

Additional rules of use for carrels in the Magdeburg University Library

1. The University Library allocates individual study rooms (monthly carrels) to students of Otto von Guericke University (OVGU) for the preparation of academic theses. Academic theses are defined as Bachelor's, Diploma, Examination, Magister, and Master's theses as well as doctoral theses assigned by the OVGU. Written proof of this must be provided.
2. Monthly carrels are allocated for a maximum period of one month; in justified cases, use can be extended, provided that the extension is applied for before the deadline expires and no reservations have been made by other library users. The use of monthly carrels is only permitted for one person. The key may not be passed on or used by other persons. If a monthly carrel remains unused for more than three opening days without information, the library may clear it and reallocate it.
3. Group carrels are allocated to working groups of at least three people.
4. In the case of day and group carrels, if the key is not collected within 15 minutes of the start of the booking period, the booking will be cancelled and the carrel reallocated. After use, the key must be returned to the library staff.
5. Media from the library collection may only be stored in the carrel if they have been borrowed by the user.
6. Reference books may be used in carrels, but must be returned to the reading area every day.
7. The user is responsible for the carrel rented by him/her for the duration of the user relationship. Defects, damage, functional restrictions etc. must be reported to the library staff immediately.
8. The windows must always be closed before leaving the carrel. No liability is accepted for locked items.
9. For security reasons, the carrel may not be locked from the inside. Walls and doors may not be covered with stickers or curtains.
10. The general conditions of use of the library also apply to the carrels (in particular: § 8 of the user regulations: behaviour in the library; § 13.6 costs for replacing keys and locks).
11. Library staff is authorised to monitor compliance with the terms of use – even in the absence of users.
12. A breach of this agreement will result in the carrel being vacated and immediate cancellation of the user agreement.