

Order No. 3, dated 02.03.2020, of the

**Director of the Witold Pilecki Institute of Solidarity and Valor**  
**concerning the introduction of**  
**“Regulations of the Library of the Witold Pilecki Institute of Solidarity and Valor”**  
**at the Witold Pilecki Institute of Solidarity and Valor**

Pursuant to the provisions of §6 of the Statute of the Witold Pilecki Institute of Solidarity and Valor, which constitutes an attachment to the Order of the Minister of Culture and National Heritage, dated 13 December 2018, on the Bestowal of a Statute on the Witold Pilecki Institute of Solidarity and Valor (Official Journal of the Ministry of Culture and National Heritage of 2018, Item 78), it is hereby ordered as follows:

§1

By this means I introduce at the Witold Pilecki Institute of Solidarity and Valor the “Regulations of the Library of the Witold Pilecki Institute of Solidarity and Valor”, which constitute Attachment No. 1 to the Order.

§2

The Order shall enter into force as of 02.03.2020.

Wojciech Kozłowski

Director

**REGULATIONS OF THE LIBRARY  
OF THE WITOLD PILECKI INSTITUTE OF SOLIDARITY AND VALOR**

**I.**

**General Provisions**

1. The general principles of operation of the Library of the Witold Pilecki Institute of Solidarity and Valor (referred to hereinafter as “the Library”) are determined by the Libraries Act of 27 June 1997 (consolidated text: Journal of Laws of 2018, Item 574 with subsequent amendments).
2. The provisions of the Regulations are applicable to all Users availing themselves of the materials and services of the Library.
3. All Users are obligated to familiarize themselves with the Regulations and to observe the provisions of the said.
4. A declaration on having familiarized oneself with the Regulations is to be submitted by Users on the form constituting Attachment No. 1 to the present Regulations.

**II.**

**Tasks of the Library**

1. In first order, the Library of the Witold Pilecki Institute of Solidarity and Valor serves to meet the needs of the employees and the scholarship holders of the Institute, thus constituting their workspace.
2. The Library constitutes the fundamental element of the library and informational system that is tasked with gathering, compiling, storing and safeguarding library materials, providing access to library holdings, and disseminating scholarly information pertaining to the fields of research represented in the holdings of the Library.
3. Library materials concerning the fields of research pursued by the Institute are acquired by the Library as new publications become available on the publishing market, in first-hand bookstores, and in second-hand/antiquarian bookshops. Orders are completed in line with the available budget.
4. Any special demand for specific book titles, databases and other library materials required for the purpose of implementing the research, scholarly and educational tasks of the Institute is met on the basis of orders placed by the managers of individual departments or projects. In

any such instance the applicant should indicate the following in the order submitted thereby via e-mail: the author, title, year of publication, and the number of copies required.

5. Purchases of books and materials required for individual research projects are effected on the basis of separate arrangements made with the Manager of the Library.

6. Requests for purchases submitted by electronic means are considered exclusively as suggestions as to the purchase of the items indicated therein, and do not constitute formal purchase applications. The Library is under no obligation to process the said.

7. The Library comprises the following divisions: the Reading Room and the Lending Library.

### **III.**

#### **Principles Governing the Lending of Library Materials**

1. The Lending Library may be used by employees and scholarship holders of the Institute.

2. Persons intending to use the Lending Library must have an individual library account.

3. The Lending Library may also be used by other libraries within the framework of interlibrary lending.

4. Lending is effected on the basis of a User's electronic account. A User account is opened on the application of the interested person and on the basis of his/her identity document.

5. Readers' individual computer accounts contain the personal data of Users, i.e. their names, surnames, and e-mail addresses. Personal data are collected and processed exclusively for the purposes set forward in Article 4 of the Libraries Act, and solely in order to execute the tasks of the Library.

6. Persons availing themselves of the holdings of the Library are obligated to inform the Library of any changes in their personal data processed by the Library.

7. Permitted number of loaned volumes and lending period:

a) Employees of the Institute – up to 10 volumes for a period of up to 60 days,

b) Scholarship holders of the Institute – up to 5 volumes for a period of up to 60 days.

8. The book return date may be extended once. The extension may be effected through the computer system before the expiry of the book return date. No extension may be effected for books which have been reserved.

9. In the event of a particular demand for a specific loaned volume, the Library shall be entitled to turn to the borrowing User with a request for its immediate return.

