

# RULES AND REGULATIONS RELATING TO THE USE OF THE FACILITIES OF THE POMERANIAN LIBRARY IN SZCZECIN

Appendix no 1 to the Directive no 40/05 of the Pomeranian Library Director

The Pomeranian Library in Szczecin is the Central Library of the West Pomeranian Province. Its task is to store, conserve and provide access to all types of library collections including Polish and foreign scientific literature and all materials promoting research development and contributing to general and professional training.

1. On entering the library, all bags, briefcases, string bags, umbrellas, handbags, rucksacks, big packages, outerwear etc. must be left in the cloakroom.
2. Neither the use of mobile phones nor bringing bikes and animals to the Library is permitted.
3. All types of commercial activity are forbidden.
4. Smoking is permitted only at the designated place.
5. Consumption of food and drinks is not permitted in the reading rooms and lending libraries.
6. Loud conversation in the corridors and reading rooms is forbidden.
7. Library materials issued for photocopying must not be brought out of the Pomeranian Library. Not complying with this request will be treated as an infringement of the Pomeranian Library Regulations.
8. Readers are required to treat the library materials (books, journals, music scores, maps etc.) with respect as a common property. In case of any damage or theft of these materials, the Library can execute a fine, and also to deprive the reader of his/her right to use the Library collections.
9. Information on the rules of using particular branches of the Pomeranian Library can be found in individual reading rooms and lending libraries as their inner regulations.
10. The collections may be borrowed from the Library for a period defined in the regulations of individual branches. Fines in the amount specified in these regulations will be charged for the late return of books. In justified cases, the Director of the Pomeranian Library may resign from imposing a part of or the whole fine on the reader's written request. Readers with overdue books will receive a written reminder. If items are not returned, the Library may engage a debt collection company.
11. Opening hours (or temporary closing hours) of individual branches are regulated by the distinct directives of the Pomeranian Library Director, and announced to the public.
12. The Pomeranian Library as an important cultural institution may be visited after setting a date in the Scientific Information Department, tel. 48-19-200, -201.
13. To achieve the status of a user of the Pomeranian Library collections, one must have a reader's card which can be obtained after registration in the Library's computer database. The cards are issued at the entrance to Main Lending Library (the new building, entrance at Podgórna Street 15/16).
14. The right to make use of the Library collections is acquired together with a reader's card:
  - a) A reader's card can be obtained by presenting a valid driver's license, state-issued identification card, or passport, and by registering in the Library's central database of the Pomeranian Library; a reader must sign a commitment to comply with the Library Regulations
  - b) Under-age readers can only be signed up by one of their parents or a guardian
  - c) The card costs 5 PLN. The card must not be given to third parties. In case of card loss or theft, please inform the Pomeranian Library during 48 hours, tel. 48-19-160, 48-19-161. Reissue of the card costs 10 PLN

d) The card entitles readers to use all branches of the Pomeranian Library. The card holder is obliged to show his/her identity card on the librarian's request

e) The card is valid for a year from the issue date. After that time the readers are obliged to update their data in the central database.

15. The readers who infringe the regulations or behave in an unacceptable manner will be excluded from the Library. The reader has the right to appeal against a decision to the Director of the Pomeranian Library.

The Director of the Pomeranian Library  
Lucjan Bąbolewski