

## § 11

### **Group Study Rooms**

1. Group Study Rooms may be used by University students groups consisting of minimum 3 persons. A group must be assembled at the time of reporting readiness to use the room.
2. The rooms may only be used for scientific, research and educational purposes.
3. The rooms 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 rooms is possible upon prior booking. The booking is made in Information: in person or online.
5. Before using the room, the person booking the room is obliged to present a valid student identity card at Information Desk.  
A Library staff member is entitled to request other persons using the room to present their student identity cards.
6. Arriving more than 15 minutes after the declared time of occupying a room results in cancelled reservation and making the room available to another group.
7. The standard booking time of a Group Study Room is 6 hours a day. One group is entitled to make three bookings in a week. Booking time may be prolonged depending on the availability of rooms.  
Bookings may be made maximum one week in advance.
8. One Group may not book more than one room for the same date.
9. A key to the room remains at Information Desk. During breaks in using the room, the person on duty may be asked to lock the room.
10. Leaving the room for more than 1 hour may result in cancelling the right to use it.
11. The last person to leave the room is requested to report this fact at Information Desk.
12. PCs placed in the rooms allow access to the Library's e-resources and the Internet – authorization required.
13. Remote controls to the projector and the screen can be collected at Information Desk upon presentation of student identity card (it is required to fill in a statement with user particulars). Remote controls must be returned immediately after the end of use of the room.

14. One can bring own materials and library documents obtained from the library collections to the rooms. Upon completion of work on a given day, such items must not be left in the rooms.
15. The Library shall not be held liable for any items left in the rooms.
16. In justified cases the Library reserves the right to enter the rooms, also in the absence of the users.
17. During the use of the room by the whole group, the user booking the room is solely responsible for library items and equipment fitted in the room. The same person is also required to leave the room clean and tidy.
18. Group Study Rooms must not be made available to other persons.
19. Order regulations concerning Group Study Rooms:
  - 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.
20. Booking a space shall also be considered an acknowledgement of these rules.
21. Any breach of the applicable rules may result in:
  - 1) the order to immediately leave the room,
  - 2) periodical or complete deprivation of the right to book and use the rooms.