10. The ordering of library materials is effected through the computer system implemented at the Library. Upon registration, every User receives a login and password. The password should be changed when logging in to the account for the first time.
11. Before borrowing a volume from the Library, the User is obligated to search for and order the volume through the computer system.
12. Ordered materials should be collected within 5 days of that on which they are ordered. After this time the order shall be annulled.
13. Volumes comprising the book collection of the Reading Room cannot be borrowed from the Library.
14. Once the volume return date is exceeded, the User account in question shall be blocked. The User shall be obligated to return borrowed volumes without being summoned by the Library.
15. Library materials may be returned by a third person, and in justified instances by post. The date of postage is taken to be the book return date.
16. Failure to return borrowed materials by the return date shall preclude the borrowing of successive materials.
17. Users shall be obligated to immediately report any loss or destruction of books to the Library. Users shall be responsible for the condition of borrowed library materials.
18. In the event of the destruction or loss of library materials, the culpable User shall be obligated to provide a replacement copy (replacement copies) of the same work (works) If this shall not be possible, the User should purchase a different work indicated by the Manager of the Library.
19. Users are obligated to monitor all transactions on their electronic User accounts. Users are further obligated to regularly check their accounts, and in first order the numbers of borrowed books, the return dates therefor, and information about extensions.

#### **IV.**

##### **Principles of Interlibrary Lending**

1. Acting within the framework of interlibrary lending, the Library completes orders for specific items which the Library does not itself have and which are in the possession of institutions located outside the capital city of Warsaw.

2. Those entitled to avail themselves of this form of lending are the employees and the scholarship holders of the Institute.
3. Materials made available through interlibrary lending may be used solely in the Reading Room of the Institute.
4. Interlibrary orders are completed on the basis of separate arrangements, which take into consideration the limitations in force at other libraries.

## **V.**

### **Provision of Access to Holdings at the Library**

1. The Reading Room is open to all interested parties.
2. Persons of full legal age may use the Reading Room upon presentation of an identity document.
3. Persons who are underage may use the Reading Room upon presentation of a student card.
4. Holdings of the Reading Room cannot be taken outside the Library. It is, however, permitted for employees and scholarship holders to borrow volumes on a short-term basis upon prior arrangement with employees of the Library. The volumes thus borrowed should be returned by a deadline agreed with employees of the Library. Short-term borrowing cannot limit access to the holdings of the Reading Room for other Users.
5. Persons using the Reading Room are obligated to:
  - a. leave their outer garments in the cloakroom,
  - b. present an identity document to the librarian,
  - c. maintain silence,
  - d. refrain from using mobile telephones, and in particular not to hold telephone conversations,
  - e. refrain from eating meals,
  - f. behave in a manner not hindering other Users of the Reading Room.

## **VI.**

### **Principles of Usage of Computer Workstations Constituting the Property of the Witold Pilecki Institute of Solidarity and Valor, and of the Internet**

1. The computer workstations located at the Reading Room are intended for purposes of education and scholarly research.

2. Said computer stations may be used solely for perusing the programs available at the Library and for accessing the Internet.
3. Computers constituting the property of the Institute and Internet connections made available at the Library may be used for informational and educational purposes only. The Library may use software which blocks access to websites with content that is illegal or commonly recognized as offensive.
4. Internet access is made available at a workstation provided by an employee of the Library or on the User's own device, upon connection to the wireless guest network of the Institute.
5. Users are entitled to use their own computer devices.
6. Usage of the Institute's computer workstations is free of charge.
7. It is not permitted to make any changes to the configuration of said computer, or to the software installed thereon.
8. Users are responsible for any damage caused or illegal acts committed by means of the computers made available thereto, and also for any damage caused or illegal acts committed over the Internet.
9. Employees of the Library are entitled to monitor activities performed by Users while said Users are working on their computers. In particular, employees of the Library may refuse permission to perform certain activities which they consider as undesirable, even if any such activity is not specifically mentioned in the Regulations.
10. The usage of databases, Internet resources and the entirety of informational, bibliographical and reprographic services shall not entail the infringement of copyrights or associated rights.
11. Data may be copied to the data carriers of Users solely with the consent and under the supervision of an employee of the Library.
12. Should the computer used by a User experience a technical problem, said User shall be obligated to immediately inform an employee of the Library thereof. It is forbidden for Users to attempt any repair work on damaged or malfunctioning computer devices.
13. Users take note of the fact and consent to the monitoring of their work at any time by an employee of the Library (or by other duly authorized persons) and/or to the use of computer software intended for this specific purpose.
14. Users are responsible for damage caused thereby in connection with the usage of computer devices and the Internet.

