borrowing board games are provided with each game, and borrowing constitutes acceptance of those rules.

### **§33**

1. To return or borrow a board game, Users must report to the lending desk no later than 30 minutes before closing time.
2. In justified cases, the librarian may refuse to lend a game.
3. Games may be borrowed for 14 days.
4. Users may reserve games currently borrowed by others or order available games under the same terms as for other library materials.

### §34

1. If a board game is returned late, the User must pay a fee as specified in Appendix No. 2 to the Rules and Regulations. Non-working days of the branch are not deducted when calculating the fee.
2. Before borrowing, both the User and the librarian must check the condition and completeness of the game based on the checklist included in the instructions.
3. Any concerns regarding the game's condition must be reported to the librarian before borrowing. If no concerns are reported, it is assumed the game was complete and in good condition at the time of lending.
4. Each game must be returned in no worse condition than at the time of borrowing.
5. The User is liable for any damage or loss of the game or its components.
6. When accepting a return, the librarian is required to check the condition and completeness of the game in the presence of the User, based on the checklist (instructions).
7. Board games cannot be borrowed from or returned to the book locker.

### §35

1. The User is required to compensate for any damage:
  1. In case of loss or destruction of a game, the User must replace it.
  2. In case of loss or destruction of components, the User must either replace the missing parts or replace the entire game.

## **XI. Rules for Using Board Games On-Site**

### §36

1. Users with an active library account may use board games on-site during the hours designated by the Library.
2. If organisational issues arise, the librarian may refuse to lend a game.
3. If the User's behaviour may result in damage or loss of game components, the librarian may request its immediate return.

### §37

1. The User may access one game at a time, including any extensions or add-ons.
2. Before accessing a game, the User and the librarian must check its condition and completeness. If the User refuses to participate, it is assumed the game was complete and in good condition.
3. The game must be returned in no worse condition than at the time of lending. The User is required to compensate for any damage.
4. The game must be returned no later than 30 minutes before the closing time of the Lending Department.
5. Upon return, the librarian must check the condition and completeness of the game in the User's presence.

## **XII. Rules for Borrowing Educational Kits**

### §38

1. All Users with an active library account are entitled to borrow educational kits.
2. The rules for borrowing educational kits are provided with the kit, and borrowing constitutes acceptance of these terms.

### §39

1. Users may borrow up to two kits and one add-on at the same time, provided the account limit allows it. It is permitted to borrow add-ons without the base kit.
2. To return or borrow a kit, Users must report to the lending desk no later than 30 minutes before closing time.
3. In justified cases, the librarian may refuse to lend a kit.
4. Educational kits may be borrowed for 14 days.
5. The return date may be extended before the due date by half of the loan period - in person, by phone, or via the Library's online catalogue, provided the item has not been reserved by another User.
6. Users may reserve kits currently borrowed by others or order kits available in the Library, under the same terms as for other library materials.
7. Educational kits may not be borrowed from or returned to the book locker.

### §40

1. If a borrowed kit is returned late, the User is required to pay a fee as specified in Appendix No. 2 to the Rules and Regulations. Non-working days of the library branch are not deducted when calculating the fee.
2. Before borrowing, both the User and the librarian must check the condition and completeness of the educational kit based on the checklist included in the instructions.
3. Any concerns regarding the kit's condition must be reported to the librarian prior to borrowing. If no concerns are reported, it is assumed the kit was complete and in good condition at the time of lending.
4. Each kit must be returned in no worse condition than at the time of borrowing.
5. The User is liable for any damage to or loss of the kit or its components.
6. Upon return, the librarian is required, in the User's presence, to check the kit's condition and completeness according to the checklist (instruction manual).

### §41

The User is required to compensate for any damage:

1. In the event of loss or destruction of a kit - by replacing the kit.
2. In the event of loss or destruction of any components - by providing replacements or replacing the kit.

## **XIII. Rules for Using Educational Kits On-Site**

### §42

1. Users with an active library account may use educational kits on-site during the hours designated by the Library.
2. In the event of organisational difficulties, the librarian may refuse to make a kit available.
3. If the User's behaviour may result in damage or loss of components, the librarian may request the immediate return of the kit.

