Procedures in the Library of Faculty of Law, Administration and Economics

of the University of Wrocław during the COVID-19 epidemic

**LENDING DEPARTMENT**

1. Opening hours:

Monday-Tuesday, Thursday-Friday: 10:00-14:00

Wednesday: 13:00-17:00

Saturday - closed

2. Contact:

e-mail: biblioteka.wpae@uwr.edu.pl

phone: 71 375 26 27 (during the opening hours of the Lending Department)

3. According to the applicable rules, the readers are obliged to come in face masks and disinfect their hands (at the entrance to the building and to the Lending Room) as well as to keep required social distancing of 1.5 meters.

4. While borrowing a book, the reader personally inserts the student card in a card reader placed on a counter, and signs a call slip with their own pen. When giving back a book, the reader opens the book on a last page with bar code, and after scanning the code by the librarian, puts it into a box placed at the counter. Call slips are returned to the reader unless he/she asks to destroy them. Returned books will be quarantined for a period of 2 calendar days – they will receive the status of “quarantine” during this time.

5. Only one reader may stand at the counter in the Lending Room.

**READING ROOM**

1. Opening hours:

Monday, Tuesday, Friday: 10:00-15:00

Wednesday-Thursday: 12:00-18:00

Saturday - closed

2. **Maximum number of people staying in the Reading Room: 35.**

3. Due to the limited number of people, the Reading Room is open only to academic staff, doctoral students, students and participants of post-graduate studies at the Faculty of Law, Administration and Economics as well as to people who have a valid (purchased) card to the Library. The Library does not issue new cards until further notice.

4. **The reader must sign up for a visit in the Reading Room – the day and time of the visit must be declared by phone or e-mail:**

**e-mail: czytelnia.wpae@uwr.edu.pl**

**phone: 71 375 20 50 (during the opening hours of the Reading Room)**

5. In order to ensure safety, it is recommended to use deposit lockers located on the third and fourth floor, use face masks (it is also recommended to use gloves), disinfect hands immediately after entering the building (dispensers with disinfectant are at the porter’s lodge, at the entrance to the Reading Room, and at the counter), and to keep required social distancing of 1.5 meters.

6. Only one reader may stand at the counter.

7. The reader puts used books on library trolleys – the librarian puts them on the shelves.

8. The reader leaving the Reading Room is obliged to inform the librarian about this fact.

9. The reader visits the Reading Room at their own risk.