

# General rules for the use of rooms and workstations

1. Rooms and teamwork stations are made available to users from Poznan University of Technology: employees, doctoral students and students.
2. In addition, special rules apply when providing access to seminar rooms.
3. Reservations can be made online or with librarians on-call (in person or by phone).
4. Reservations can be made through the system by logging in to the user's [eKonto](#).
5. Reservations are accepted **7 days at the earliest prior to the date required** and may not exceed the Library closing time on the declared day of occupation of the room/workstation.
6. One person cannot book more than one room/workstation for the same date.
7. **In the case of no-show, the reservation expires 15 minutes after the declared time of occupation of the room/station.**
8. Allotting rooms and workstations is the responsibility of librarians on duty at relevant information stands.
9. When using rooms/workstations, readers are responsible for the equipment used.
10. After completing the work, users are requested to turn off the equipment, organize furniture and tools, and remove rubbish.
11. Completion of work must be reported to the librarian on call.