### §43

1. Users may access one kit at a time, including any add-ons.

2. Before access is granted, both the User and the librarian must check the condition and completeness of the kit. If the User refuses to participate, it is assumed the kit was complete and in good condition.
3. The kit must be returned in no worse condition than at the time of lending. The User is required to compensate for any damage.
4. Kits must be returned no later than 30 minutes before the closing time of the Lending Department.
5. Upon return, the librarian is required, in the User's presence, to check the kit's condition and completeness.

#### **XIV. Rules for Borrowing E-Books**

##### **§44**

All Users of the Public Library in the Bemowo District of the Capital City of Warsaw with an active library account and no outstanding obligations towards the Library may borrow e-books.

##### **§45**

1. Users may use borrowed e-books strictly for personal use, in accordance with applicable law, in particular the Act of 4 February 1994 on copyright and related rights (Journal of Laws 2018, item 1191, as amended), excluding any use beyond personal purposes.
2. The following actions are prohibited:
  - distributing or placing borrowed e-books on the market;
  - modifying or reproducing the content of e-books;
  - using e-books for commercial purposes, including publishing or uploading content to the internet.
3. It is permitted to transfer a downloaded file between devices, provided it is not duplicated. This means the file must be deleted from the previous device after transfer.
4. Borrowed e-books are marked in a way that enables identification of both the source of the file and the borrower.

##### **§46**

1. The loan period is either 14 or 30 days and cannot be shortened.
2. At the latest, upon the expiry of the loan period, the User is required to delete the file. Failure to comply will be treated as a breach of the legislation referred to in §45 section 1 of the Rules and Regulations.
3. Familiarising oneself with the rules for borrowing e-books and accepting their provisions is a prerequisite for borrowing e-books.

#### **XV. Rules for Borrowing E-Audiobooks**

##### **§47**

All users of the Public Library in the Bemowo District of the Capital City of Warsaw who hold an active library account and have no outstanding obligations towards the Library are entitled to borrow e-audiobooks.

##### **§48**

1. Users may use borrowed e-audiobooks solely for personal purposes, in accordance with applicable legal regulations, particularly the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws 2018, item 1191, as amended), within the scope of personal use only.
2. The following is strictly prohibited:
  - distributing or placing borrowed e-audiobooks on the market,
  - modifying or reproducing the contents of e-audiobooks,
  - using e-audiobooks for commercial purposes, including publishing their content or uploading them to the internet.
3. It is permitted to transfer the downloaded file between devices; however, this must not involve duplication. The file must be deleted from the previous device once transferred.

#### **§49**

1. The borrowing period is 7, 14 or 30 days, in accordance with the information provided in the Library's catalogue.
2. The user is obliged to delete the file no later than 14 days after the borrowing period has ended. Failure to do so will be considered a breach of the Act referenced in §48(1).
3. Familiarity with and acceptance of the rules for borrowing e-audiobooks is a necessary condition for completing the borrowing process.

### **XVII. Rules for Borrowing E-Press**

#### **§50**

All users of the Public Library in the Bemowo District of the Capital City of Warsaw who hold an active library account and have no outstanding obligations towards the Library are entitled to borrow e-press.

#### **§51**

1. Users may use borrowed e-press solely for personal purposes, in accordance with applicable legal regulations, particularly the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws 2018, item 1191, as amended), within the scope of personal use only.
2. The following is strictly prohibited:
  - distributing or placing borrowed e-press on the market,
  - modifying or reproducing the contents of e-press,
  - using e-press for commercial purposes, including publishing their content or uploading them to the internet.
3. The borrowed e-press must not be used simultaneously in more than one internet browser (no parallel sessions).
4. The number of e-press issues that may be borrowed at the same time is determined by the account limits assigned to the user.
5. Borrowed e-press is marked in a manner that enables identification of the source and the borrowing user.

#### **§52**

1. The borrowing period is 2 hours and cannot be shortened.

2. In the case of downloading a PDF file, the user is obliged to delete the file no later than at the end of the borrowing period. Failure to do so will be considered a breach of the Act referenced in §51(1).
3. Familiarity with and acceptance of the rules for borrowing e-press is a necessary condition for completing the borrowing process.

