

RULES

FOR THE USE OF THE LIBRARY RESOURCES OF THE PUBLIC LIBRARY OF THE CITY AND MUNICIPALITY OF SŁUBICE

§ 1

General rules for the use of the library

1. All residents of the Słubice district have the right to use the library free of charge.
2. The conditions for the use of the library stock are registration in the library and the obtaining of a library card for which a fee has to be paid.
3. A guarantee deposit in the amount of PLN 30 shall be charged from readers who do not have a permanent residence in the territory of the Słubice district.
4. At the time of registration, the person registering should:
 - (a) submit an identity card or other document proving identity,
 - (b) submit their residential address or address for correspondence,
 - (c) submit their personal identification number (PESEL) and, in the case of minors, also the PESEL number of the parents or legal guardian,
 - (d) to familiarise themselves with the Rules of Use and to undertake with their own signature to comply with the Rules of Use,
 - (e) give their consent to the registration of personal data and its processing.
5. The parents or legal guardians are liable for the underage reader and signing the obligation.
6. Users are obliged to maintain quiet and cleanliness in the library rooms, to refrain from using mobile phones in the lending and reading rooms and not to bring animals with them.
7. Readers are not allowed to bring briefcases, bags or outer clothing into the lending and reading rooms, nor are they allowed to consume food or drink.
8. The reader is obliged to take care of books that are common property and should also pay attention to the condition of the book before borrowing it; any damage found should be reported to the librarian.
9. Information clause on the processing of the reader personal data:
 - a) the controller of the processing of personal data you have provided in the registration form is the Public Library of the City and Municipality of Słubice, hereinafter referred to as the "controller". You can contact the Controller through the Data Protection Officer appointed by the Controller by writing to the e-mail address: jod@biblioteka.slubice.
 - b) The legal basis for the processing of personal data is the performance of a contract (registration in the library and issuing of a reader card) between you and the controller, for which the processing of your personal data is necessary.
 - c) Your personal data will only be processed for purposes related to the use of the library's resources and services.
 - d) The provision of personal data is not mandatory, but will result in the conclusion and execution of the contract not being possible.
 - e) Personal data shall be kept for as long as necessary to fulfil the purposes referred to in point (c) and thereafter for as long and to the extent required by generally applicable law. Upon expiry of this period, they shall be deleted without delay.
 - f) The controller of your personal data may provide your personal data to other recipients or categories of recipients of personal data who are entitled to receive your data.
 - g) You have the rights of the data subject such as rectification, erasure or restriction of processing from your controller.

- h) In connection with the processing of your personal data by the controller, you have the right to lodge a complaint with the President of the Office for Personal Data Protection (Urząd Ochrony Danych Osobowych), ul. Stawki 2, 00 - 193 Warszawa.

§ 2

Rules for the use of the resources

1. Up to five volumes can be borrowed for a maximum of 30 days each.
2. After this period it is possible to renew borrowed books if they are not requested by other readers. A request for renewal should be made in person, by telephone or by e-mail no later than the due date for returning the books.
3. The library may require the return of books before the expiry of the period stipulated in paragraphs (1) and (2) if they are particularly sought-after works.
4. At the request of the reader, the library will, if possible, obtain books from other libraries on interlibrary loan. The costs of processing this interlibrary loan shall be borne by the reader.
5. The library resources of the regional department, the handbook apparatus and the journals are only used locally.
6. Readers aged 16 and over may borrow books for adult readers with the permission of their parents or legal guardian.
7. The reader must report borrowed books and the return of borrowed books to the librarian on duty.
8. At the request of the reader provides the librarian information on books, helps with the selection of literature, the use of catalogues, databases, information publications.
9. the library can deliver a book to the reader's home under the „Book home delivery“ service.

§ 3

Deposit and charges

1. At the time of registration, the reader receives a library card for a fee:
 - PLN 3 an adult
 - PLN 2 for minors.
2. If a library card is lost, the fee for a new library card is PLN 5.
3. The library charges a deposit of PLN 30 for borrowed books and other library materials from readers who live outside the Slubice district.
4. After two years, the remaining unclaimed deposit becomes the property of the library, which uses it for its statutory purposes.
5. The cost of obtaining and returning books via interlibrary loan shall be paid by the reader.
6. The library charges a fee of five PLN per volume for each month after the return date for the untimely return of books beyond the deadline specified in § 2 paras. 1 and 2.
7. Readers who fail to return their books on time may receive an email reminder regarding the books held back or a written request to return the books.
8. If the reader refuses to return the book or to pay the fees due, the library shall assert its claims in accordance with the statutory provisions.
9. The reader is liable for damages caused by the loss, damage or destruction of a book. The amount of compensation will be determined by the librarian according to the current market value of the book and the degree of damage. The library will issue a bill to the reader for the amount paid for the lost or damaged book. The reader may, with the permission of the librarian, obtain another book, not of lower quality, useful to the library's book collection, in place of the lost or damaged book.

§ 4

Complaints and objections

1. Complaints and objections can be entered by readers in the „Complaints and Objections Book“.

§ 5

Final provisions

1. A reader who violates the provisions of these Library Rules may have their right of use temporarily withdrawn, in particularly serious cases permanently.
2. The decision on this is made by the library director.
3. The library director is responsible for matters not regulated in these Rules.

PUBLIC LIBRARY OF THE CITY AND MUNICIPALITY OF SŁUBICE

Library director

Agnieszka Mińska

These Rules have been in force since 25 May 2018.