

RULES FOR USING STUDY ROOMS

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

1. Study rooms in the Library are available exclusively for educational and research purposes.
 2. The study rooms may be used by academic staff, doctoral candidates, and students of the Wrocław University of Economics and Business who hold an active library account.
 3. Graduates of the Wrocław University of Economics and Business may use the study rooms subject to availability on a given day. To do so, they should contact the librarian on duty on the respective floor.
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How to book a study room

- Reservations may be made up to one week in advance.
 - Study rooms are available during the Library's opening hours but must be vacated no later than **30 minutes before closing**.
 - Reservations can be made with the duty librarian—in person, by phone, or via the online application: <http://rezerwacjakabin.bg.ue.wroc.pl/>
 - **Important:** If you do not arrive within **30 minutes** of your reservation time, your booking will be cancelled.
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Reservation duration

- **University staff:** may book a study room for an entire semester.
- **Doctoral candidates:** may reserve a study room for one month.
- **Students:** may reserve a study room for a maximum of one week.

If a study room remains unused for three consecutive days, the librarian may assign it to another user.

Using the study room

- The study room is for your personal use only and may not be shared or transferred to others.
- Before entering the study room, you must present your student ID, staff card, or university card to the librarian to receive the key.
- You may use library materials (except those available exclusively at the Scientific

Information reading room), your own study materials, and personal computer equipment.

- All materials must be taken with you at the end of the day—nothing may be left in the study room overnight.

Important rules

- You are responsible for maintaining order in the study room and for all materials and equipment located there.
- The number of people in each study room must not exceed its maximum capacity. If this limit is exceeded, the duty librarian may require that the number of occupants be reduced to the permitted level.
- The Library accepts no responsibility for personal belongings left in study rooms. Always lock the room, even if leaving briefly, and leave the key with the librarian.
- After finishing your work, return the key to the librarian. If you lose it, you must pay for a replacement according to the current fee schedule.
- Eating and drinking (other than water) are not permitted in study rooms or anywhere in the Library. If you need a break for food or coffee, please use the **Chillout Room** on the ground floor.

In justified cases, the librarian has the right to enter a study room, including in the user's absence.

What happens if you break the rules?

You may be asked to leave the study room immediately. In the case of repeated or serious breaches of these rules, your right to reserve study rooms may be suspended for a period of time or permanently withdrawn.