

RULES FOR USING THE BOOK LOCKER

of the Main Library of the Wrocław University of Economics and Business

The Book Locker is located by the main entrance to the Library (ul. Wielka).

It operates **24 hours a day, seven days a week.**

Who can use it?

- Only registered WUEB Library users with an active account and no outstanding liabilities.
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How to order books

1. Log in to the library catalogue and place your order.
 2. You may order:
 - books available from *Magazyn* and *Magazyn2*,
 - books located on the open-access floors after the Library's closing hours.
 3. Select "**Książkomat**" as the collection point.
 4. After placing your order, you will receive a confirmation email.
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How orders are processed

- Orders are processed continuously during Library opening hours, and the waiting time does not exceed one hour from submission.
 - If the Book Locker is full, please wait for an email notification once your books are ready. You may contact the Library if you need assistance (tel. 71 36 80 471, email: wypożyczalnia@ue.wroc.pl).
 - Orders placed less than 30 minutes before the Library closes will be processed on the next working day.
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How to collect books

- Collect your books within **four days** of order fulfilment. Uncollected books will be returned to storage, and the return will be recorded on your account.
- You may collect your books only after receiving an email confirming that your order is ready.

- You must have your active library card with you.
 - On the Book Locker screen, select the “collect” button and hold your card to the reader.
 - Each locker holds a maximum of **five books**. If you have more, they will be placed in several lockers. After taking the books from one locker, select the “next” button on the screen to open another. Make sure all books are removed before closing the locker!
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How to return books

- The Book Locker does **not** accept returns. Please return books to the **24-hour return drop box** or at the **Lending Desk**.