

**THE LIBRARY OF THE POLISH SOCIAL & EDUCATIONAL SOCIETY at
GENERAL WLADYSLAW SIKORSKI MEMORIAL HOUSE, GLASGOW.**

RULES of USE

I. General rules:

1. Any member of the public can become a library user and register to borrow books or other assets from the library subject to the approval of library management.
2. To register as a library user:
 - a) a user must produce satisfactory identification (such as a driver's licence, passport, or other photographic ID) as well as documentation that will confirm current address.
 - b) by so registering, a library user agrees to abide by the rules of the library and allows Board of Trustees of The Society to use his or her personal data subject to the terms of the Data Protection Act 1998.
3. A person under the age of 16 may only be registered by a parent or a legal guardian who thereby accepts full responsibility for the actions of both persons in using the library.
4. A library user has a duty to inform the library staff immediately of any changes of the data presented to acquire acceptance as a library user. Failure to do so may result in the revocation of

II. Rules for borrowing books to take off the premises:

1. A registered library user has the right to take books or other assets off the premises unless otherwise restricted from doing so by library management.
2. A library user has the right to borrow a maximum of four books or other assets at one time for a period not exceeding four weeks. For the most wanted books or assets, this period may be restricted to two weeks by the library management before the book is released to the user. The period of borrowing can be extended by a further four weeks by library management upon request, unless the book has been already ordered by another user.

3. The library retains the right to demand the return of any book or other asset before the expiration of the agreed time of lending.
4. The library management will record the borrowing of all books and other assets in the recording system established for that purpose. This remains the sole true record of any borrowing.
5. Library users who are not members of the Society shall pay a deposit of £10 (ten pounds sterling) for each book or other asset from the “adults section” or for each two books from the “children & young people” section. The deposit shall be returned upon return of the book(s) or asset(s) in the condition in which it was borrowed. Any deposits not claimed for a period of 6 (six) months from the date of borrowing shall be forfeit to the Society.
6. In the case of loss or damage to a borrowed book or other asset, the deposit may be forfeit by decision of the library management. This decision is subject to appeal to the Board of Trustees of the Society.
7. For every week of that a book or other asset is overdue for return, the user will be required to pay a penalty of £1 (one pound sterling) per book and per week over the exceeded period.
8. Library management is not required to send out a reminder for return but, if it chooses to do so, this will be by e-mail to the address noted upon registration of the user.
9. The Society reserves the right to take action against any user who fails to observe these rules. Such action may be but not restricted to, recourse to the courts, requiring replacement of the book or other asset, payment of the retail value of the book or other asset or any other action the Society deems appropriate.

III. Special collections:

1. Some books, assets or special collections are available only for use in the library. They must be specially requested from library management which will note the request in the appropriate log.
2. The librarian will provide the item requested.
3. The library user must return the item in person to the librarian.
4. The library user may be held responsible for any damage done to such items while in his or her use.

IV. Food & drink etc:

1. During library hours;
 - a) no food or drink is allowed in library during library hours.
 - b) smoking is not permitted.
 - c) the use of mobile phones is prohibited – other than for texting or browsing in “silent mode” (no key-stroke sound or ring-tone).

2. The librarian has the right to ask a member to leave the library if:
 - a) the library user behaves inappropriately by action or the use of inappropriate language.
 - b) the library user is, in the opinion of the librarian, under the influence of alcohol or drugs.
 - c) the library user behaves in any other way which affects another user’s ability to enjoy the use the library.

V. Proposals & complaints:

1. Proposals & complains with regards of the library should be sent in writing or emailed directly to the Society’s Secretary.

VI. Covering statement:

1. Every library user has a duty to read the rules of library and abide by them.
2. Library management has the authority to interpret any situation arising that does not appear to be covered directly by these rules. Such situations shall be immediately referred to the Secretary of the Society.

By order of the Board of Trustees of the Society

Dr Izabela Czekaj, Chair

1st January 2017