**Rules of Warsaw Reciprocal Borrowing Programme (BiblioWawa)**

**Section I**

**General provisions**

**§ 1**

The Warsaw Reciprocal Borrowing Programme (BiblioWawa), hereinafter referred to as SWW, is a joint project of public higher education institutions and other public institutions with academic libraries located within the administrative borders of the capital city of Warsaw which are signatories of *the Reciprocal Borrowing Agreement,* whose appendix these Rules present. SWW has been established in order to provide the academic community of Warsaw with a wide access to library collections, especially through reciprocal borrowing of printed collections to students, PhD students, students of postgraduate diploma courses and employees of the institutions which have signed *the Agreement*, hereinafter referred to as the Agreement Partners.

**Section II**

**User of SWW**

**§ 2**

1. Users of SWW shall be:

1. students of undergraduate, postgraduate and PhD programmes held by the Agreement Partners;
2. students of postgraduate diploma courses held by the Agreement Partners;
3. employees of the Agreement Partners working under an employment contract.

2. The Warsaw Academic Library Card (WAKB) is a document which entitles its holder to borrow the collections within SWW. Its function upon the registration into the application servicing SWW, hereinafter referred to as SWW application, may be performed by:

1. Electronic Student ID (ELS);
2. Electronic PhD Student ID (ELD);
3. Electronic Employee ID (ELP);
4. Warsaw City Card (WKM).

3. The user is entitled to own only one WAKB.

4. The user must not share their WAKB with any other person.

5. A library user willing to borrow collections within SWW shall apply to the main library of their home institution, hereinafter referred to as the home library. The user eligible for the registration in the SWW application is required to possess a valid library account with the home library.

6. Only user’s home library is entitled to create and delete user’s records in the SWW application.

7. The account expiration date in the SWW application falls on 31st October of the following academic year. In the case of employees with an employment contract for a fixed period terminating before 31st October of the following academic year, the account expiration date in the SWW application falls on the employment contract termination date.

8. The user shall apply for the renewal of the validity of their SWW application account for the following academic year themselves. The user’s eligibility is verified every time by an employee of their home library.

**Section III**

**Borrowing of Collections**

**§ 3**

1. An SWW user becomes eligible for reciprocal borrowing of the collections of a selected SWW library upon completing personally all the requirements stipulated in the regulations of the given library.

2. The collections of each SWW library are borrowed in accordance with the rules stipulated in the regulations of accessing the collections of each library.

**Section IV**

**Rights and duties of SWW users**

**§ 4**

1. An SWW user is obliged to:
2. become familiar with and follow these Rules;
3. provide their consent for processing their personal data for the performance of the services of SWW in the SWW application, whose administrator is the University of Warsaw with its registered seat at Warsaw, ul. Krakowskie Przedmieście 26/28, 00‑927 Warsaw; although the provision of personal data is voluntary, the refusal to provide them is equivalent to ineligibility to use the SWW services;
4. settle their user’s account which has been set up at each local data base of every SWW library whose collections they borrowed, when they resign from the services of SWW or when they settle their home institution account. They may perform the activity personally in each SWW library or electronically in the SWW application.
5. An SWW user is entitled to:
6. borrow collections from all SWW libraries which created their user account in their local data base, in accordance with the rules stipulated in the regulations of accessing the collections of those libraries;
7. request their home library to change the rules of SWW;
8. review their personal data processed for the purposes of SWW services;
9. delete their personal data from the SWW application, which is equivalent to the resignation from SWW services; however, SWW user’s personal data shall be deleted from the SWW application upon obtaining confirmation of no non-returned books or other arrears to SWW libraries whose collections they borrowed as well as to their home library. The deletion of personal data shall be performed by the home library on the basis of a request made by the SWW user.

**Section V**

**Personal data protection**

**§ 5**

1. The administrator of personal data of a SWW User is their home institution.

2. The administrator of the SWW application, where personal data of SWW Users are collected for the performance of SWW services, is the University of Warsaw with its registered seat at Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw.

3. Processing personal data is permitted if the data subject has provided their consent to processing their personal data. However, the lack of consent for processing personal data is equivalent to ineligibility to use the SWW services.

4. Personal data of an SWW User may be shared for the purpose of the delivery of services to the user with SWW partner libraries of the following institutions:

1. the Maria Grzegorzewska Pedagogical University with its registered seat at Warsaw, ul. Szczęśliwicka 40, 02-353 Warsaw;
2. the Józef Piłsudski University of Physical Education in Warsaw with its registered seat at Warsaw, ul. Marymoncka 34, 00-968 Warsaw;
3. the Warsaw University of Technology with its registered seat at Warsaw, ul. Plac Politechniki 1, 00-661 Warsaw;
4. the Cardinal Wyszyński University in Warsaw with its registered seat at Warsaw, ul. Dewajtis 5, 01-815 Warsaw;
5. the University of Warsaw with its registered seat at Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warsaw;
6. the Medical University of Warsaw with its registered seat at Warsaw, ul. Żwirki i Wigury 61, 01-091 Warsaw;
7. the Military University of Technology with its registered seat at Warsaw, ul. gen. Sylwestra Kaliskiego 2, 00-908 Warsaw.

5. The template for the provision of consent for processing personal data constitutes Appendix no. 3 *Statement of User of Warsaw Reciprocal Borrowing Programme (BiblioWawa)* to *the Reciprocal Borrowing Agreement.*

**Section VI**

**Final provisions**

**§ 6**

For matters not provided for in the provisions of these Rules, the provisions of the regulations for the access to the collections of individual SWW libraries and the ordinances in force therein shall apply.