

## ***Leaflet for the Use of Lockable Working Cabins (Carrels)***

1. The carrels are made available to students so they can work on scientific papers undisturbed. Exam candidates have priority in the allocation of carrels.
2. Carrels can be rented for a maximum of 1 month.
3. A chip key is issued for each carrel. The receipt of the chip key must be acknowledged.
4. The access authorization for the rented carrel must be written as a day authorization on the transponder of the chip key. This authorization must be activated daily when entering the library from the „write reader/initialization device“ provided for this purpose.
5. After the period of use has expired, the chip key must be returned to the University Library. The return is possible Monday – Friday from 8 a.m. to 4 p.m.  
**In the event of loss, the user must pay a full replacement (€ 18).**
6. Only your own or borrowed media may be stored in the carrels. The loaning receipt should always remain in the book for checking purposes.
7. Books from the non-lending collection, journal issues and volumes or literature from reserve collections may not be deposited in the carrels.
8. The library assumes no liability for items that are lost from the carrels. **Therefore, valuables must never be left unattended!**

Please treat your carrel and the furnishings with care. If any damage occurs, please report it immediately.