

Regulations for the Use of our Library



§ 1

General provisions

1. Users of the Library of the Faculty of Modern Languages of the University of Warsaw, hereinafter referred to as BWN, are subject to the *Rules and Regulations for the use of the University of Warsaw building at Dobra 55 street in Warsaw*, including compliance with the rules of propriety and social interaction.
2. Visitors to the Library are obliged to comply with its regulations and with the instructions of the BWN team.
3. The BWN team has the right to react when a visitor violates the BWN regulations, and – in justified cases – to ask the visitor to leave the Library.

§ 2

BWN opening hours

1. The BWN Circulation Desk and Reading Room are open from Monday to Friday from 10:00 a.m. to 6:00 p.m.
2. Information about changes in the opening hours can be found on the library door and on the BWN website and Facebook page.

§ 3

Rules for the use of the BWN Reading Room

1. The Reading Room users are obliged to:
 - 1) leave large luggage in the cloakroom on level –1 (outerwear and small luggage can be kept in BWN on coat hangers and in self-service lockers);
 - 2) be quiet and mute their phones and other electronic devices;
 - 3) take care of the shared space and put no longer used pieces of the equipment (e.g. extension leads) back where they belong.
2. The Reading Room users are not allowed to:
 - 1) eat or bring in drinks in unsealed containers;
 - 2) behave in a way that may disturb other users;
 - 3) move the furniture around without the permission of the BWN team;
 - 4) take off their shoes;
 - 5) put or rest their feet on the furniture;
 - 6) lay electrical cords on the floor in a way that may obstruct others;
 - 7) leave their belongings unattended (BWN does not take responsibility for them);
 - 8) leave leaflets and other advertising materials;
 - 9) take photos or make videos for commercial use without the consent of the head of BWN.

3. Entry is prohibited to persons who:

- 1) have symptoms of infection;
- 2) are intoxicated;
- 3) are displaying signs of non-compliance with personal hygiene standards.

§ 4

Rules for the use of the BWN collections

1. Collections are divided into those that may be:
 - 1) browsed only in the Library – these include books marked as *Czyt. BWN/Czytelnia BWN* (the BWN Reading Room), books from the storeroom with the item policy *Na miejscu* (can only be accessed on site), magazines, some CDs, diploma theses;
 - 2) borrowed if one has an active library account – these include books marked as *Wolny dostęp* (free access), books on exhibition shelves, books from the storeroom with the item policy *Do wypożyczenia* (available to borrow), some CDs.
2. Obligations of the BWN collection users:
 - 1) materials from the Reading Room must be put on the library trolley;
 - 2) materials from outside the Reading Room must be ordered via the UW Library Catalogue (the order processing time is about 1 hour);
 - 3) ordered materials must be collected at the Circulation Desk within 5 working days;
 - 4) borrowed materials must be returned to the Circulation Desk or the BWN drop box by the due date;
 - 5) after registering a loan or return, you should check the status of your library account and report any issues to biblioteka.wn@uw.edu.pl;
 - 6) in case you are unable to return the borrowed materials by the due date, you must renew your loan through your library account or at the Circulation Desk;
 - 7) any damage or loss of materials must be reported to BWN.
3. Collections cannot be:
 - 1) damaged, e.g. by highlighting text, folding page corners, placing books spine up, or pressing them against the scanner glass;
 - 2) moved or placed on shelves by library users;
 - 3) taken out without completing the necessary formalities;
 - 4) scanned or photographed (refers only to diploma theses).

§ 5

Rules for using the BWN computer equipment

1. The computer equipment may only be used by those who have an active library account.

2. Those who wish to use the equipment for scholarly and didactic purposes have priority. Individuals using the equipment for other purposes may be asked by the BWN staff to vacate the station.
3. While using the computers, you cannot:
 - 1) make changes to the system settings;
 - 2) download inappropriate content;
 - 3) save your passwords in the web browser.
4. After using the equipment, you must delete all saved files, log out of your account, and turn off the computer.

§ 6

Rules for using the self-service BWN lockers

1. Lockers are reserved solely for the Reading Room users.
2. Any belongings must be removed from the lockers by the BWN closing hours on the same day they have been deposited.
3. Belongings left in a locker will be available for collection at the Circulation Desk for 7 days, after which they will be handed over to Warsaw's Lost Property Office.

§ 7

Rules for using the BWN drop box

1. The drop box, located in the corridor near the BWN entrance, is available during the building opening hours.
2. The drop box may only be used for returning books from the BWN collections (CDs must be returned to the Circulation Desk).
3. Books placed in the drop box are removed from library accounts twice a day (before the opening and closing of BWN).

§ 8

Rules for using the BWN Book Sharing Station

1. The Book Sharing Station, located in the corridor near the exit to Lipowa street, is available during the building opening hours.
2. All books and magazines at the Book Sharing Station are free to take, with no charges or restrictions.
3. Only books and magazines can be left at the Book Sharing Station, provided there is space available on the shelves.