Rules of Using the Individual Study Rooms

The Main Library has Individual Study Rooms (ISR) to be used under the following conditions:

1. Individuals who are allowed to use the ISR are the following: the University of Gdańsk academic staff, PhD students and UG students who does not have any commitments towards the Library. Academic staff may use the room for one month, PhD students and UG students – two weeks. In case of no demand for the room reservation can be prolonged. Overdue of return of the access card will result in lack of prolongation of the room loan.

2. Working in the Individual Study Room is allowed within the Library working hours.

3. In the Individual Study Room it is allowed to use all the works belonging to the Library (except from documents from the Special Collections Department) as well as one's private materials. The Library materials with a status "non-circulating" shall be returned on the same day, before the Library closes.

4. Individual Study Rooms are equipped with a desk, 2 chairs and 2 bookcases. In the ISR the Reader can use their own laptop. The Library does not take on the responsibility for things left in the room.

5. Individual Study Rooms are monitored throughout the day. Those who are allowed to enter the room are:
   - the University Guard,
   - the Main Library administrator,
   - the Head of the Circulation Department,
   - the Library Director and the Deputy Directors.

6. The Individual Study Room is to be booked at the Circulation Desk where also the access card is to be collected. If a person does not use the room, they are obliged to cancel the reservation.

7. The Individual Study Room's key is kept at the Control Room while the access card stays at the User's place. In case of its loss, a fine for getting a duplicate shall be paid (according to the Price List of Services and Charges Applicable at the UG Library).

8. In the ISR rules placed in **Ordinance No 3/2015** apply.

9. Lending the room to another person is prohibited.

10. After finishing using the room, a person is obliged to leave it in the condition they met while moving in and give back the access card in the Circulation desk.

11. The access card to the Individual Study Room shall be returned within the period stated at the moment of its reservation. Overdue will result in paying a fine as put in The Price List of Services and Charges Applicable at the UG Library.

12. Failing to meet the above regulations will end up with being prohibited from using Individual Study Rooms.

Important telephone numbers:

University Guard: 58 523 32 42
Administration office: 58 523 32 15
Secretary office: 58 523 32 10
Circulation desk: 58 523 32 02