## **XVIII. Remote Registration**

### **§53**

1. A person who is not yet a Library User may register for a library account using the remote video registration service.
2. The registration begins via the Library's online catalogue. The person is required to provide their address details and mobile phone number in the registration form.
3. After submitting the form and confirming acceptance of the Library Rules, the person will receive an SMS containing a TOKEN, which must be entered for further verification.
4. The second stage is initiated by a librarian, who will establish a video connection using Google Meet and request that the user's identity card be shown to the camera. Based on this, the librarian will enter the user's first name(s), surname, and PESEL number into the system.
5. After the registration process is complete, the user will receive an SMS containing login details for their library account.

## **Information on the Principles of Personal Data Processing for Individuals Registering Online with the Library**

### **§54**

1. The controller of the personal data of individuals registering online is the Public Library in the Bemowo District of the Capital City of Warsaw, with its registered office at ul. Powstańców Śląskich 17, 01-381 Warsaw, hereinafter referred to as the "Library".
2. The controller has appointed a Data Protection Officer who may be contacted via email at: [iod@e-bp.pl](mailto:iod@e-bp.pl) or by writing to the Library's registered address.
3. The Library processes the personal data provided 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(1)(c) - processing is necessary for compliance with a legal obligation to which the controller is subject, as well as in connection with the Library Act of 27 June 1997, Article 4(1)(2), for the purpose of servicing Library users (including safeguarding loaned and shared resources, debt collection, and compiling usage statistics).
4. In connection with the processing referred to in point 3, the recipients of the data provided may include companies providing accounting, legal or debt collection services.
5. Personal data will be stored for the duration of the person's use of Library resources, and following the end of such use, for a period of 5 years from the last use of the Library's resources or until settlement of all outstanding liabilities, in accordance with applicable legal provisions.
6. Individuals providing their personal data have the right to access their data, rectify or delete it, restrict its processing, object to processing, and to data portability and to obtain a copy of the data.

7. In the event of any unlawful processing of personal data, the individual concerned has the right to lodge a complaint with the President of the Personal Data Protection Office.
8. Providing personal data during the registration process is voluntary, but necessary to become a Library User.

## **XIX. Rules for Using Computer Equipment and Internet Access**

### **§55**

1. The internet may only be used for educational and informational purposes, and for bibliographic research.
2. Users of computer workstations are required to present their library card.
3. One person may use the internet for a maximum of 30 minutes. If there are no other users waiting, this time may be extended.
4. Users must finish their computer session 15 minutes before the Library closes.
5. In some branches, tablets connected to the Library's Wi-Fi network are available for users to access the internet.
6. The same rules apply to tablet use as to desktop computer use.

### **§56**

1. Users of computer workstations are responsible for the equipment and the installed software.
2. The following are prohibited: damaging computer equipment; making changes to configurations; breaching system security; and intentionally introducing computer viruses.
3. The user bears full financial responsibility for any damage resulting from the actions described in point 2. In the case of minors, responsibility lies with their parents or legal guardians.
4. Until the damage is repaired, the user will be blocked from accessing all Library services.
5. The following activities are strictly prohibited:
  1. using computer workstations for profit-making activities,
  2. installing or deleting software,
  3. accessing websites containing pornographic content, or content promoting violence or racism,
  4. accessing websites containing unlicensed software,
  5. using Library equipment to carry out any unlawful activities.
6. At the end of a session, users must delete any downloaded or saved files and clear the browser's memory (especially if confidential passwords were used during login). The Library shall not be held responsible for any consequences of failing to comply with this requirement.
7. Files or programmes downloaded from the internet may be saved onto personal data carriers only with the permission of the librarian on duty.

### **§57**

1. It is permitted to print information retrieved from the internet. Users must inform the librarian of their intention to print. A fee for A4 prints is charged in accordance with Appendix No. 2 to the Rules and Regulations.
2. Library staff have the right to monitor the activities performed by the User at the computer workstation.

3. The Library uses software that blocks access to websites with content that violates these Rules. Attempts to access prohibited websites are recorded in a way that enables identification of the user.
4. The librarian may deny access or ask the user to leave the computer if their behaviour is deemed to pose a threat to the system or equipment.
5. A user who violates §56(2) or §56(3) may be barred from using computer equipment.
6. Minors may be barred from using computer equipment at the request of their guardians.

