

Detailed rules on the use of desktop computers and PC terminals in the Main Library of the Poznań University of Economics and Business

1. Users of the Main Library of the Poznań University of Economics and Business (PUEB Main Library) may use computer terminals and desktop computers free of charge.
2. The PUEB Main Library offers its visitors an opportunity to use computer equipment located:
 - in the Reading Room,
 - in the Lending Library,
 - in the computer labs,
 - in the room for people with disabilities.
3. There are public PC terminals in the Lending Library and the Reading Room that allow users to browse the PUEB Main Library catalogue only.
4. There are two computer labs in the Main Library:
 - 4.1. The computer lab in the Lending Library (room 218) is equipped with 11 PC terminals.
 - 4.2. The computer lab in the Reading Room (room 319) is equipped with:
 - 2 PC terminals,
 - 2 desktop computers,
 - a desktop computer with access to the Academica database,
 - a desktop computer with access to Refinitiv – LSEG Workspace (formerly EIKON).
5. Rules on the use of PC terminals:
 - 5.1. Computer terminals provide access to the Internet, MS Office, databases offered by the PUEB Main Library and specialist software supporting the PUEB teaching process.
 - 5.2. They can be used by PUEB students, PhD students and employees only.
 - 5.3. Users log in with their NIU number.
6. Rules on the use of desktop computers:
 - 6.1. Desktop computers provide access to the Internet, MS Office, databases offered by the PUEB Main Library.
 - 6.2. They are intended for all users of the PUEB Main Library.
 - 6.3. In order to use the computers, it is necessary to report to the User Service Point to sign in on the list of visitors and to show an authorised Reading Room's employee your identity document.
7. Rules on the use of Academica database:
 - 7.1. The database provides access to the digital collection of the National Library in Warsaw; copyrighted publications are available on a designated computer in the computer lab in room 319.
 - 7.2. It is intended for all users of the PUEB Main Library
 - 7.3. In order to use the Academica database, it is necessary to report to the User Service Point to sign in on the list of visitors and to show an authorised Reading Room's employee your identity document.
8. Rules on the use of Refinitiv – LSEG Workspace (formerly EIKON):
 - 8.1. It is available on a designated computer in the computer lab in room 319.
 - 8.2. It can be used by PUEB students, PhD students and employees only.
 - 8.3. In order to use the Refinitiv – LSEG Workspace, it is necessary to report to the User Service Point to sign in on the list of visitors and to show an authorised Reading Room's employee your identity document.
9. The library provides a workstation with equipment and software intended for people with visual impairments:
 - 9.1. In the Lending Library in room 220 there are:

- a computer workstation providing access to the Internet, MS Office, databases offered by the PUEB Main Library (ZoomText 10.01, Window-Eyes 8.4.0.0, Abbyy FineReader 12),
 - desktop enlarger Visio 22+,
 - Plustek OpticBook A 300 scanner,
 - keyboard for working with ZoomText software,
 - Explore 5 electronic magnifier.
- 9.2. The equipment is intended for all users of the PUEB Main Library
- 9.3. To get access to room 220, please report to the User Service Desk of the Lending Library.
10. Any person using computer equipment in the PUEB Main Library is obliged to follow the instructions of the employees supervising computer workstations and to report any malfunction or irregularity in the operation of computers to the librarian on duty.
11. You may only use the electronic collections for your personal use and exclusively for research and educational purposes, according to the terms of the licence agreements and copyright law.
12. Users are allowed to save the results of their work for their own scientific, research and educational purposes on storage drives or to transfer them to their own e-mail account .
13. Users are obliged to use their personal headphones if necessary.
14. It is strictly forbidden to:
- make any changes or modifications to the hardware and software of computers available in the Main Library,
 - install any additional software,
 - store personal files in the computers,
 - use the Internet for illegal purposes,
 - turn off the desktop computers in the Main Library.
15. The computer labs can be used during the opening hours of the PUEB Main Library. You must finish your session 15 minutes before the Library closes.
16. Users shall bear full financial and legal responsibility for any intentional or unintentional damage to their computer workstations and for damage resulting from misuse of the provided Internet service.
17. In case of any violation of the rules in force, the librarian on duty may terminate the user's session immediately and expel them from the PUEB Main Library. This does not preclude the user from being subject to the consequences referred to in paragraph 16.
18. The above rules are effective as of 23 July 2025.

Director of the Main Library

/mgr Dorota Wojewoda/