

TERMS OF USE

BOOK TROLLEYS

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| Purpose | Book trolleys are for storing working materials in the context of scientific work. |
| Availability | <p>The following people with a valid campus card or library card can apply for a book trolley:</p> <ul style="list-style-type: none">• Students at Humboldt-Universität zu Berlin• Employees at Humboldt-Universität zu Berlin• Visiting scientists of the institutes/faculties of the Humboldt-Universität zu Berlin <p>Priority is given to individuals affiliated with Campus Adlershof.</p> |
| Application | Must be submitted using the online form , and includes consent to these terms of use. Applications are accepted on a first come first serve basis. |
| Access | Book trolleys are assigned on a monthly basis, generally allocated at the beginning of the month, and will be reassigned if not commenced on scheduled date. Users will be notified by email. |
| Extension | Extensions are not guaranteed and can only be granted if there are no further applicants. You can claim your interest at the service desk or make an inquiry via email until the 20th of the current month. |
| Return | Must take place on last day of use by notifying the library staff at the service desk. The book trolley must be completely vacated and returned in proper condition. |

TERMS OF USE LIABILITY ISSUES

- **Trolley keys** must be borrowed and returned daily at the service desk, with a valid campus or library card.
- Book trolleys are expected to be used at least **3 times a week**. If this is not possible, it is the trolley holders responsibility to inform the library staff of the causes in advance (via email or phone).
- If insufficient use is made of the trolley, or in the event of a breach of the **terms of use**, it may be reassigned before the scheduled due day without further notice.
- **Passing on the key** and use of the book trolley by unauthorised people is not permitted.
- Users are liable for any **damage** to the trolley; defects must be reported immediately. If the key is **lost**, the user is liable for damages according to the fee schedule.
- **Personal items** may be stored at your own risk.
- During the stay in the library, the trolleys can be taken to suitable workplaces. When not in use, they are to be parked in the marked area under the rear staircase leading to the gallery.
- All **books** used in the book trolleys must be checked out to the users personal account. Uncharged materials should never be kept in trolleys.
- The trolleys must be kept clean. **Waste** must be disposed daily in the appropriate bins in the library.