

**Rules for the service of readers  
in the reading rooms of the WSB Libraries in Gdańsk and Gdynia  
(valid from October 1st 2020)**

1. The following sanitary rules will apply in the reading rooms:
  - an obligation to wear protective face masks and disposable gloves,
  - using a hand sanitizer each time when entering the reading room,
  - keeping the social distance of at least 1.5 meters.
  
2. In order to use the reading room, books should be ordered through the catalog and then informed **the library that the order concerns their use in the reading room:**

WSB Main Library in Gdańsk  
by email: [biblioteka@wsb.gda.pl](mailto:biblioteka@wsb.gda.pl)  
or by phone 58 522 77 75 or 58 522 77 79

WSB Library in Gdynia  
by email: [biblioteka@wsb.gdynia.pl](mailto:biblioteka@wsb.gdynia.pl)  
or by phone: 58 669 77 19

3. Access to books in the reading room is limited, ordered copies will be delivered to readers in the reading room to the place designated by the librarian.
  
4. All books in the reading room can be borrowed.
  
5. The ordered copies can be used by the reader on the next work day. In a situation where the reader on that day does not report to the library – ordered by them copies will be returned to the site and the reader will need to place a reorder.
  
6. Copies returned by the reader upon completion of the work will be quarantined for a period of three days. At the end of this period, copies may be reordered.
  
7. A reader who intends to use the ordered copies in the reading room for up to three days must inform the librarian on duty in order to put the copies away without sending them to quarantine.
  
8. Restrictions on the number of people who may use the collections in the reading room at the same time:
  - up to three people at the WSB Main Library in Gdańsk,
  - only one person at the WSB Library in Gdynia.

9. Readers are obliged to move only in the designated area of the reading room.
  
10. Librarians will supervise compliance with the rules of sanitary safety mentioned in point 1. In case of violation, they may ask the reader to leave the reading room.
  
11. The places designated for readers will be disinfected each time the reader finishes his work.
  
12. There is no access to desktop computers or a photocopier in the reading rooms.
  
13. The opening hours of the reading rooms are the same as those of the libraries.