**RULES FOR USING THE MEDIA LIBRARY**

1. **Students are allowed to use only the underground passage between buildings A and C to enter the media library in the monastery.**
2. **Coats must be taken off; please use the designated places.**

1. **It is forbidden to eat food or drink any beverages in the media library. Smoking and the use of mobile phones is strictly prohibited.**
2. **The media library serves as a study room, you should be quiet and considerate to other users.**
3. **It is forbidden to damage the media library equipment.**
4. **Any technical issues with copy machines that you cannot fix yourself and paper shortage should be reported to the reception.**
5. **PC failures or other technical issues should be reported to the reception.**

**CONTACT RECEPTION tel. 326 823 071**

**The breach of the above rules is a disciplinary offense and may be dealt with according to the Disciplinary Regulations of ŠKODA AUTO University.**