## **XX. Procedures in the Event of Late Returns, Loss, Damage or Destruction of Library Materials**

### **§58**

1. In the event of returning borrowed library materials after the due date, the User shall be required to pay a late return fee to the Library.
2. The fee for late returns is specified in Appendix No. 2 to these Rules and Regulations.
3. When calculating the fee, days on which the Library is closed are not deducted.
4. In special and justified cases, the User may submit a request to the Library Director to reduce the amount of the late return fee.
5. The Library reserves the right to deduct the late return fee from the deposit previously paid.
6. The Library is entitled to undertake debt recovery actions.

### **§59**

1. A User who fails to return borrowed library materials shall be required to pay a fee for non-return in the amount specified in Appendix No. 2 to these Rules and Regulations.
2. Alternatively, upon agreement with the Branch Manager, the User may replace the lost or damaged items with identical materials. The Branch Manager may also indicate alternative materials of at least equivalent value to be purchased.
3. If a User returns damaged library materials, the Library staff may request payment of a fee as specified in Appendix No. 2 to these Rules and Regulations.
4. In the case of a damaged DVD disc containing a copy of original material, a fee shall be charged as set out in Appendix No. 2 to these Rules and Regulations.
5. The degree of wear and tear of library materials does not affect the amount of compensation due.
6. Failure to return or overdue retention of borrowed materials, or failure to fulfil obligations under §§58-59, shall result in a suspension of access to Library services across all branches (including the ability to reserve or order materials via the book dispenser) until all liabilities have been settled.
7. The decision on whether library materials are considered damaged or destroyed is made by Library staff.

### **§60**

In justified random circumstances (e.g. theft, fire), the Library may waive the right to pursue claims against the User, upon presentation of a document issued by the relevant authorised services. The decision is made by the Library Director.

## **XX<sup>1)</sup>. Deletion of User Accounts from the Library System**

### **§61**

1. A library account is removed from the system:
  - a. upon the User's written request, using the template in Appendix Nos. 3 and 4 to these Rules

- and Regulations, and upon presentation of a valid identity document;
- b. after a period of 5 years from the User's last use of Library services;
  - c. in the case of a deceased person, upon receipt of a written notification from a family member, in the form set out in Appendix No. 5, and upon presentation of a death certificate (the account may be temporarily blocked pending confirmation of the declaration).
2. An account may be deleted only if the User has no outstanding liabilities to the Library, i.e. all borrowed materials have been returned and all fees have been settled.
  3. Deletion of a minor's account requires a request from a parent/legal guardian.
  4. A deletion request may be submitted at any Library branch in Bemowo.
  5. A request to delete a library account does not constitute a request to erase personal data under Article 17 of the GDPR. Exercising rights under Articles 15-22 of the GDPR requires a separate declaration from the User.
  6. The deletion of a reader's account from the Library system will take place within one month from the date the request is registered by the Library.
  7. The Library is not obliged to provide a written response to the request for account deletion.
  8. The User has the right to obtain confirmation of the account deletion, upon request.
  9. Data processed in connection with Library registration (registration form) or debt collection must be archived for a period of 5 years from the date it is transferred to the archival repository. This results from the archival category B-5 applicable to such documents, pursuant to the Act of 14 July 1983 on the National Archival Resource and Archives, in conjunction with Ordinance No. 1452/2020 of the Mayor of the Capital City of Warsaw of 14 December 2020 on the records management manual, uniform list of file categories, and instructions on the organisation and operation of archival repositories for public libraries of the City of Warsaw.

## **XXI. Order Regulations**

### **§62**

1. Outer garments, large bags, backpacks, etc., must be left in the designated area.
2. The Library is not responsible for any items left unattended.

### **§63**

Library staff have the right to refuse service to individuals who:

1. Behave aggressively towards other Users or Library staff;
2. Are intoxicated or under the influence of other intoxicating substances and pose a nuisance or danger to others;
3. Use language commonly recognised as offensive;
4. Exhibit gross disregard for personal hygiene.

### **§64**

For the safety of the youngest Library Users, particular care must be taken. It is advisable to leave all toys and children's vehicles (e.g. bicycles, scooters) at the Librarian's desk or in another designated area.

### **§65**

The following are prohibited within Library premises: the use of mobile phones, loud audio playback, smoking tobacco or e-cigarettes, and the consumption of alcohol or intoxicants.

