

## Instructions for using the Collegium Civitas Library during a pandemic

1. The Collegium Civitas Library complies with the current guidelines and recommendations for the functioning of libraries during the COVID-19 epidemic in Poland <https://www.gov.pl/web/rozwoj/biblioteki>
2. The reading hall of the Collegium Civitas Library remains closed until further notice.
3. Until further notice, borrowing books from the Collegium Civitas Library is possible only according to the following procedure:
  - Both library staff and borrowers are required to disinfect their hands and use personal protective equipment: masks and gloves.
  - Library staff are responsible for regular disinfection of the library's mobile workstation and common areas such as countertops, door handles, light switches etc.
  - The service of readers takes place only at a specially prepared mobile desk, located in the entrance door to the library. The workstation is equipped with a protective partition and disinfectants.
  - In order to avoid queues, readers are required to contact the library in advance to book an appointment and order selected books. We recommend checking the availability of books in advance through the library catalog <https://civitas.lib.mol.pl/>.  
Contact with the library is possible via e-mail [biblioteka@civitas.edu.pl](mailto:biblioteka@civitas.edu.pl) or by phone 22 656 71 96
  - The willingness to set up a reading account should be reported when booking an appointment.
  - Books can be returned at two specially prepared stands.:
    - a) The library return stand (room 1106) is available during office hours in the library and is located in front of the library door. The stand contains a disinfectant liquid, instructions on how to proceed, and a box for returned books. Please follow the instructions.
    - b) The return stand next to the reception on the 12th floor is available during the reception hours. The stand contains a disinfectant liquid, instructions on how to proceed, and a box for returned books. Please follow the instructions.
  - After returning the books at the return stand, please send information confirming the date of return to the library by e-mail to the following address: [biblioteka@civitas.edu.pl](mailto:biblioteka@civitas.edu.pl)
  - The librarian collects the returned books and places them in quarantine for a period not shorter than 3 days and not longer than 7 days.
  - The current dates of remote duty (e-mail and telephone) and stationary duty in the library are available on the library website: <https://www.civitas.edu.pl/en/our-university/library-about-us-our-university>