

Appendix No. 11 to the Organizational Regulations of the Library of the Museum of the Second World War in Gdańsk: Regulations for Accessing the Library's Collections of the Museum of the Second World War in Gdańsk

**Regulations for access to the Museum Library collections
Museum of the Second World War in Gdańsk**

§ 1

1. Whenever these regulations refer to:

- library collections / publications – this is understood as books, magazines, audiovisual documents, electronic documents, maps, reports and memories, special collections,
- registration card – this is understood as a form for joining the Library at the Museum.
- user - this is understood as a person who has met the conditions entitling them, in accordance with the regulations, to the use of the Library's collections,
- identity document - this is understood as an official document with a photograph (ID card, school or student ID card) confirming the identity of the person, for foreigners, a passport or residence card.

§ 2

General rules.

1. The task of the Library is to make the library collections of the Museum of the Second World War in Gdańsk available for research and teaching purposes to the employees of the Museum and other readers and to enable access to the use of computer equipment for research purposes and scientific information.

2. The Library of the Museum of the Second World War in Gdańsk, hereinafter referred to as the "Library", provides its collections:

- for on-site reference,
- for external borrowing.

3. Museum employees may borrow externally publications from the Library .

4. Other readers may use the collections of the Museum Library only on-site.

5. In exceptional cases, with the written consent of the Director or the appropriate Deputy Director, it may be possible to lend publications to others externally.

6. Use of the Library is free of charge.

7. Any person using the Library is obliged to read these Regulations in detail and observe them.

8. A statement on having read these regulations is made by the user on the subscription card.

9. Library users are obliged to strictly follow the instructions of the librarian on duty, in accordance with these Regulations.

10. Readers who do not comply with these Regulations may be deprived of the right to use the Library collections. Readers deprived of the right to use the Library collections are obliged to return their reader's card issued to them.

11. Publications from the book collection are provided by the librarian on duty, there is no free access to the shelves.

12. Users have the right to use their own portable computer equipment and digital cameras - without a flash or lamp – only after obtaining the consent of the librarian. The Museum of the Second World War is not responsible for computer equipment and other items left by readers at the Library.

13. It is forbidden to eat, drink, smoke or use mobile phones on the premises of the Library.

14. The Library's opening hours are announced on the Library's website.

15. During an inventory, all borrowed items from the library collections should be returned to the Library.

16. The librarian has the right to order the following persons to leave the Library premises:

- people who are drunk and behaving inappropriately,
- people who for any reason are dangerous or a problem for other users of the Library.

Detailed regulations for the employees of the Museum.

1. Every employee of the Museum has the right to borrow publications from the Library.

2. Museum employees are required to read the Regulations for Accessing the Library of the Museum of the Second World War in Gdańsk.

3. Library users borrow library collections solely for their own use and are fully responsible for them. It is not acceptable to borrow books for third parties and to return them on their behalf.

4. Every employee is registered in the computer library database "*Patron*", where he or she has an account, to which he or she has personal access after logging in.

5. In order to join the Library, the reader is required to show the librarian a photo ID.

6. Externally, the following are not lent:
 - collections registered in the Inventory Book of Special Collections,
 - rare and expensive works,
 - publications requiring maintenance,
 - collections reserved by the Library.

7. The reader is obliged to borrow library materials only in person.

8. The total number of publications borrowed externally cannot exceed 6 items.

9. Library collections are borrowed for a period of 30 days. In order to ensure the availability of the publication to all readers using the Library, any library items borrowed by employees of the Museum must be kept on the premises of the Museum during the working hours of the Library. During this time, at the request of the Library employees, borrowers are obliged to deliver the publication to the Library for other readers.

10. Every borrowed publication is saved in the library computer program "*Patron*" on the borrower's account.

11. Upon receipt of the ordered publication, the reader should immediately check that it does not have any damage (writing, creases, stains, missing or loose pages, etc.), and if any is noted it should be

reported to a Library employee. If the damage has not been reported, the borrower will assume responsibility for the damage.