### **§66**

1. Users are required to use the Library and its facilities in a manner that respects the needs of other

Users.

2. Users bringing animals onto Library premises must:
  - a. exercise precautionary measures to ensure the safety of people and animals, including the following rules:
    - i. dogs must be kept on a lead,
    - ii. dogs classified as aggressive under the Regulation of the Minister of Internal Affairs and Administration of 28 April 2003 (Journal of Laws 2003.77.687) must be kept on a lead and wear a muzzle;
  - b. promptly clean up any mess left by their animals;
  - c. ensure that their animals do not cause inconvenience to other Library Users.
3. Users bringing animals into the Library are fully responsible for any damage caused by them to the Library or third parties and are obliged to cover any such costs.
4. During events organised at the Library (e.g. workshops), animals are not permitted in Library spaces for safety reasons, except for events specifically designed for them.
5. Library staff may ask individuals who fail to comply with these rules to leave the premises.

### §67

In situations posing a threat to life or health, all persons on Library premises must unconditionally comply with instructions issued by Library staff.

## XXIII. Appeals Procedure

### §68

A User has the right to appeal a decision made by the Branch Manager to the Library Director.

Appendix No. 1 to Appendix No. 1 to Ordinance No. 16/2025  
of the Director of the Public Library in the Bemowo District of the Capital City of Warsaw  
dated 7 July 2025 on the adoption of the Rules  
for the Use of Materials and Services of the Public Library  
in the Bemowo District of the Capital City of Warsaw

No. ....

Warsaw, dated .....

### **Library Registration Form - Public Library in the Bemowo District of the Capital City of Warsaw**

User's full name: .....

PESEL: .....

Address: .....

.....

Telephone: .....

Email: .....

MIFARE Card No.: .....

Library Card No.: .....

I hereby declare that I have read the Rules for Using Materials and Services of the Public Library in the Bemowo District of the Capital City of Warsaw and I undertake to comply with its provisions. I further undertake to notify the Library of any change of residence within 30 days of such change. Failure to do so may result in the consequences of postal delivery as set out in Article 139 §1 of the Polish Civil Procedure Code. I confirm that all data I have provided is accurate.

I confirm receipt of the library card or registration of another electronic document in the library system.

.....

*(signature)*

## INFORMATION FOR THE USER

1. The Data Controller is the Public Library in the Bemowo District of the Capital City of Warsaw, headquartered at ul. Powstańców Śląskich 17, 01-381 Warsaw, hereinafter referred to as the Library.
2. The Controller has appointed a Data Protection Officer, who can be contacted by email at: iod@e-bp.pl or by writing to the Library's headquarters.
3. The Library processes personal data provided by the User in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), Article 6(1)(c) - processing is necessary for compliance with a legal obligation to which the Controller is subject, as well as pursuant to the Library Act of 27 June 1997, Article 4(1)(2), for the purpose of providing services to Library Users (including protection and recovery of lent materials, and statistical reporting on Library use).  
- Article 6(1)(a) - the data subject has given consent to the processing of their personal data. Such consent may concern the sending of information via email (newsletter) or text messages (SMS) about contests, author meetings, new publications, or events organised by the Library.
4. Recipients of personal data may include providers of accounting, legal and debt collection services, as well as entities responsible for sending information via email (newsletter) or SMS.
5. Personal data will be stored for the duration of the User's use of the Library's resources, and thereafter for five years from the last recorded use or until all outstanding obligations towards the Library have been settled, in accordance with applicable legal provisions.
6. Personal data provided on the basis of the User's consent will be stored until such consent is withdrawn.
7. Users have the right to access their personal data, to rectify, erase or restrict its processing, to object to the processing, and to data portability, including obtaining a copy of the data.
8. In the event of unlawful data processing, Users have the right to lodge a complaint with the President of the Personal Data Protection Office.
9. Providing personal data when registering with the Library is voluntary, but necessary for the fulfilment of the Controller's legal obligations and for access to the Library's resources. Without this data, registration and access would not be possible. Providing data on the basis of consent is not mandatory; refusal will result in no information being sent via email (newsletter) or SMS regarding contests, author meetings, new publications, or Library events.

No. ....

Warsaw, dated .....

