

REGULATIONS

OF THE LIBRARY OF ZACHEŤA – NATIONAL GALLERY OF ART - SUMMARY

I. GENERAL PROVISIONS

[...]

§ 2

1. The reading room is open on Tuesdays, Wednesdays, Thursdays, from 10 am to 4 pm.

[...]

§ 3

1. The Library's resources may be used by Gallery employees (persons employed by the Gallery under an employment contract) and adult readers from outside the Gallery. In exceptional situations, for educational purposes, the Gallery allows the use of the Library's resources by minors, but over 16 years of age. Minors are required to obtain the consent of a parent/legal guardian on the application form, attached as Appendix No. 1 to the Regulations.
2. Reader registration:
[...]
2) readers from outside the Gallery fill out the Library application form, attached as Appendix No. 1 to the Library Regulations, a reader's account is established for them, and their data are entered in the reader's book by the librarian.
3. The reader is obliged to read and comply with the provisions of the Regulations.
4. Verification of readers' data referred to in par. 2 item 2 is carried out every 5 years. A reader's account that has remained inactive for a period of 5 years will be removed from the reader's records along with personal data.
5. Verification of the readers is carried out by an employee of the Library.
6. A reader whose account has been deleted in accordance with the procedure indicated in par. 3, must re-register in the manner specified in par. 2, item 2 before using the Library's resources again.

II. MAKING THE RESOURCES AVAILABLE

§ 4

1. Library resources are made available for use on site in the reading room.

[...]

3. A reader (an employee of the Gallery or a reader from outside of the Gallery) has the right to use 10 volumes (books, magazines, exhibition catalogues, binders with documentation of social life) on site at a time, and receives the next volumes after returning the previously borrowed ones.
4. Readers are financially responsible for any damage caused by their fault to books or periodicals and Library equipment, as well as for the loss or destruction of borrowed books.

[...]

6. Resources are ordered by placing orders with the librarians on duty.
7. The decision to lend a book is made by the librarian on duty.
8. The used materials are returned by the reader to the librarian on duty.
9. Special documentation (documents of social life) is available only in the reading room, both for Gallery employees and for readers from outside the Gallery. [...]
10. In order to obtain permission to use materials from special documentation in publications, their authors should submit a written request to the head of the documentation and library department

[...]

§ 6

1. The Library does not provide photocopying services.
2. It is permitted to photograph and scan materials, provided that the state of preservation of the item allows it, using the readers' own equipment, within the scope of the permitted use provided for in the Act on Copyright and Related Rights. Doubts about this matter are resolved by the head of the documentation and library department.
3. By "own equipment" is meant a device (computer, laptop, scanner, camera, etc.) together with software, which is owned by the reader and makes it possible to perform the intended task (reprography) without installing additional equipment and software owned by the Library.

III. HOUSEKEEPING PROVISIONS

§ 7

1. A reader using the Library's resources is responsible for the condition of the materials entrusted to him from the moment of receipt until their return. At the time he receives them, he should report any damage he notices, including underlining.
2. The reader is materially responsible for any damage to borrowed library materials.

3. Readers are obliged to:
 - 1) leave in the coatroom outer garments, briefcases, shoulder bags, plastic opaque nets, bags, backpacks, umbrellas, packages,
 - 2) fill out the application form - Appendix No. 1 to the Regulations,
 - 3) report to the librarian on duty the fact of bringing books and other materials of their own to the reading room.
 4. In the reading rooms, silence is mandatory and it is strictly prohibited to:
 - 1) take the materials made available outside the reading room,
 - 2) bring in food and beverages,
 - 3) make phone calls.
 5. The place in the reading room is designated by the librarian on duty.
 6. Orders for materials from the book collection are fulfilled until 3 pm.
 7. The reading room can accommodate 10 people at a time.
- [...]

Appendix No. 1 to the Library Regulations

APPLICATION FORM

of the Library of Zachęta– National Gallery of Art

First and last name:

.....

Type and number of identity document

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Contact phone number

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E-mail address

.....

Delegating institution

Name of institution/university:

.....

By signing this application form, I declare that I have familiarized myself with the Regulations of the Library of Zachęta– National Gallery of Art posted on the zacheta.art.pl website and accept the contents of these regulations.

