

**Specific rules for using the Teamwork Rooms in the Main Library
of the Poznań University of Economics and Business**

1. The library has 3 rooms for teamwork: one room for 20 people and two rooms for 10 people.
2. The rooms are available during the opening hours of the Reading Room.
3. They are intended for learning / group work and are not made available for commercial activities.
4. They are made available to employees, PhD students, students of PUEB and PUEB alumni registered with the [PUEB Alumni Club](#).
5. Reservations can be made personally in the Reading Room, by phone 61-8543359 or by e-mail biblioteka.sale@ue.poznan.pl with a maximum of 30 days in advance.
6. Reservation is cancelled if there is an unconfirmed delay exceeding 30 minutes.
7. The rooms are provided by the librarian on duty at the Users Service Point of the Reading Room.
8. To use the room, one has to sign the "Teamwork Rooms Visits List" and show the authorized employee of the Library a document confirming one's identity.
9. In the room for teamwork, the user has the right to use library materials and personal materials and computer equipment.
10. The equipment necessary for the presentation (HDMI cables, remotes) is made available by the librarian on duty.
11. After finishing the work, users are obliged to leave the room in a perfect condition.
12. The user bears full responsibility for the library materials and equipment in the room for teamwork.
13. Completion of the work should be reported to the librarian on duty.
14. The rooms should be left 15 minutes before closing the Library.
15. It is forbidden to render the room accessible to other people.
16. All matters not covered by these Rules shall be governed by the Rules of use of the collections.
17. Failure to comply with the above Rules results in a ban on the use of rooms for teamwork, and, in the event of causing material damage, a compensation for damage.
18. The above rules are in force from April 9, 2024.

Director of the Main Library

MSc. Dorota Wojewoda