

RULES OF USING THE RESOURCES  
OF THE LIBRARY AND FILM INFORMATION CENTRE  
AT THE LEON SCHILLER'S POLISH NATIONAL FILM, TELEVISION AND  
THEATRE SCHOOL IN ŁÓDŹ

1. The Library resources may be used by all interested parties, and particularly students, lecturers and employees of the Polish National Film, Television and Theatre School in Łódź.
2. Students, lecturers and employees of the Polish National Film, Television and Theatre School in Łódź, after registering as the Library readers and receiving a library card, have a right to use all Library resources, unless other provisions state otherwise.
3. Other persons interested in the resources have a right to use them only in the Library Reading Room, upon production of an identity document.  
In special cases, such persons can be registered as readers and receive a library card, upon the consent of the Library Director.
4. Readers' registration takes place in the Library. In order to get registered, one has to present a student card or an identity card and sign an obligation to strictly follow the Library Rules.
5. After the registration, the reader receives a library card valid for 6 months, which is the basis for using the Library services, and particularly to borrow books and audiovisual materials.  
The card's validity period is extended for another 6 months after the reader presents a valid student card or a different document confirming a relationship with the School, as referred to in par. 1.
6. The reader is obliged to report each change of name and address.
7. If the library card is lost, it has to be immediately reported in the Library, otherwise the card holder will take the consequences of the potential use of the card by a different person, and particularly the responsibility for the damaging or losing the borrowed books and audiovisual materials. The reader receives a new card after paying an adequate fee.
8. The reader borrows books and audiovisual materials in person, upon production of a valid library card.
9. Readers holding valid library cards can borrow and carry the following items outside the Library area:
  - ◆ Students and employees – up to 5 books for a month or 5 DVDs for 3 days at a time. Course books are borrowed for the whole semester. The number of all borrowed library materials cannot exceed 5 items at a time.
  - ◆ Lecturers – an unlimited number of books and course books for the whole academic year (until the end of June of the following year) and an unlimited number of DVDs for seven days.

10. The reader is personally liable for the library materials borrowed.
11. All loans are registered on the reader's computer account. Computer records are the bases for any claims against the reader.
12. The library materials have to be returned or the loans have to be renewed in person, on the phone or over the Internet not later than on the last day of the regulation loan period.
13. Readers can reserve books from the Library resources on the phone or over the Internet. The reservation is valid for 7 days. One can reserve up to 5 items.
14. In some cases the Library may request the library materials to be returned before the end of the loan period.
15. In case the library materials are not returned within the due date, as determined in sec. 9, the Library shall charge the reader with a fine for each day after the end of the loan period:
  - ◆ A book – 0.20 PLN
  - ◆ A DVD – 1 PLN

The fine for overdue items shall be reduced by half in case the reader pays it on the day it was charged. The fine paid later shall be paid in full.
16. The Library sends the reader a notification of overdue library materials over the Internet or by post.
17. The Library has a right to pursue the return of the library materials at court, and the reader shall be charged with the costs of the proceedings.
18. Upon the reader's request, the Library brings in items it does not possess from libraries outside Łódź. Such items are made available only in the Reading Room. The costs of interlibrary lending are covered by the reader.
19. In the case of losing or damaging the library materials, the reader is obliged to provide the Library with materials equivalent in terms of publication. In case it is impossible to replace the given library materials, the reader pays a fine for the lost items in the amount of triple inventory value of the lost items but not less than 100 PLN.
20. The following library materials:
  - ◆ Picture albums
  - ◆ Books published before 1945
  - ◆ Books marked as "Available only in the Library"
  - ◆ CDs with soundtracks
  - ◆ Magazinesare available only in the Reading Room.

21. Readers have a right to photocopy – in person and for personal use – fragments of library materials, using the self-service photocopier available to them in the Reading Room. This service is paid.

The right to photocopy materials does not include the theses of the School graduates.

22. The Library is open to readers:

- ◆ Monday – Friday: 10.00 am – 5.45 pm

- ◆ Saturday: 11.00 am – 3.00 pm

The Library is closed on Sundays and public holidays.

During the summer holiday period the Library working hours are reduced, as determined by the Library Director.

In some cases the Library Director can change the Library working hours.