15. User are (financially) responsible for any mechanical damage to computer devices and damage to software.

## VII.

### **Principles of Usage of Digital Resources Available at [www.archiwum.institutpileckiego.pl](http://www.archiwum.institutpileckiego.pl) and [www.zapisyterroru.pl](http://www.zapisyterroru.pl) at the Reading Room of the Witold Pilecki Institute of Solidarity and Valor**

1. The Reading Room makes available digital resources from the holdings of the Institute, including its own holdings and holdings acquired from other entities (archives, institutions, private persons).
2. The digital resources of the Reading Room are available to all interested parties. Users may utilize said resources following previous appointment by means of the following e-mail address: [czytelnia@institutpileckiego.pl](mailto:czytelnia@institutpileckiego.pl), or by telephone: 22 182 24 75.
3. Before being allowed to utilize the digital resources, Users are obligated to register themselves in the Guest Book, which also contains highlighted graphical fields that may be filled in optionally. Information from the aforementioned optional group is used, among others, to analyze research requirements for statistical purposes, while their non-provision by Users shall not limit their right to use archival materials, with the exception of instances when such information shall be required for legal reasons – in accordance with the procedure for making statements pursuant to the provisions of the Code of Administrative Procedure (topic or objective of the work in which a given User intends to utilize archival materials).
4. Users may themselves make copies of the documents made available thereto using their own cameras.
5. Materials constituting the digital resources of the Reading Room cannot be acquired by Users in the form of digital copies or printout.
6. An institution submitting specific materials to the Reading Room may lay down detailed principles governing usage thereof and/or limiting access thereto, this with reference to either the entire set of materials or to a part thereof. Basic information in this regard is available on-line at [www.archiwum.institutpileckiego.pl](http://www.archiwum.institutpileckiego.pl) or from the staff of the Reading Room.
7. Digital resources are to be used in a manner ensuring due respect for the freedom and rights of other persons, and in particular said usage should not substantially infringe the right to protect personal data nor cause any illegal infringement of personal rights or intellectual

property rights (including principles governing the permitted usage of works), in the meaning of separate provisions.

8. Any usage of digital resources by Users from outside the Pilecki Institute for commercial purposes must be preceded by the obtainment of written consent from the owner of the original documents, who shall be entitled to demand payment of license fees by way thereof. The digital resources available at [www.archiwum.institutpileckiego.pl](http://www.archiwum.institutpileckiego.pl) include, among others, archival materials acquired from external institutions mentioned on the above website. The list of institutions shall be updated systematically.

9. Before being allowed to use the materials originating from the institutions mentioned hereunder, Users shall be obligated to sign a User Declaration:

a) Bundesarchiv (User Declaration constituting Attachment No. 2)

b) KARTA Center Foundation (User Declaration constituting Attachment No. 3)

10. Usage of the holdings referred to in Subparagraph 9 requires logging in to the system. Individual logins and passwords are issued by an employee of the Library. To this end each User shall provide their personal data to the employee of the Library, these including their name, surname, and e-mail address.

## **VIII.**

### **Informational Clause on the Protection of Personal Data**

1. The controller of the personal data of Library Users is the Witold Pilecki Institute of Solidarity and Valor with its seat in Warsaw at 17 Foksal Street.

2. Data are processed in order for Users to be able to use the holdings of the Library.

3. The legal basis for the processing of personal data is Article 6, Subparagraph 1, Letters b) and c), while as regards the processing of data provided optionally – Article 6, Subparagraph 1, Letter a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Journal of Laws of the EU L 119 of 4.5.2016).

4. Personal data are stored for the period necessary to provide the service, while following expiry thereof – for the period necessary to protect the interests of the Institute of Solidarity and Valor with its seat in Warsaw, and also pursuant to the archival obligations provided for under law.

5. Persons whom the personal data concern are entitled to demand from the controller: (i) access to their personal data, (ii) the correction thereof, (iii) the removal thereof, (iv) the limitation of the processing thereof, or (v) the transferral of said data, and also to raise objections and lodge complaints with the supervisory body.
6. All persons whose personal data are processed on the basis of consent provided thereby are entitled to withdraw said consent to the processing of personal data at any time.
7. The provision of personal data is voluntary, while non-provision thereof shall result in a person being unable to use the holdings of the Library.
8. While processing personal data, the controller shall not utilize the said in automated decision-making systems, and specifically not for the purposes of profiling.
9. Contact data of the Data Protection Officer: [iodo@instytutpileckiego.pl](mailto:iodo@instytutpileckiego.pl)
10. Recipients of personal data shall be the following: entities authorized to obtain personal data on the basis of provisions of law, and providers of internet services.
11. Personal data are utilized in order to safeguard holdings which are made available and lent, for the pursuit of claims or damages, and for statistical analyses concerning usage of the Library.
12. The Library is entitled to process the personal data of Users on the basis of the Personal Data Protection Act, dated 10 May 2018.
13. Pursuant to the provisions of the Public Statistics Act, dated 29 June 1995 (Journal of Laws of 1996, No. 88, Item 439 with subsequent amendments), the Library is obligated to process personal data such as the PESEL Personal Identification Number and socio-professional groups of Users.