I also give my consent for the Library of Zachęta – National Gallery of Art to send e-mail correspondence, in cases specified in the Library Regulations.

Warsaw, date

(date filled out)

.....

(legible signature)

I hereby declare that I have familiarized myself with the Regulations of the Library of Zachęta– National Gallery of Art posted on the zacheta.art.pl website and accept the contents of these regulations.

I consent to the enrolment of my child/ward
in the Library of Zachęta– National Gallery of Art

Warsaw, date

(date filled out)

.....

(legible signature of parent/legal guardian)

Appendix No. 2 to the Library Regulations

Information of the controller about the processing of personal data

Controller	Zachęta – National Gallery of Art with its registered office in Warsaw, pl. Małachowskiego 3, 00-916 Warsaw, entered into the Register of Cultural Institutions maintained by the Minister of Culture and National Heritage, under the number RIK 34/92, NIP (Tax Identification Number): 526-025-12-10, REGON (National Business Registry Number): 000275949 (hereinafter referred to as: Zachęta)
Data Protection Officer contact information	Data Protection Officer - Paweł Mościcki, iodo@zacheta.art.pl or by mail to the controller's registered office address
Purpose of data processing and legal basis	<ol style="list-style-type: none">1. Data identifying the Reader and concerning the Reader's use of the Library's services are processed in connection with the performance of tasks in the public interest and are used for purposes of: <ol style="list-style-type: none">a) providing access to and borrowing library materials, the legal basis is Article 6(1)(c) - the processing is necessary for the fulfilment of a legal obligation incumbent on the controller, and Article 6(1)(b), i.e. the processing is necessary for the performance of a contract to which the data subject is a party, or to take action at the request of the data subject prior to entering into a contract (the contract is considered to be the Library Regulations);b) documenting its activities and providing information about them, which includes processing for archival purposes in the public interest; the legal basis is Article 6(1)(c) - the processing is necessary for the fulfilment of a legal obligation incumbent on the controller.2. Data identifying the Reader, data on the Reader's obligations towards the Library and the use of the Library's Internet or wi-fi network (if the Reader uses these services), including data identifying the Reader's computer, are processed in connection with the legal obligations incumbent on the Library and are used for the following purposes: <ol style="list-style-type: none">a) pursuing possible legal claims; the legal basis is Article 6(1)(f) of GDPR - the Controller's legitimate interest pursued by the Controller or by a third party;b) compiling statistics on the activities of the Library; the legal basis is Article 6(1)(c) - the processing is necessary for the fulfilment of a legal obligation incumbent on the controller,c) ensuring the security of the Library's network and information systems; the legal basis is Article 6(1)(c) - the processing is necessary

	for the fulfilment of a legal obligation incumbent on the controller.
Categories of data recipients	The entity that maintains the library system on its servers and other entities entrusted with the processing of data, with the proviso that such entities do not acquire the rights to decide on the processing of such data themselves, but only carry out the instructions of the Library and the Reading Room.
Data retention period	<p>Data retention period amounts to:</p> <ol style="list-style-type: none"> 1. for data processed for the purpose of accessing and borrowing library materials, communicating with the Reader and compiling statistics - no more than 5 years from the end of the year in which the Reader last used the Library's services, provided that the Reader is not indebted towards the Library. 2. for data processed for the purpose of pursuing possible legal claims - until the statute of limitations for the claim or until the completion of proceedings related to the claim. 3. for data processed for the purpose of documenting and reporting on activities carried out - not more than 5 years from the date of the documented event, unless the data are processed for archival purposes in the public interest. 4. for data processed to ensure the security of the Library's network and information systems - not more than 5 years from the date of registration. 5. for data processed on the basis of the Reader's consent - until such consent is withdrawn.
Your rights, including the right to object	The data subject has the right to request access, rectification, erasure or restriction of processing, the right to object to processing, and the right to data portability. The permissibility of exercising particular rights depends on the legal basis for specific processing. The data subject has the right to file a complaint with the President of the Office for Personal Data Protection.
Information about the requirement to provide data voluntarily and the consequences of not doing so	The provision of personal data is voluntary. Refusal to provide data will result in denial of enrolment in the Library or inability to use its services.

