

Rules and regulations for the use of the Main Library and its Branches

Rules and regulations for the Library users

1. Persons who exhibit signs of illness must not use the library services.
2. While waiting to enter the library, please keep the safe social distance (minimum 1.5 metres).
3. Maximum number of users at a time inside the Main Library and inside the Branches is indicated at the entrance to the Library.
4. In order to keep the safe social distance inside the Library (2 metres), respect the markings and safety signs (tapes, markings on the floor, notices on boards and on the doors).
5. Before entering the Library, it is obligatory to disinfect your hands and to cover your mouth and nose.
6. Inside the Library, there are separate stands for returning and borrowing books. The user must go to the right stand – BORROWING or RETURNS.
7. There will be ten-minute breaks every three hours to ensure regular ventilation of the service areas.
8. The direct access to the resources in the reading rooms of the Main Library and its Branches is not available to the users. It is possible to get access to the collections on-site at the Main Library of WUT and Library of the Warsaw University of Technology in Plock after prior reservation via e-mail.
9. Touch activated equipment (computer terminals, scanners) is not available to the users until further notice.
10. The users must comply with the requests and orders of the Library staff.

Rules and regulations for the Library workers

1. It is obligatory to disinfect your hands before starting work.
2. It is recommended to wear visors and safety gloves while serving the users.
3. The surfaces with which the users are in contact must be cleaned regularly (several times a day).
4. Keep the safe social distance (recommended 2 metres).
5. In common rooms (break rooms), maximum 2 persons are allowed at a time.
6. Wash your hands frequently and thoroughly, following the instructions placed over the washbasin; sanitise your dried hands with alcohol-based (min. 60%) disinfectant.
7. Cover your nose and mouth while coughing or sneezing.
8. Avoid touching your face, particularly your mouth, nose and eyes.
9. Disinfect the shared touch surfaces (desks, door handles, handsets, keyboards, mouse, light switches), during the day and after finishing work.
10. It is obligatory to dispose of safety gloves and disposable facemasks in a special bin after finishing work.
11. Immediately inform the Library director if you notice the symptoms of COVID-19. You can use the telephone or e-mail, and then send the notice to: powiadamienia@pw.edu.pl. You should then follow your doctor's specific instructions and statements issued by the Chief Sanitary Inspectorate.