## **IX.**

### **Final Provisions**

1. Usage of database platforms and other external products offered by the Library shall be governed by separate provisions and internal documents concerning said products.
2. Users who do not accept the Regulations shall not be entitled to use the Library. Users who do not observe the Regulations may be permanently or temporarily barred from using the holdings of the Library.
3. Comments and suggestions may be submitted by Users to the Manager of the Library.

4. Matters not regulated by the provisions of the present Regulations shall be settled by the Manager of the Library.
5. The provisions of the Regulations notwithstanding, the Manager of the Library is entitled to announce to Users detailed principles governing access to holdings, and also to precise the procedures of usage of new sources of information. Such announcements shall be binding on Users. Furthermore, Users are obligated to familiarize themselves with individual communiques sent by the Library to their respective library accounts or to the e-mail addresses provided thereby upon registration.
6. The Library shall not be held responsible for property left on the premises of the Library.
7. Persons availing themselves of the services offered by the Library are obligated to treat the library materials and equipment (including software) made available thereto with due care and respect, and shall be held financially responsible for any culpable damage or loss.
8. Failure to observe the provisions of the present Regulations by Users may result in said Users being barred from using the holdings of the Library of the Institute.
9. The present Regulations shall enter into force on the date of signing.

ATTACHMENT NO. 1

**Declaration**

For the Library of the Witold Pilecki Institute of Solidarity and Valor

I, the undersigned, hereby declare as follows:

1. That I have familiarized myself with the Library Regulations and undertake to observe the said, and also to accept responsibility for any damage which I may cause.
2. That I provide my consent to the usage of my personal data for statistical purposes and the pursuit of possible claims or damages for unreturned or damaged library materials.

Warsaw,.....

.....

(date) .....

.....

(legible signature)

ATTACHMENT NO. 2

User Declaration

concerning usage of the following reproductions of archival documents of the Bundesarchiv:

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I hereby confirm that I have been informed that I may use the reproductions made available to myself and the data contained therein solely for the purposes of the scholarly research project indicated hereunder.

I have been informed by the Institute about the requirements concerning usage of personal data embedded in the archival materials of the Bundesarchiv. I shall not utilize any data that would make possible the identification of individual persons, unless the persons to whom such personal data pertain have been deceased for more than ten (10) years, or are historical figures or public persons carrying out their official duties. (If the date of death is not possible to ascertain, the data will be protected for a period of 100 years counted from the date of birth of the person concerned.) In all remaining instances I shall obtain the written consent of the Bundesarchiv prior to me publishing any personal data. I shall observe the limitations imposed by copyright law and privacy laws.

If I receive copies of the said archival materials, I shall utilize such materials solely for the specific purpose indicated hereabove. I shall not make the aforementioned copies available to third parties. I shall contact the Bundesarchiv appropriately in advance in order to obtain reproductions that are fit for publication.

I shall indicate the Bundesarchiv as the source of said materials in each and every publication utilizing data obtained from said archival materials, and further I shall quote the archival signature of the Bundesarchiv (archival records group number) assigned to each document, depending on requirements.

I shall not hold the Bundesarchiv or the Institute responsible for any claims of copyright infringement or violation of privacy rights that may result from my usage of the said archival materials.

I take note of the fact that the Institute may notify the Bundesarchiv of my name and surname, and also of the objective of the present usage of archival materials.

Name and surname, address

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Objective of usage

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Date

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Signature

ATTACHMENT NO. 3

User Declaration

concerning usage of the following reproductions of archival documents of the KARTA Center Foundation:

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I hereby confirm that I have been informed that I may use the reproductions made available to myself and the data contained therein solely for the purposes of the scholarly research project indicated hereunder.

I have been informed by the Institute about the requirements concerning usage of personal data embedded in the archival materials of the KARTA Center Foundation. I shall not utilize any data that would make possible the identification of individual persons, unless the persons to whom such personal data pertain have been deceased for more than ten (10) years, or are historical figures or public persons carrying out their official duties. (If the date of death is not possible to ascertain, the data will be protected for a period of 100 years counted from the date of birth of the person concerned.) In all remaining instances I shall obtain the written consent of the KARTA Center Foundation prior to me publishing any personal data. I shall observe the limitations imposed by copyright law and privacy laws.

If I receive copies of the said archival materials, I shall utilize such materials solely for the specific purpose indicated hereabove. I shall not make the aforementioned copies available to third parties. I shall contact the KARTA Center Foundation appropriately in advance in order to obtain reproductions that are fit for publication.

I shall indicate the KARTA Center Foundation as the source of said materials in each and every publication utilizing data obtained from said archival materials, and further I shall quote the archival signature of the KARTA Center Foundation (archival records group number) assigned to each document, depending on requirements.

I shall not hold the KARTA Center Foundation or the Institute responsible for any claims of copyright infringement or violation of privacy rights that may result from my usage of the said archival materials.

Name and surname, address

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Objective of usage

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Date

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Signature