

§ 10

Individual Study Booths

1. Individual Study Booths may be used by employees, students, and PhD students of the University.
2. The booths may only be used for individual scientific, research and education purposes.
3. The booths are made available within the Library opening hours. They must be left no later than 15 minutes prior to the Library closing.
4. The use of the booths is possible upon prior booking. The booking is made at Information Desk: in person or online.
5. The entrance card to the booth must be collected personally at Information Desk upon presentation of a valid employee, student, or PhD student identity card.
6. Arriving more than 15 minutes after the declared time of occupying a booth results in cancelled reservation and making the booth available to another person.
7. The standard booking time of an Individual Study Booth is 6 hours a day. It may be prolonged depending on the availability of the booths.
Bookings may be made maximum one week in advance.
8. One person may not book more than one booth for the same date.
9. Entry card to the individual booth shall be at the user's disposal for the entire time the person is using the booth. During a break in using the booth, the user is obliged to lock it and to take the entry card with him or her.
After completing the work on a given day, the booth must be locked, and the entry card must be returned to Information Desk.
10. Leaving the booth for more than 1 hour may result in cancelling the right to use it.
11. Computers placed in the booths allow access to the Library's e-resources and the internet – authorization required.
12. One can bring own materials and library documents obtained from the library collections to the booth. Upon completion of work on a given day, such items must not be left in the booth.
13. The Library shall not be held liable for any items left in the booth.
14. In justified cases the Library reserves the right to enter the booth, also in the absence of the user.

15. A loss of booth entry card must be immediately reported at Information Desk. If the card is not found within 7 days from reporting the loss, the user will be charged for the issuance of a duplicate card, in compliance with the Price List.
16. The user of a booth shall be held fully liable for library items and equipment fitted in the booth. Users are also required to leave the booth clean and tidy.
17. The booth must not be made available to other persons.
18. Order regulations concerning Individual Study Booths:
 - 1) it is forbidden to bring in food and consume meals (like in the entire Library),
 - 2) one may only bring in drinks in capped mugs and bottles,
 - 3) loud behaviour, disturbing other users of the Library is unacceptable.
19. Booking a space shall also be considered an acknowledgement of these rules.
20. Any breach of the applicable rules may result in:
 - 1) the order to immediately leave the booth,
 - 2) periodical or complete deprivation of the right to book and use the booths.