**TERMS OF USE OF THE LIBRARY RESOURCES OF**

**THE CENTRE OF POLISH SCULPTURE IN OROŃSKO**

1. **General provisions**

**§ 1**

1. The Centre of Polish Sculpture in Orońsko (CRP) collects, stores and catalogues library resources from the domains encompassed by the statute activity of the CRP.
2. Besides, the Centre of Polish Sculpture in Orońsko:
3. conducts an exchange of publications with libraries, Polish and foreign institutions of culture, associations and foundations;
4. makes the resources available to the CRP staff.
5. Whenever possible, the resources are made available to readers from outside the CRP, primarily to scholars conducting research and students.

**§ 2**

The use of the resources if free of charge**.**

**§ 3**

The library makes its resources available:

1. on the premises – first of all to people from outside the CRP;
2. outside the CRP – to the CRP staff, later referred to as ‘readers’, as well as to institutions of culture and libraries according to signed agreements about inter-library loans.

**§ 4**

Readers using the resources are obliged to get acquainted with the provisions of this Terms of use document and strictly observe them.

**§ 5**

 Readers who do not observe the provisions of the Terms of Use may have their rights to use the CRP library resources temporarily or permanently suspended, pursuant to the decision of the CRP Director.

**§ 6**

1. Readers take full material responsibility for the items on loan.
2. In the case of losing an item, the reader is obliged to replace it with identical or equivalent one (e.g. the same title in a different edition).
3. If it is impossible to replace the lost or damaged item, the reader is obliged to buy a book indicated by the librarian responsible for the resources or the pay the five-fold market value of the lost item.
4. The readers cover the full cost of repair or renovation of the library materials they have damaged.
5. In the case of damaging materials in such a way that their repair is economically pointless, sections 2 and 3 of this article are applied.

**§ 7**

The resources are made available on weekdays, from 9:00 to 14:30.

**§ 8**

When using the resources on the premises, the readers are not allowed to smoke, eat meals or talk on the mobile phone.

**§ 9**

The readers using in their publications unpublished materials, rare prints etc. that have been made available to them, are obliged to declare in writing that in their papers they quote the source of obtaining the materials.

**II The provisions of using the library by the CRP staff**

**§ 10**

1. A CRP employee has the right to borrow up to 10 items at a time.
2. The materials are loaned for the period of up to 6 months; then the readers have to return them or prolong the loan.

**§ 11**

The loans are recorded in the following way:

1. On the reader’s card
2. On the book card, accompanying the reader’s card
3. In case of loans to artists, scholars or students in residence, the reader fills in and signs an order slip for each borrowed title.

**§ 12**

The order slip is stored in the reader’s card.

**§ 13**

1. The materials may be borrowed only in person.
2. Borrowing materials to third parties is not allowed.

**§ 14**

The CRP employee takes full material responsibility for the borrowed materials.

**§ 15**

The use of special resources (published before 1945) is allowed only on the premises.

**§ 16**

The CRP employees are obliged to return the borrowed resources when they retire, their employment with the CRP is terminated or in the case of their unpaid leave, longer than half a year.

**III. Provisions of lending library resources to institutions of culture and libraries in Poland**

**§ 17**

1. Interlibrary leans are implemented on the basis of agreements pertaining to the abovementioned loans, signed with institutions of culture and libraries in Poland.
2. Books loaned in this mode are made accessible only on the premises.
3. Readers are obliged to pay to the CRP cashier’s office 10 PLN as charge for the cash on delivery postage.

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