### Library Registration Form - Public Library in the Bemowo District of the Capital City of Warsaw

User's full name: .....

PESEL: .....

Address: .....

.....

Telephone: .....

-----  
Legal guardian's full name: .....

PESEL: .....

Address: .....

.....

Telephone: .....

-----  
Email: .....

MIFARE Card No.: .....

Library Card No.: .....

I hereby declare that I have read the Rules for Using Materials and Services of the Public Library in the Bemowo District of the Capital City of Warsaw and I undertake to comply with its provisions. I further undertake to notify the Library of any change of residence within 30 days of such change. Failure to do so may result in the consequences of postal delivery as set out in Article 139 §1 of the Polish Civil Procedure Code. I confirm that all data I have provided is accurate.

I confirm receipt of the library card or registration of another electronic document in the library system.

.....  
(signature)

## **INFORMATION FOR THE USER**

1. The Data Controller is the Public Library in the Bemowo District of the Capital City of Warsaw, headquartered at ul. Powstańców Śląskich 17, 01-381 Warsaw, hereinafter referred to as the Library.
2. The Controller has appointed a Data Protection Officer, who can be contacted by email at: [iod@e-bp.pl](mailto:iod@e-bp.pl) or by writing to the Library's headquarters.
3. The Library processes personal data provided by the User in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), Article 6(1)(c) - processing is necessary for compliance with a legal obligation to which the Controller is subject, as well as pursuant to the Library Act of 27 June 1997, Article 4(1)(2), for the purpose of providing services to Library Users (including protection and recovery of lent materials, and statistical reporting on Library use).
  - Article 6(1)(a) - the data subject has given consent to the processing of their personal data. Such consent may concern the sending of information via email (newsletter) or text messages (SMS) about contests, author meetings, new publications, or events organised by the Library.
4. Recipients of personal data may include providers of accounting, legal and debt collection services, as well as entities responsible for sending information via email (newsletter) or SMS.
5. Personal data will be stored for the duration of the User's use of the Library's resources, and thereafter for five years from the last recorded use or until all outstanding obligations towards the Library have been settled, in accordance with applicable legal provisions.
6. Personal data provided on the basis of the User's consent will be stored until such consent is withdrawn.
7. Users have the right to access their personal data, to rectify, erase or restrict its processing, to object to the processing, and to data portability, including obtaining a copy of the data.
8. In the event of unlawful data processing, Users have the right to lodge a complaint with the President of the Personal Data Protection Office.
9. Providing personal data when registering with the Library is voluntary, but necessary for the fulfilment of the Controller's legal obligations and for access to the Library's resources. Without this data, registration and access would not be possible. Providing data on the basis of consent is not mandatory; refusal will result in no information being sent via email (newsletter) or SMS regarding contests, author meetings, new publications, or Library events.

Appendix No. 2 to Appendix No. 1 to Ordinance No. 16/2025  
of the Director of the Public Library in the Bemowo District of the Capital City of Warsaw  
dated 7 July 2025 on the adoption of the Rules  
for the Use of Materials and Services of the Public Library  
in the Bemowo District of the Capital City of Warsaw

	<b>Type of fee</b>	<b>Fee</b>
§11(5)	Issuance of a duplicate card lost or damaged by the user.	- for minors and persons over the age of 70: PLN 10 - for all other users: PLN 20
§18(1)	Black and white photocopies of library materials made available.	- A4 format: PLN 0.70 per page - A3 format: PLN 1.00 per page
§29(1)	Deposit chargeable in justified cases, particularly when borrowing valuable or hard-to-replace library materials.	The value of the inventory price of the borrowed item. However, the deposit must not be lower than PLN 70 or higher than PLN 150.
§34(1)	Returning a borrowed game after the due date.	PLN 0.70 for each day of delay. Charges apply for up to 90 days after the due date.
§40(1)	Returning a borrowed educational kit after the due date.	
§57(1)	Black-and-white printout of information found online.	A4 format - PLN 0.70 per page
§58(2)	Late return of borrowed films.	PLN 0.70 for each day of delay. Charges apply for up to 90 days after the due date.
§58(2)	Late return of books borrowed from the Reading Room.	
§58(2)	Late return of other borrowed library materials.	
§59(1)	Damage to borrowed library materials.	A fee equal to the inventory value of the damaged item, but not less than PLN 35.
	Loss of or failure to return borrowed library material.	A fee equal to twice the inventory value of the lost or unreturned item, but not less than PLN 35.
§59(3)	Damage to borrowed library material.	Up to 100% of the inventory value for each item.
§59(4)	Damage to a DVD containing a copy of original material.	- for minors and persons over the age of 70 PLN 15 - for all other Users PLN 30
Statutory interest for delay shall be added to the above fees, calculated from the due date to the date of payment.		

