

# General rules for using the rooms and stations

1. Group study rooms and stations are made available to users from Poznan University of Technology: employees, first-, second- and third-cycle students.
2. [Special rules](#) apply to offering access to Room 024 and the Seminar Room.
3. Reservations can be made via [eReservations Library \(eRezerwacje Biblioteka\)](#) system or with librarians on duty (in person or by phone).
4. Reservation through the system can be made by logging on the User's eAccount (eKonto).
5. Reservations are received no earlier than 7 days before the chosen date and may not exceed the working hours of the Library on the day the room/workstation is used.
6. No more than one room/station may be reserved by one person on the same date.
7. Reservation becomes invalid in case the room/station is not taken within 15 minutes of declared time of using it.
8. The rooms and stations are made available by librarians on duty who can be found at appropriate information points.
9. 9. The rooms/stations are made available on producing the following valid documents:
  - an employee's ID card;
  - a Ph.D. student's ID card;
  - a student's ID card (or a confirmation of course enrollment at PUT).
10. Baggage is allowed in the rooms: 1R, 9R, 10R.  
Baggage is forbidden to rooms and stations: 3R, 4R, 5R, 6R, 7R, 8R.
11. When using the rooms/kstations, users are held accountable for the equipment used.
12. Upon finishing work, users are requested to turn off the equipment, tidy the furniture and tools and remove any litter.
13. The end of work has to be reported to a librarian on duty.