12. Destruction of borrowed library collections by writing, making notes and folded pages is unacceptable.

13. Loose sheets in folders should be put in proper order before they are returned.

14. In the event of damage or destruction of a publication, the reader is obliged to cover the losses to an amount determined by the Library.

15. In the event of loss of a borrowed publication, the reader is obliged to:

- provide an identical publication, or
- if this is impossible, as indicated by the Library employee - provide another edition of the lost publication approved by the Library employee, or provide another publication approved by the Library employee.

16. Deadlines for returning borrowed library collections should be strictly observed.

17. The reader may obtain an extension of the deadline for returning the borrowed publication, as long as it has not been ordered by another reader. In order to obtain a prolongation, the reader should report to the Library with the borrowed publication before the deadline for return.

18. In exceptional cases, due to readership or increased demand for the publication, the Library may set an earlier return date.

19. If the borrowed library collections have not been returned within the prescribed period, the borrower will receive a reminder and may be deprived of the right to use the library.

20. If the borrower - or someone in close contact to the borrower - falls ill with an infectious disease, the Library should be notified in order to disinfect the returned materials.

§ 4

Detailed provisions for other readers using the Library.

1. The right to use the Library is universal on the terms specified in the Act on Libraries and in these regulations.

2. The sharing of library materials and the use of computer equipment is free of charge.

3. The right to use the Library is granted to people who:

- a) are of legal age or underage with a written commitment of a parent or legal guardian,
- b) have completed the registration form,
- c) have undertaken to comply with the regulations,
- d) have received a library card.

4. A reader who is not an employee of the Museum may use the Library's collections only on-site in the Library.

5. All publications are provided to the reader by the librarian. There is no free access to the shelves.

6. Readers are required:

- a) to leave outside wear, backpacks, briefcases, umbrellas in the cloakroom of the Museum,
- b) in the case of a first visit to the Library - to report a wish to use the Library to the security officer on duty at floor -1 and to provide personal data in order to register as a guest and receive an appropriate ID,
- c) in the field of security, to strictly follow the instructions of security staff and Museum employees,
- d) to read the Regulations for access to the collections of the Library of the Museum of the Second World War in Gdańsk,
- e) to present an employee of the Library with an identity document with a photo and a library card,
- f) to be listed on the reverse of the published publication,
- g) to be registered in the visitors book, where an entry will be made by an employee of the Library,
- h) to report any materials brought to the librarian on duty and to present them when leaving the Library,
- i) to keep quiet,
- j) to comply with the ban on smoking and eating in the Library,
- k) in the case of loss or damage to the reader's card or change of personal and address data, to immediately report these cases,
- l) in the event of loss of a library card, to pay a fee of PLN 20 for the production of a new library card. The Library will issue a receipt for this fee.

7. The reader card is used to access the library collections and at the same time entitles the use of the panoramic elevator up to the Library level (+2). Only readers enrolled in the Library may use the reader card.

8. Upon receipt of any ordered item, the reader should immediately check that it does not contain any damage (writing, creases, stains, missing or loose pages, etc.), and report it to the Library employee if any is found.

If no report of damage is made, the reader will assume responsibility for any damage.

9. It is forbidden to take the library collections and other materials owned by the Library outside of the library premises.

10. Destruction of borrowed publications by writing, making notes and folding pages is unacceptable.

11. Before returning loose sheets in folders, these must be put them in the correct order.

12. In the event of damage or destruction of a publication, the reader is obliged to cover the losses to an amount determined by the Library.

§ 5

1. The administrator of personal data in accordance with the Act of August 29th, 2000 (i.e. Journal of Laws of 2001, No. 101, item 926, as amended) on the protection of personal data is the Museum of the Second World War in Gdańsk.

2. The personal data administrator is authorized pursuant to art. 23 sec. 1 point 3 of the Act of August 29th, 1997 on the Protection of Personal Data (Journal of Laws 1997, No. 133, item 883, as amended) for the processing of Readers' personal data in order to enable the use of library and statistical resources, debt collection and monitoring on the premises of the Museum, including the Library.

