

Detailed provisions regarding the use of the library book drop

1. The library book drop is used to return books borrowed only from the PUEB Main Library.
2. Users can make returns only on days and times when the Library is closed.
3. Periodical changes of the Library's working time (shortened opening hours, days off, etc.) translate accordingly to the dates of taking out books from the book drop and registering in the library system.
4. Books should be inserted one at a time, by gently putting them into the designated hole.
5. It is forbidden to put other items or materials in the book drop that are not subject to loaning.
6. Library materials returned via the book drop shall be removed from the reader's account on the next working day (provided that the Library is open on that day).
The library takes responsibility for re-entering the book into the collections of materials to be borrowed.
7. The user is obliged to check their reader account. Any doubts and complaints should be immediately reported to the Lending Library in person, by phone (618543053) or by e-mail (wypożyczalnia@ue.poznan.pl).
8. In the case of discovering unnoticed damage or dirt on the returned books, the Library reserves the right to ask the User for explanations.
9. **Suspension of charging penalty (in the case of late return of the book) occurs at the time of registration of the return in the library system, and not at the time of inserting the book into the book drop.**
10. **Delivering library materials late (exceeding the deadline for returning) does not relieve the reader from paying a fee for a late repayment of the book.**
11. The above rules are in force from December 10, 2018.

Director of the Main Library

/MSc. Roman Tomaszewski/