

***Leaflet for the Use of the lockable Workstation Trolleys in the Branch Library  
Unteres Schloss (APW-US)***

1. For students who would like to work in the library on a long-term period with media that have already been borrowed and their own materials, there are mobile and lockable workstation trolleys available.
2. The period of use is limited to 1 month. Extensions are possible – depending on the demand.
3. A separate key is issued for each workstation trolley, the receipt of the key must be confirmed.
4. After the period of use has expired, the key must be returned to the University Library. The return is possible Monday – Friday until 4 p.m.  
The library staff must be notified immediately if a key is lost. A declaration of loss must be completed and a full replacement must be paid (18 €).
5. Personal materials, documents and folders as well as own or borrowed media may be stored in the workstation trolleys. The loan receipt should always remain in the book for control purposes. In addition, the back and call number labels of the media should be visible from the outside.
6. The following items may not be deposited in the workstation trolley: books from the non-lending collection, media that have not been borrowed, journal issues and volumes, literature from reserve collections, as well as bags, jackets, valuables (e.g. a laptop), food and beverages.
7. The library assumes no liability for items that are lost from the workstation trolley.
8. The escape routes of the library must not be blocked with the workstation trolleys.
9. The workstation trolleys are to be parked at the parking station overnight and when not in use. This is located on level 1 in the anteroom to the group study rooms B117 + B118.

**Please treat your workstation trolley with care. If any damage occurs, please report it immediately.**