Appendix No. 3 to Appendix No. 1 to Ordinance No. 16/2025 of the Director of the Public Library in the Bemowo District of the Capital City of Warsaw dated 7 July 2025 on the adoption of the Rules for the Use of Materials and Services of the Public Library in the Bemowo District of the Capital City of Warsaw

Warsaw, dated .....

## Request for Deletion of a Reader Account from the Library System

Name and surname of the library user: .....

Address: .....

.....

Library card number: .....

I, the undersigned, hereby declare that as of ..... I resign from using the services of the Public Library in the Bemowo District of the Capital City of Warsaw. I kindly request the deletion of my account from the library's user database.

.....

*(legible signature)*

### INFORMATION FOR LIBRARY USERS

This request does not constitute a request for the erasure of personal data within the meaning of Article 17 of the GDPR. Exercising the rights under Articles 15-22 of the GDPR requires the submission of a separate statement by the library user. In accordance with Article 17(3) of the GDPR, the erasure of data shall be limited to the extent that processing is necessary:

- a. to comply with a legal obligation which requires processing under Union or Member State law to which the Controller is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller;
- b. for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of the GDPR, insofar as the erasure is likely to render impossible or seriously impair the achievement of the objectives of such processing;
- c. for the establishment, exercise or defence of legal claims (e.g. where debt collection procedures are ongoing, liabilities to the Library remain unsettled, or borrowed items have not been returned).

---

### LIBRARY STAFF NOTES

Account blocked on: ..... by:

.....

*(Signature of Library staff)*

Account deleted on: ..... by:

.....

*(Signature of Library staff)*

Account not deleted due to:

.....

.....

Refusal issued on: ..... by: .....

*(Signature of Library staff)*

Warsaw, dated .....

## Request for Deletion of a Minor Reader's Account from the Library System

Name and surname of the library user: .....

Name and surname of legal guardian: .....

Address of legal guardian: .....

Library card number: .....

I, the undersigned, hereby request the removal of my child from the list of library users and the deletion of their account from the library database.

.....

*(legible signature)*

### INFORMATION FOR LIBRARY USERS

This request does not constitute a request for the erasure of personal data within the meaning of Article 17 of the GDPR. Exercising the rights under Articles 15-22 of the GDPR requires the submission of a separate statement by the library user. In accordance with Article 17(3) of the GDPR, the erasure of data shall be limited to the extent that processing is necessary:

- d. to comply with a legal obligation which requires processing under Union or Member State law to which the Controller is subject, or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller;
- e. for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of the GDPR, insofar as the erasure is likely to render impossible or seriously impair the achievement of the objectives of such processing;
- f. for the establishment, exercise or defence of legal claims (e.g. where debt collection procedures are ongoing, liabilities to the Library remain unsettled, or borrowed items have not been returned).

---

### LIBRARY STAFF NOTES

Account blocked on: ..... by:

.....

*(Signature of Library staff)*

Account deleted on: ..... by:

.....

*(Signature of Library staff)*

Account not deleted due to:

.....

.....

Refusal issued on: ..... by: .....

*(Signature of Library staff)*

Warsaw, dated .....

## Declaration Regarding the Death of a Library User

I, ..... the undersigned, hereby  
inform you,  
*(Surname and first name of the Declarant)*

About the death of .....  
*(relationship, e.g. father, daughter, neighbour)*

Name and surname of the library user: .....

Library card number: .....

.....  
*(legible signature of the Declarant)*

---

### LIBRARY STAFF NOTES

Death certificate shown      **YES**      **NO**  
*(please tick)*

Statement received on: .....

by: .....

*(Signature of Library staff)*

Account deleted on: .....

by: .....

*(Signature of Library staff)*