

**Detailed rules on the use of property lockers  
at the Main Library of the Poznań University of Economics and Business**

**§ 1**

1. Self-service property lockers are located in the Reading Room and the Lending Library, available free of charge during the PUEB Main Library's opening days and hours.
2. The lockers are equipped with a programmable combination lock, use of which is specified in the instructions on each locker.
3. You may only use an available locker. Its accessibility is indicated by the green mark in the upper lock position. The locker is also available when a red mark is in the upper lock position but the door is ajar.
4. When you are done using the locker, you are required to leave it open (door ajar and the green mark in the upper lock position).
5. The library does not hold the responsibility for any belongings that are left in the lockers. These are not subject to insurance.
6. It is forbidden to store valuable items in lockers, substances that can stain or destroy them, hazardous objects, especially flammable, chemical or biological substances, anything that emits unpleasant odors, corrosive substances, alcohol, drugs, and things that may be considered illegal to possess.
7. You are not allowed to leave your belongings in the locker after the closing hours of the Main Library.
8. By placing your belongings in a locker, you consent and agree to comply with the rules of use.

**§ 2**

1. In case of any problems with opening the locker, please report to the Main Library's employee, who is obliged to: 1) write a locker opening protocol in accordance with appendix no. 1; 2) return the item to its owner after positive verification of the locker's contents; 3) complete and sign the locker release protocol (appendix no. 1).
2. The person claiming the items must describe them in detail and show a valid identity document for the purpose of writing out the protocol.
3. In case of any doubts regarding the ownership of the items, the library's employee may refuse to hand them over.
4. In case of opening the wrong locker, the library's employee sets a new security code which is later to be retrieved at the User Service Desk.

§ 3

1. The self-service lockers are being monitored daily by the Main Library's employees.
2. Please mind that whenever a locker is left occupied for more than one day, an employee will open it and dispose any items remaining inside.

§ 4

1. If you cause any damage to the locker or combination lock, you will be charged for the cost of such.

§ 5

1. Any malfunction or damage of the self-service locker should be immediately reported to a Main Library's employee.
2. PUEB Main Library has the right to temporarily disable the use of lockers.
3. All requests and concerns regarding the functionality of the lockers should be submitted to the following email address: [biblioteka@ue.poznan.pl](mailto:biblioteka@ue.poznan.pl).
4. These *Rules* are effective as of June 17th 2024.

Director of the Main Library

/mgr Dorota Wojewoda/

*Appendix No. 1 to the Rules on the use of property lockers  
at the Main Library of the Poznań University of Economics and Business*

LOCKER OPENING AND BELONGINGS RELEASE PROTOCOL

I. Locker opening protocol

On ..... of the year ....., at ..... the locker no. .... was  
opened

upon the request of: .....

ID no.: .....

mobile phone no.: .....

Contents as described:

.....  
.....  
.....

I confirm that the description of the items left in the locker is consistent with the  
physical situation:

Signature of the PUEB Main Library employee:

.....

II. Locker belongings release protocol

On ..... of the year ..... the contents of locker no. ....,  
were released in accordance with the Locker opening protocol to:

.....

Notes:

.....  
.....  
.....  
.....

Signature of the PUEB Main Library employee:

.....

Signature of the recipient:

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