

## **LIBRARY RULES - EXCERPT**

### **§ 1**

#### ***BORROWING RULES***

1. The use of the Library is free of charge.
2. In order to register, the applicant should:
  - get familiar with the Rules of Access to Resources;
  - show an ID with a valid photo;
  - fill in and sign the application form as a pledge of compliance with the Rules.
3. Parents or legal guardians are responsible for minor users and they sign the application form on their behalf.
4. Any change in the User's name or address shall be notified to the Library.
5. A special deposit is set by the manager of the Library branch if a particularly valuable item is borrowed.
6. Five volumes (including audio books) may be borrowed at a time in every branch. At the 'Manhattan' branch, users may additionally borrow:
  - 2 DVDfilms
  - 2 musicCDs
  - 1 educationalgame.
7. The lending period is 30 days for books and 7 days for DVDs, CDs and educational games
8. The resources of the reference library may only be used on its premises.

### **§ 2**

#### ***DUE CARE IN HANDLING LIBRARY ITEMS***

1. Users shall handle the borrowed items with due care.
2. Users should check the condition of the items before borrowing them and report any defects to Library staff. The User will be held responsible for the defects discovered by the Library staff and not reported beforehand.

### **§ 3**

#### ***FINES, FEES AND ENFORCEMENT***

1. If the User fails to return the borrowed items within the lending period, his/her Library account in the network of Gdansk WiMBP libraries will be blocked (except for justified cases), and the User is obliged to pay a flat-rate fine of PLN 0.50 for each volume per day – to be paid at the branch where the debt was incurred or to the Library's bank account.
2. The lending period may be extended by another 30 days for books and 7 days for DVD films, music CDs and educational games.
3. The Library charges its Users for the postage costs of overdue notices.
4. Users shall be held responsible for damage to or loss of the borrowed items. They are obliged to buy and return an identical copy, if possible. If not, they are to pay compensation the amount of which is set by the manager of the branch. Buying another edition of the same title is also acceptable.
5. The amount of compensation is decided by the manager of the branch and depends on the current market price of the item and the degree of its damage.
6. Library staff have the right to order out of the library premises individuals who are:
  - intoxicated and behave improperly;
  - a hazard or a nuisance to other users because of their illness or for other reasons;

- a cause of disgust because of being filthy or smelly.

## § 4

### **INFORMATION CLAUSE**

1. The Joseph Conrad Provincial and Municipal Library (WiMBP) in Gdansk, Targ Rakowy 5/6, 80-806, e-mail: [wbp@wbp.org.pl](mailto:wbp@wbp.org.pl), phone: (58) 301 48 11 is the administrator of your personal data, i.e. it is the entity which decides what personal data are to be processed, why, and how.
2. The Data Protection Inspector  
You maintain the right to contact the Data Protection Inspector in all the problems related to the protection of your personal data at: [iod@wbpg.org.pl](mailto:iod@wbpg.org.pl)
3. The goal of data processing  
Your personal data will be processed in order to facilitate your use of Library resources under Article 6, para 1 point a) of the GDPR.
4. Legal grounds for personal data processing  
Art. 6, Paragraph 1, Letter a) RODO, i.e. the Users consent to personal data processing, expressed during the Library registration process.
5. Storage period of the personal data  
Your personal data will be stored for the period necessary to provide the service and for 3 years after resignation from Library services in order to secure possible claims, in line with Article 442<sup>1</sup>, in relation to Article 118 of the 23 April 1964 Act: the Civil Code.
6. The receivers of your personal data  
The receivers of your personal data will be:
  - entities authorised to receive personal data according to legal regulations;
  - debt collecting agency.
7. Personal rights  
You maintain the right to demand from the administrator access to your personal data, their correction, removal, limitation of data processing and data transfer, and the right to lodge a complaint to the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw, at [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl) ).  
Besides, you have the right to withdraw your consent at any moment without the impact on the compliance with the processing right which was obtained upon your consent before its withdrawal. The withdrawal may be in a form of an e-mail or a letter to our postal address. As a result of your withdrawal, the Library will be unable to process your data any more.

## § 5

### **FINAL PROVISIONS**

1. Users may address the manager of the branch with comments, wishes and complaints concerning the functioning of the Library.
2. The full text of the Library Rules for Users is available from branch managers and at [www.wbpg.org.pl](http://www.wbpg.org.pl).

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