

## **Rules and Regulations in place at the Metropolitan Public Library of Gdynia**

The Metropolitan Public Library of Gdynia, hereinafter: "Library", represents a public institution aimed at rendering access to knowledge, information and products of human thought through a wide range of resources and services for all interested people.

### **§1**

#### **Terms and conditions of use**

1. The use of the Library's offer is publicly available and free of charge, subject to the exceptions outlined in these Rules and Regulations.
2. In order to use the Library and its offer, it is necessary to register and hold a library card or the Metropolitan Culture Card or Gdynia Resident Card. The cards concerned apply to all branches.
3. To register to the Library, one should:
  - a) read these Rules and Regulations;
  - b) produce an ID card or another photo document with a PESEL number. The provision of your personal data is voluntary but necessary to use the Library's resources.
  - c) fill in the registration card and submit a written commitment to observe these Rules and Regulations;
  - d) as for the Metropolitan Culture Card, pay the fee. The amount of the fee is specified in Appendix 2 to these Rules and Regulations "*Price List for Services Rendered by the Metropolitan Public Library of Gdynia*".
4. As for a Minor User, they shall be registered to the Library by their parent or legal guardian who signs the registration card on behalf of them as a surety.
5. As for the Minor Users from outside Gdynia, their legal guardian has the option of signing the commitment without having to visit a respective library branch. Verification of the assumption of liability shall take place by phone, during a conversation initiated by a representative of the Library.

6. Liability for the loss of the filled-in commitment before delivering thereof to the library branch shall rest with the User.
7. As for the Users who are not Polish citizens, they shall produce a valid residence card or passport.
8. In the event of any change of personal data, the User shall update the data concerned each time at any branch of the Library.
9. The library card or the Metropolitan Culture Card shall be valid only in a given calendar year. The Users may prolong the validity of the card at any branch on a free of charge basis along with updating personal data.
10. Should the User have lost the library card or the Metropolitan Culture Card, they immediately notify the Library (any branch) of this fact. Any damages arising from failure to report a lost card are borne by the User. The cost of issuing a new Metropolitan Culture Card is specified in Appendix 2 to these Rules and Regulations "*Price List for Services Rendered by the Metropolitan Public Library of Gdynia*".
11. The Library is not liable for the consequences of using the library card or the Metropolitan Culture Card by third parties.

## **§2**

### **Personal data protection**

1. The controller of personal data is the Metropolitan Public Library of Gdynia, ul. Świętojańska 141-143, e-mail: [sekretariat@bibliotekagdynia.pl](mailto:sekretariat@bibliotekagdynia.pl).
2. In matters related to the protection of personal data, please contact the Data Protection Officer, e-mail: [iod@bibliotekagdynia.pl](mailto:iod@bibliotekagdynia.pl).
3. As of 25 May 2018, new rules for processing are in force, including the protection of your personal data. The rules concerned stem from the provisions of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC of the General Data Protection Regulation (GDPR). The new provisions increase and facilitate the enforcement of the right to privacy of EU citizens.
4. The purpose of data processing is the possibility of taking advantage of the offers and services of the Metropolitan Public Library of Gdynia in accordance with the provisions of Item 3.
5. The provision of your data is voluntary but necessary for using the offers and services of the Metropolitan Public Library of Gdynia.

6. Each and every Library User has the right to access their data and the right to rectify, delete, transfer, limit processing thereof, the right to object to the processing, as well as the right to withdraw consent to data processing at any time without affecting the lawfulness of processing carried out upon consent prior to its withdrawal;
7. Only those Users who have no outstanding liabilities towards the Library have the right to remove or object to the processing their personal data.
8. Data of Users who have no outstanding liabilities towards the Library and have not used its services for 3 years will be permanently deleted from the database.
9. The Library User has the right to lodge a complaint with the supervisory body (President of the Office for Personal Data Protection or its legal successor) at any time.

### **§3**

#### **Use of collections and services**

1. The right to use the Library and its offer is conditional upon the production of the library card or the Metropolitan Culture Card or Gdynia Resident Card.
2. The User has the right to use the Library's collections and the following services free of charge:
  - a) lending the collections;
  - b) using the collections on site;
  - c) using computer workstations, the Internet and other equipment intended for Users;
  - d) assistance of librarians in using the Library's collections;
  - e) library, bibliographic, material and other information;
  - f) reporting a need for sought books and other collections, which the Library will try to fulfill when making a purchase;
  - g) attending meetings and cultural and educational events.
3. The Library also offers the following services against payment:
  - a) registration to the Metropolitan Culture Card system;
  - b) printing services at selected branches;
  - c) sale of beverages at selected branches;
  - d) sale of commercial gadgets at selected branches;
  - e) sale of used books;
  - f) participation in special events.
4. Amounts due for the paid services – Items 3a to 3c, are collected in accordance with Appendix 2 to these Rules and Regulations *“Price List for Services Rendered by the Metropolitan Public Library of Gdynia”* or in the case of services listed in Items 3e to 3f, they are determined separately.

