**EXCERPT FROM THE TERMS OF USE OF THE LIBRARY OF KRAKOW**

**TERMS OF USE AND REGULATIONS**

1. When signing up a user is obliged to:
2. produce an identification document, fill in an application form and sign it to verify the correctness of the data and get acquainted with the terms of library use;
3. a parent or a legal guardian signs the application and is responsible for an underage user;
4. foreigners are signed in on the basis of their permanent resident card or their passport.

2. A library card which is issued without any charge entitles a customer to use the library.

3. An owner of a library card is fully accountable for its every use.

4. Please report the **loss** of a card immediately to the librarian on duty. A duplicate card is issued with a charge.

**BORROWING CONDITIONS**

1. Members of the library may borrow up to five items from one branch the library. When borrowing from more than one branch not more than 15 items can be borrowed.

2. Library items can be borrowed for a period of 31 days.

3. A member may renew an item three times only if it is not an item sought-after by other members.

4. Renewals must be made not later than on the day a borrowed item is due.

5. Fines for overdue items are charged as specified on the price list.

6. A member who has not returned a due item or has not paid due fines will not be allowed to borrowed from any branch of the library until returning an item and paying a full fine. The system disallows to make bookings or reservations if dues are not paid.

**CHARGES**

1. The library charges its members for the following:

a) overdue items including documents and devices;

b) issuing a duplicate library card;

c) damage to or tearing off a bar code attached to an item

d) copying services

e) printing services

2. After each payment is finalised a member will receive a receipt.

3. If a member refuses to either return an item or pay a due fine the library will seek redress in accordance with the law.

4. A member who has not returned an item or paid a due fine may not use any other library items or services.

5. In special circumstances justified by a difficult financial situation of a member, when a suitable written request is submitted, the Head of the Library may decide to remit a fine partially or arrange a payment in instalments.

**RESPECTING LIBRARY COLLECTION**

1. A member is required to respect any library items owned by the library. All damages need to be reported to a librarian before an item is borrowed.
2. A member is responsible for any damages or destruction to any library item. In case of an underage user a person responsible is a parent or a legal guardian.
3. In case an item is lost, a responsible member must replace the item with an identical one or pay the equivalent of the item according to the current market prices or supply another item that might be of use to the library not later than a month from the moment the loss was reported.

**USING COMPUTERS, THE INTERNET AND WI-FI**

1.When using computers or the Internet a member is required to produce a valid library card. In case of a lack of such, a photo ID must be supplied. A librarian will appoint a computer station and provide a password.

2. Multimedia, the Internet and application programmes in the library may be used for educational, informational and entertainment purposes. Computer equipment must not be used by any member for earning purposes.

3. A maximum of two people may occupy one computer station. A member may use a computer for the maximum time of one hour. A user may prolong this time with the permission of a librarian.

4. Employees of the library are entitled to oversee the use of a computer by a member.

5. A member using computer equipment belonging to the library as well as the Internet is accountable for their actions. Data left on a computer will be deleted.

6. If multimedia, the Internet or application programmes are not used properly, a member is responsible for all financial damage done to them including replacement or repair.

7. A member may only use application programmes already installed on library computers and use the Internet with the assistance of the already installed browsers.

8. A member may use their own portable drives in order to transfer to them data that can be used for educational and informational purposes.

9. Any results of browsing and/or a document may be printed. A member will be charged for printed out documents as specified on the price list.

10. A member must not:

a) install any software on their own or with a help of any other person. Only an administrator of the system is allowed to carry out such activities,

b) delete or change location of any pre-existing documents or files found on any computer,

c) make any changes in the settings of the system that may alter the functioning of a computer, such as: date and time, keyboard settings, language,

d) restart the system, turn a computer on or off without the permission of a library employee,

e) using the Internet for the following reasons: copying or sharing data that for any reason breaks the law including infringement of copyright, or anything that includes content widely regarded as obscene or offensive, searching for information that may offend the feelings of others,

f) Eating or drinking at computer stations

**ORDER REGULATIONS**

1. Smoking, vaping, drinking alcohol, taking any sorts of narcotic drugs or other illegal substances as well as entering with bikes, animals (except assistance animals) is forbidden over the whole area of the library.

2. A member who: breaches the terms of use of the library, breaks widely accepted norms of behaviour, is under the influence of alcohol or narcotic drugs, behaves loudly and aggressively, does not follow the basic principles of hygiene may be temporarily or, in particular cases, permanently banned from the library and disallowed to use its items and services.

3. Complaints and requests should be submitted in a written form in the library registry at the following address: Plac Jana Nowaka-Jeziorańskiego 3.

4. Current announcements and notifications addressed to users will be included on the following website: [www.biblioteka.krakow.pl](http://www.biblioteka.krakow.pl) as well as in the Main Library and its branches.