

Principles of customer service of the Register of mining areas and closed underground carbon dioxide storage facilities

1. Access to the collections of the Register of mining areas and closed underground carbon dioxide storage facilities (further: the Register) is possible only in the monitored reading room of the Central Geological Archive located in the Polish Geological Institute – National Research Institute headquarters in Warsaw, 4 Rakowiecka Str., on the days and hours of operation of the reading room.
2. Using the collections of the Register in the reading room is possible only when the phone (+48 22 459 24 74/78) or email (rog@pgi.gov.pl) reservation is accepted, but no later than on the day before the visit. The reservation has to be confirmed by the appropriate employee of the Register. During the reservation process the needed documents have to be pointed to employee of the Register.
3. The visit in the Central Geological Archive reading room must be reported to the security in the PGI-NRI reception and one has to wait for employee of the Register. Passage to the Central Geological Archive reading room is possible only in the assist of employee of the Register.
4. Access to the documents and data sets is realized on the basis of registration – entry into the record book carried out by employees of the Register.
5. Before taking a stand, one is obligated to the entry in the record book. The book contains basic data on the client and on documents for which access had been reserved, i.e. name and surname, email address and information on the documents which will be reviewing (register number of the mining area which documents are related to, deposit name).
6. In the reading room there can only be a stand pointed by employee of the Register taken.
7. Persons using the Register data are not allowed to make any copies or photocopies of the documentation. There can only be notes made. Moreover, in the Central Geological Archive reading room mobile phones, cameras or any other recording devices are not allowed to be used.
8. After finishing work with provided documents in the Central Geological Archive reading room, one will be assisted to the PGI-NRI exit by employee of the Register.

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