3. The personal data administrator may, in particular, process the following personal data of the Readers:

- a) name and surname,
- b) e-mail address,
- c) telephone number,

- d) address of residence,
- e) PESEL number.

4. The Museum of the Second World War in Gdańsk, as the data controller, applies all appropriate technical and organizational measures to ensure the protection of the processed personal data provided by the Readers. These data are protected against unauthorized access.

5. These data will be processed by the administrator only for purposes related to library activities, excluding activities related to direct marketing of own products and services.

6. Providing data is voluntary, but necessary for implementing the above-mentioned goals.

7. Every person has the right to inspect their personal data and has the right to correct them, and may request their removal in writing by the Museum of the Second World War in Gdańsk. In the event of deletion of their personal data, the reader is automatically removed from the library's list of readers, but before that occurs, the reader is obliged to return the library card.

8. The administrator of personal data declares that he or she applies all technical and organizational measures to secure the entrusted personal data in accordance with the provisions referred to in Art. 36-39 and meets the requirements set out in the provisions referred to in Art. 39a of the Act of August 29th, 1997 on the Protection of Personal Data. In particular, the administrator declares that he or she has developed and implemented a security policy and instructions for managing the IT system used to process data, referred to in the Regulations of the Minister of Internal Affairs and Administration of 29th April 2004 on personal data processing documentation and technical and organizational conditions, which should be fulfilled by all devices and IT systems used to process personal data.

9. The administrator of personal data declares that every person (e.g. a full-time employee, a person providing activities under civil law contracts, other persons working for the Museum) who will be allowed to process personal data entrusted by the Administrator is obliged to keep this data secret. This confidentiality also covers all information regarding the methods of securing the personal data entrusted for processing.

10. The administrator of personal data reserves the right to disclose data to offices and bodies authorized to process data on the basis of applicable law, eg law enforcement agencies and courts.

§ 6

1. Computer stations are intended for scientific and educational purposes.

2. In the Library, computer workstations can be used by readers, which also allows readers to search the library's electronic catalog.

3. Users are prohibited from using computer workstations for:
 - performing activities that violate Polish law, in particular the copyrights of developers or distributors of software and data,
 - using websites not related to the scientific-research process including chats, instant messaging, etc.,
 - installing and copying additional software to computer hard drives,
 - making any changes to the configuration of computers, attempts to break the existing system security or interfere with the content of the collected data,
 - actions causing destruction or damage to computers and equipment, disruption of the computer network and destruction of software,
 - making any attempts to repair damaged computer equipment.

4. In the case of technical problems with the library computer, the user is obliged to immediately notify the librarian about it.

5. The librarian has the right to control activities performed by the user at the computer and to immediately terminate the session if he or she deems that the user is undergoing undesirable activities, even if these are not specifically included in the regulations.

6. In the event of damage or destruction of computer equipment belonging to the Library, the reader is obliged to cover the losses to an amount determined by the Library.

§ 7

The library does not provide reprographic services.

§ 8

The Museum Library provides a collection of film recordings made with witnesses of history by the Film Documentation Department. This collection contains film recordings collected by the Museum, as well as film recordings for which the Museum has obtained appropriate licenses and permits for

their use. The filmed interviews are made available on computers installed in the Library. It is forbidden to copy filmed interviews.

§ 9

Detailed provisions for other readers - borrowing publications with the written consent of the Director.

1. In exceptional cases, it is permitted to borrow publications externally, only with the written consent of the Director or the appropriate Deputy Director.

2. Any reader who borrows library documents in this way is obliged to follow the rules set out in § 3: Detailed regulations for employees of the Museum of the Second World War in Gdańsk and fill in the reverse of the publication made available in accordance with the rubrics.

§ 10

Final Provisions

1. In situations not specified in these Regulations, decisions will be made by the Director and the relevant provisions of any generally applicable law shall apply.

2. Amendments to these regulations will be made pursuant to separate internal regulations of the Director of the Museum of the Second World War.