5. The User using the Library's collections shall observe the rules set out in the Act on Copyright and Related Rights of 4 February 1994.
6. The collections of the Metropolitan Public Library of Gdynia represent public interest and require to be treated in the exercise of due care.  
Taking them outside the Library premises or destroying them without completing the formalities is prohibited and subject to sanctions.
7. Before lending the library materials, the User should pay attention to their condition and report any damage found to the librarian. The User returning the Library's item shall be liable for any deficiencies and damage found on the return which have not been reported beforehand.
8. The User may lend six library materials from Library each branch at the same time, including:
  - up to two board games (including one game and one expansion pack)
  - up to two films
  - up to two musical sound documents
  - up to two magazinesThe total number of materials lent may not exceed 12 items in all branches.
9. Electronic documents are made available only on site.
10. Books, audiobooks, sheets with music notes and cartographic documents can be lent for a period not longer than 30 calendar days, whereas board games, films, musical sound documents and magazines for a period not longer than 10 calendar days.
11. Upon the User's request, it is possible to prolong the time limit for the return of the lent collections. The time limit for the return of books, audiobooks, sheets with music notes and cartographic documents may be prolonged twice, by a maximum of 30 calendar days. The time limit for the return of board games, films and music may also be prolonged twice, however, in this case, by a maximum of 10 calendar days.  
The prolongation is possible only in the branch where library materials concerned have been lent, it is made in person, by phone or by e-mail, no later than on the date of return of a respective type of library materials.
12. In the event of an electronic prolongation, the time limit for the return of library materials will be prolonged on the next business day at the latest, during the working hours of a given branch.
13. In the following cases, the Library has the right to refuse to prolong the return date:
  - a) when the User has failed to return other borrowed library materials on time (it also applies to other Library branches);
  - b) when the User has outstanding liabilities towards the Library (it also applies to other Library branches);
  - c) when a given material has been booked by another User.

14. The User shall return the lent collections within the time limit specified in these Rules and Regulations, without being requested by the Library.
15. Should the User fail to meet the time limit for the return of the library materials lent, it results in:
  - a) blocking their library account in all branches of the Library;
  - b) charging fees for the untimely return of library materials until their return in accordance with Appendix 1 to these Rules and Regulations *“Amount of fees for exceeding the time limit for the return of books and other collections charged by the Metropolitan Public Library of Gdynia”*.
16. The User’s library account is unblocked after the lent library materials have been returned and the fee for the late return of the materials has been paid.
17. The Library may carry out enforcement of the return of the lent collections and the payment of the fee for non-return through a debt collection company.
18. Should the User have damaged or lost the lent library materials, they shall:
  - a) buy back the same or – after consultation with the Head of the Library – other materials useful to the Library of no less value (whereby the value of the book is determined according to the calculations specified in item b);
  - b) if the buy-back is impossible, the User shall pay a cash equivalent in the amount of:
    - PLN 10 for books published between 1945–1982,
    - PLN 20 for books published between 1983–1996,
    - twice the inventory value for books published after 1996,
    - twice the inventory value for multimedia and games.
19. The User shall not become the owner of the damaged library material.
20. If the lent library materials have been damaged or lost as a result of a random accident (fire, theft, flood, etc.), upon the User’s written request and upon the submission of an appropriate certificate issued by authorised bodies, the Library may waive the charging of the equivalent for the library materials lost.
21. Should the User have lost a part of a multi-volume publication, they reimburse for the entire release.

The remaining parts are still owned by the Library.
22. The User may book and/or order library materials and should collect them within 5 calendar days. Orders placed through the reading account in the OPAC catalogue should be collected on the day selected by the Reader, upon e-mail confirmation by the Library’s about the possibility of collecting the order.
23. The collection of the Reading Room shall be used on-site.

## §4

### Using the Internet and computer equipment

1. The Internet and computer equipment may only be used for cultural, educational, scientific and information-seeking purposes.
2. It is forbidden to eat and drink at the computer workstation.
3. Users of the computer equipment should immediately notify the Library employee of any damage or malfunction of the equipment used by them.
4. The use of the Library's Internet network is monitored.
5. Children and adolescents up to 12 years of age may use computer workstations for up to 30 minutes at a time. Youth from 13 years of age and adults Users have the right to use computer workstations for 1 hour. If there are no other people waiting, the time of using the computer workstation may be extended.
6. The User may be allowed to work with their own external electronic media carrier, scanned by a librarian with anti-virus software beforehand. Should malware be detected, the carrier cannot be used.
7. The Library reserves the right (both with respect to its computers and public Wi-Fi network) to limit the Internet connection bandwidth, filter and block the content of websites, as well as to block applications connecting to the Internet. Specifically, those websites containing pornographic content, contrary to the law or the principles of social coexistence, may be blocked.
8. Persons using the Library's computer workstations must not:
  - a) take actions that cause any modifications, devastation or damage to the computer equipment, computer network and software;
  - b) engage in illegal activities;
  - c) install or run external software.
9. The Library is liable for the data saved by the User in the computer memory.

