

**Detailed rules on the use of rooms for teamwork**  
**in the Main Library of the Poznań University of Economics and Business**

1. The library offers 3 rooms for teamwork: one with a capacity of 20 people and two with a capacity of 10 people.
2. The rooms for teamwork are available during the Reading Room's opening hours.
3. The rooms are intended for study/group work and shall not be used for any commercial activities.
4. Rooms for teamwork are made available to employees, PhD students and PUEB students, as well as PUEB alumni registered in the PUEB Alumni Club.
5. To book a room for teamwork, please visit <https://brs.ue.poznan.pl> (a service available to employees, doctoral students and PUEB students).
6. Booking is also possible in person at the Reading Room, by calling 61 8543359 or by emailing: [biblioteka.sale@ue.poznan.pl](mailto:biblioteka.sale@ue.poznan.pl)
7. Bookings can be made up to 30 days in advance.
8. The booking will be forfeited in case of an unconfirmed lateness of more than 15 minutes.
9. The librarian on duty at the User Service Desk will grant you access to the room booked.
10. Signing the list of visitors of the rooms for teamwork and showing your ID to an authorized librarian is mandatory for being granted access.
11. In the room for teamwork, users can use the books and journals provided in the Reading Room, their own supplies and personal computer devices.
12. Additional equipment for multimedia presentations (HDMI cables, remote controls) and stationery for flipcharts is available on request from the librarian on duty at the User Service Desk.
13. After finishing their work, users are obliged to leave the room in an impeccable condition.
14. Users are fully responsible for any Reading Room Collections and equipment they bring into the room for teamwork.
15. You must notify the librarian on duty at the Reading Room's User Service Desk when you have finished working. If you have borrowed additional equipment, it must be returned when notifying the end of your work.
16. Rooms must be vacated 15 minutes before the Reading Room closes.
17. It is prohibited to share rooms for teamwork with third parties.
18. All matters not covered by the Rules above shall be subject to the Regulations for the use of the Main Library book collections of the Poznań University of Economics and Business.
19. If the above Rules are not abided by, you will be banned from using the rooms for teamwork and, if property damage is caused, to pay compensation.
20. The above Rules are effective from March 18th 2025.

Director of the Main Library  
/mgr Dorota Wojewoda/