

# Rules for Using Acoustic Pods and the 4Team room

1. Acoustic pods and the 4Team room may be used by employees, doctoral students, and students of the Warsaw University of Life Sciences who have an active account with the Library. Persons with disabilities have priority access to these spaces.
2. The acoustic pods and the 4Team room are available during Library opening hours. Work must be completed no later than 15 minutes before the Library closes.
3. Pods labeled **A** and **D** may be used by up to **4 people** at a time.
4. Pods labeled **B** and **C** may be used by up to **2 people** at a time.
5. Pods and the 4Team room must be reserved online by filling out the form available on the Library's website. The maximum reservation time is 4 hours per day per person.
6. Each user may reserve only one pod. Failure to appear at the scheduled time is considered a cancellation of the reservation for the pod or the 4Team room. Reservations are automatically canceled 15 minutes after the scheduled start time if the user does not arrive.
7. Each time users access the acoustic pods or the 4Team room, they must report to the duty librarian in the Reading Room. For the 4Team room, users must collect the key; for the pods, they must inform the librarian of the start of use. After finishing, users must return the key (for the 4Team room) and inform the librarian that they have finished using the pod.
8. Users may use available library resources, personal materials, and personal computer equipment in the pods and the 4Team room. Upon leaving, the door must be closed. The key to the 4Team room remains in the possession of the reserving person for the entire duration of use and may not be shared with others without the duty librarian's consent. In case of key loss, the reserving person is responsible for covering the cost of a duplicate.
9. Users are fully responsible for the materials and equipment in the pods and the 4Team room and must maintain order in these spaces.
10. General reading room rules apply in the pods and the 4Team room, including a ban on eating and drinking, except for water.
11. Failure to comply with these rules may result in temporary or permanent loss of access to the pods and the 4Team room. The decision is made by the Library Director upon the request of the Head of the Access Department.