## §5

### Copying library materials, printouts

1. The User has the right – within the limits laid down by the copyright and only for private use – to make computer printouts.
2. The User has the right – within the limits laid down by the copyright and only for private use – to reproduce the library materials through:
  - a) making printouts in the form of photocopies;
  - b) taking pictures and saving them on digital media carrier and making printouts;
  - c) making scans and saving them on digital media carrier and making printouts;

The Library only makes copies of published works, it does not copy typescripts or manuscripts.

3. Reprographic services are rendered only out of materials owned by the Library.
4. At any time, the librarian on duty gives the consent to make a copy. No xerographic or other copies are made out of:
  - a) publications in poor technical condition;
  - b) publications that are rare, valuable and specially protected.
5. Printouts are against payment, in accordance with Appendix 2 to these Rules and Regulations *“Price List for Services Rendered by the Metropolitan Public Library of Gdynia”*.

## §6

### Rules of User behaviour on the premises of the Library

1. The User must not smoke cigarettes (including electronic cigarettes), drink alcohol, take drugs and other intoxicants on the premises of the Library.
2. The librarian has the right to ask people whose behaviour does not observe generally accepted social standards, in particular, who are under the influence of alcohol and/or other intoxicants, behave inappropriately, pose danger, are aggressive, burdensome for other Readers and disgust with dirt, sloppiness, poor odour, to leave the premises of the Library.
3. Users entering the Library with dogs, cats or other pets are responsible for their animal and for any damage caused by them and they shall:
  - a) follow precautions to protect the health and life of humans and animals, taking account the following rules:
    - dogs must be leashed,

- hyperactive and aggressive dogs must be leashed and muzzled;
  - b) promptly dispose of waste caused by their pets;
  - c) ensure that pets are not kept in areas intended for children;
  - d) ensure that pets are not burdensome to the surrounding.
4. The Library is not liable for personal belongings left unattended.
  5. Parents must not leave children under the age of 7 unattended in the Library.
  6. It is forbidden to conduct political or religious agitation on the premises of the Library.

## **§7**

### **Final Provisions**

1. Amendments to these Rules and Regulations and current messages addressed to the Users are posted on the Library's website and at individual branches. After 21 days of publication of information about the amendments, the User is deemed to have accepted them.
2. Users have the right to submit comments, suggestions, requests, complaints regarding the functioning of the Library, in oral or written form, to the Director of the Metropolitan Public Library of Gdynia. Responses to written requests and complaints are provided in accordance with the provisions of administrative law.
3. Any matters not governed by these Rules and Regulations or in dispute are resolved by the Library Director.
4. The following sanctions may be imposed on Users who repeatedly violate these Rules and Regulations:
  - a) partial deprivation of rights to use the Library and its offer:
    - for a definite term;
    - permanently;
  - b) complete deprivation of rights to use the Library and its offer:
    - for a definite term;
    - permanently.
5. The decision to impose sanctions is made by the Library Director.
6. The User is vested in a right to submit an application for reconsideration of the case to the Library Director.
7. These Rules and Regulations are effective as of 25 June 2020.



**Amount of fees for exceeding the time limit for the return of books and other collections  
charged by the Metropolitan Public Library of Gdynia**

1. Penalties for exceeding the time limit for the return of books and other collections borrowed outside the Library:
  - a) for each day of exceeding the time limit for the return of one borrowed piece of a book, audiobook and other multimedia – PLN 0.20;
  - b) for each day of exceeding the time limit for the return of one borrowed piece of a game, e-book reader, reader – PLN 1.00;

**Price List**  
**for Services Rendered by the Metropolitan Public Library of Gdynia**

1. Registration fees for the Metropolitan Culture Card (card issuance and registration):
  - a) issuing the card and registration of the Metropolitan Culture Card – PLN 1.00;
  - b) another issuing the card and registration of the Metropolitan Culture Card – PLN 1.00;
  - c) the holders of the Large Family Card and Gdynia Rodzinna PLUS Card are exempt from the fee.
  
2. Printing services:
  - one-sided black and white printout of A4 format – PLN 0.30,
  - one-sided black and white printout of A3 format – PLN 0.60,
  - printout of graphics, A6 format - PLN 1.00,
  - printout of graphics, A5 format - PLN 2.00,
  - printout of graphics, A4 format - PLN 4.00,
  - printout of graphics, A3 format - PLN 8.00,
  - 3D graphics printout:
    - up to 20 grams – PLN 0.50 / 1 g of 3D print;
    - above 20 grams – PLN 0.70 / 1 g of 3D print.
  
3. Other services:
  - a) hot drink – PLN 3.50,
  - b) hot drink discount – 2 PLN,
  - c) mug – PLN 15,
  - d) bag – PLN 12,
  - e) socks – PLN 10.