

**Regulations for users of the collections
of the Library of the International Cultural Centre in Krakow**

Introduced on 1 September 2018

I. General provisions

§ 1

The Library of the International Cultural Centre (hereinafter: ICC Library) works within the frameworks of the ICC Institute for European Heritage and realises objectives defined in § 11 clause 4 of the Regulations for the organisation of the International Cultural Centre in Krakow, included as an attachment to the ICC Director Directive No. 9 from 30 December 2015.

§ 2

1. The ICC Library collections are accessed exclusively in the Reading Room.
2. Books and periodicals stocked in Library stores are provided by a librarian on duty.
3. The ICC Library offers free access to reference collections marked as *MCK-Księgozbiór Podręczny Bibl. MCK*.
4. Access to ICC Library collections is free of charge.

Charged service include:

- a) Issuing a library card or its duplicate, card renewal,
- b) special information services,
- c) reprography services.

All charges are listed in the price list attached to this Regulations.

§ 3

1. ICC Library collections are provided for any and all researchers, particularly:
 - a) The ICC staff, students of the postgraduate Heritage Academy programme, ministry scholarship programme fellows, summer school students,
 - b) academics, doctoral students, students, and visiting scholars,
 - c) staff of institutions of science, culture, and education, and researchers collaborating with the ICC.
2. In justified cases, the ICC Director / Library Manager may refuse the right to stay in the Reading Room and use the collections of persons who pose a risk to the safety of others and disturb public order.

§ 4

1. To use the ICC Library collections readers need to apply for a Library card, issued on the basis of a valid document: identity card or passport, and a filled application form. The user's personal data is collected in traditional and electronic form only for the needs of the library service. The user's personal data is not processed outside the VTLS / VIRTUA system that supports the Libraries of the Joint Database of the Krakow Library Group.
2. The library card is valid for a period of twelve months from the date of its issue.
3. The library card may not be made available to other parties. For non-compliance with this

provision, the reader may be denied the right to use the ICC Library collections.

4. Any changes to personal data and address details, as well as the loss of a library card, should be immediately reported to the ICC Library. A duplicate library card will be issued after paying the applicable fee.

§ 5

1. At the request of the ICC staff and after the approval of the ICC Library manager, part of the ICC Library collections may be handed over for use at the respective ICC organizational units.
2. The ICC staff members have the right to loan items from the collection to be used outside the ICC Library.

II. Regulations for using the ICC Library collections

§ 6

1. Readers of the ICC Library are required to comply with the provisions of these Regulations.
2. Readers at the ICC Library are required to comply with the following rules:
 - a) leave their outerwear, umbrellas and hand luggage in the cloakroom,
 - b) sign in at the visitor register and leave the library card to the librarian for the duration of their stay at the ICC Library,
 - c) inform the librarian about bringing their own books and magazines to the Reading Room
 - d) work in silence,
 - e) use computer equipment only for research related work,
 - f) report the need for making printouts and connecting their own electronic devices to library computers,
 - g) refrain from drinking beverages, eating meals, smoking, and making telephone calls.
3. It is forbidden to install your own software and make changes to the configuration of the ICC Library computer hardware.
4. The librarian has the right to monitor the work carried out by the reader.
5. The librarian has the right to deny the reader access to a computer if he or she violates the rules stipulated in the regulations or performs unacceptable actions related to the use of the Internet and / or computer.
6. Library materials are ordered by the reader from the librarian. Books ordered from the location of *MCK-Magazyn-1 Bibl. MCK* are provided to the readers immediately after the order was placed. Books ordered from the location of *MCK-Magazyn-2 Bibl. MCK, MCK-Magazyn-3 Bibl. MCK* and archived issues of magazines are delivered once a day from Monday to Friday at 15.00. The librarian controls and decides about the number of volumes in use by the reader at a given time.
7. Reprographic services and records on electronic media are provided after consultation with the librarian.

§ 7

1. Valuable items (unique copies, books and magazines from the nineteenth century and older) may be made available to a limited extent only for scientific purposes by the decision from the ICC Director / ICC Library Manager or Library staff authorized by the ICC Director / Library Manager.
2. To ensure the safety of the collection, the librarian on duty may refuse to make copies of old materials, in poor condition or in an unusual format.

§ 8

1. The reader is financially responsible for damage or loss of library materials made available to them. It is forbidden to pass them on to other readers in the Reading Room.
2. Observed damages or deficiencies in the library materials should be immediately reported to the librarian.

III. Specific provisions

§ 9

1. If the reader loses or destroys the library materials made available in the ICC Library, the reader is obliged to:
 - a) return an identical copy or purchase another volume indicated by the ICC Library, whose total value may be up to three times higher than the value of the lost volume,
 - b) in the event of damage, refund the cost of binding, maintenance, photocopies or scanning,
 - c) for damaged or lost books, which are particularly valuable, listed in § 7, as well as individual copies or fragments that complete the whole work, the compensation is determined individually by the ICC Director and the ICC Library manager.
2. In cases referred to in clause 1, damaged or found library materials remain the property of the ICC Library.