

INFORMATION FOR GDAŃSK TECH LIBRARY PATRONS

How to use the library – FAQs

I. How to borrow a book?

1. For borrowing books from Gdańsk Tech Library (with locations: Library Hall and Library Store) user should:
 - a) log into library account (login: 5200XXXXXX - XXXXXX is student's electronic card number - and password; [library account activation](#)) and request item for borrowing from Library Store/Hall only and with status "Available". You should pick up items at Information Centre/Lending Library or from self check out machine (in Main Building).
2. For borrowing books from Gdańsk Tech Library (with locations: Branch Libraries at the Faculties of: Architecture, Electrical and Control Engineering, Electronics, Telecommunications and Informatics, Civil and Environmental Engineering, Mechanical Engineering, Ocean Engineering and Ship Technology, Management and Economics and Nanotechnology Regional Library), users should:
 - a) order books by sending an e-mail. Patrons can check out a book for a period of 7 days (with the one-time option of extension). On having received an e-mail from the library confirming that the book/s ordered is/are ready for you, you can visit the branch library to pick up your order taking all necessary precautions.

II. How to return a book?

1. For returning books borrowed from Gdańsk TechLibrary (with locations: Library Hall and Library Store) users should:
 - a) use the self-service (Self-Check) machine in the Main Gdańsk Tecj Library, or
 - b) use book return point situated just outside of the Main Gdańsk TechLibrary entrance.
2. For returning books borrowed from Gdańsk Tech Library (with location: *Branch of Electronics, Telecommunications and Informatics*) users should:
 - a) use the book return point situated just outside of the *Branch*.
3. For returning books borrowed from Gdańsk Tech Library (with location: *Nanotechnology Regional Library - NRL*) users should:
 - a) use the self-service (Self-Check) machine in NRL.
4. For returning books borrowed from Gdańsk Tech Library (with locations: Branch Libraries at the Faculties of: *Architecture, Electrical and Control Engineering, Civil and Environmental Engineering, Mechanical Engineering, Ocean Engineering and Ship Technology and Management and Economics*), users should:
 - a) hand books to a member of staff taking all necessary precautions.

III. Can I access Gdańsk Tech Library's electronic resources?

Patrons will have access to Gdańsk TechLibrary's e-resources remotely provided they have their library accounts activated.

INFORMATION FOR GDAŃSK TECH LIBRARY PATRONS

How to use the library – FAQs

IV. How can I access Gdańsk Tech Library's electronic resources?

Go to our website and use Multi-Search tool. The Multi-Search allows users to search multiple databases at the same time, including both databases with e-resources and library catalogue with print books and print journals. Users can find scholarly articles, books, eBooks, newspaper articles, and more using the Multi-Search. Patrons with activated library account can use e-resources on and off campus.

V. Can I plan a visit to the Gdańsk Tech Library and the branches?

Yes. Patrons can use the Gdańsk Tech Library space. However, the number of patrons using the spaces at one time is limited.

VI. Can I use the library computers and scanners?

Yes.

VII. Can I order scans?

Patrons can order scans of parts of print publications by e-mail (contact a proper Gdańsk Tech Branch Library according to a location assigned to a given item in the Gdańsk Tech Library Catalogue). Remember to use copyrighted materials only for your private research (within fair use).

VIII. How can I pay a fine?

You can pay your fines with your payment card or bank transfer to the bank account: 41 1090 1098 0000 0000 0901 5569 Biblioteka PG. In bank transfer title include: name of the fine, patron's full name, Gdańsk Tech Library account number, send the scan of payment confirmation to: czytelnia.bpg@pg.edu.pl.

IX. Where can I find the most up-to-date information on how to use the library's spaces and resources?

Visit our website for more information.

X. Do I have to wear a mask?

While visiting the library wear your mask and keep the distance, remember that there is a limited number of users in different locations (for more visit our website).

XI. Who can I contact if I have a question?

Send us your question to: libray@pg.edu.pl ; ursszybo@pg.edu.pl.