

Supplementary User Regulations for Individual Work Cubicles (Carrels) and Group Work Rooms at Magdeburg University Library

1. The University Library allocates individual work cubicles (carrels) in the open stacks for the completion of academic theses. Academic theses include: Bachelor's, examination, Magister, diploma and Master's theses, plus doctoral theses that are assigned by institutions of Otto von Guericke University (written proof must be provided).
2. The carrels are allocated for a maximum period of one month; where justified, this use may be extended, provided that the extension is applied for prior to the expiry of the term and provided that the carrel has not been allocated to another library user. The carrels may only be used by one person at a time. Passing the key on to another person for their use is not permitted. If a carrel is unused for more than 3 (three) working days without explanation, the library may clear the carrel and reallocate it.
3. Vacant carrels are allocated daily to users with valid library ID.
4. Group work rooms for student work groups (min. 3 people) can usually be made available for up to 4 hours per day. If, once a reservation has been made, the key is not collected within 15 minutes of the agreed time, the room may be reallocated. At the end of the agreed usage period, the key must be returned to a library employee unprompted.
5. Items from the library collections may only be kept in a carrel if they have been loaned out against a personal user ID.
6. Reference holdings may be taken into the carrels, but must be returned to the location in the open stack each day.
7. For the duration of the rental agreement the user is responsible for the space rented to him/her. Library personnel must be notified immediately of any defects, damage or functional impairments etc. The existing furnishings may not be altered. Furthermore, no additional furniture may be installed.
8. Before leaving the room, the windows must be closed. No liability is accepted for objects locked in the room.
9. For safety reasons, the carrel may not be locked from the inside. Do not stick or attach anything to the walls and doors.
10. The general conditions of use of the library also apply to the carrels (especially § 7 of the Terms of Use: Conduct in the Library; § 12, 6 Costs for the replacement of keys + locks).
11. Library employees are entitled to check compliance with the terms of use – including in the absence of the user.
12. Any violation of this agreement shall result in the user vacating the carrel and the termination of the contract of use.

Status: January 2013