

# TERMS OF USE

# STUDY CARRELS

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Purpose	Study carrels 218 to 231 are available for undisturbed work on scientific publications, Bachelor's/Master's thesis, dissertations, exam preparations, etc.
Availability	<p>The following people with a valid campus card or library card can apply for a study carrel:</p> <ul style="list-style-type: none"><li>• Students at Humboldt-Universität zu Berlin</li><li>• Employees at Humboldt-Universität zu Berlin</li><li>• Visiting scientists of the institutes/faculties of the Humboldt-Universität zu Berlin</li></ul> <p>Priority is given to individuals affiliated with Campus Adlershof.</p>
Application	Must be submitted using the <a href="#">online form</a> , and includes consent to these terms of use. Applications are accepted on a first come first serve basis.
Access	Study carrels 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 carrel must be completely vacated and returned in proper condition.

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## LIABILITY ISSUES

- **Carrel keys** must be borrowed and returned daily at the service desk, with a valid campus or library card.
- Carrels are expected to be used at least **3 times a week**. If this is not possible, it is the carrel holders responsibility to inform the library staff of the causes in advance (via email or phone).
- If insufficient use is made of the carrel, 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 study carrel by unauthorised people is not permitted. Occupancy by several authorised users is possible upon [application](#) (note field 'Double use with HU...'). Carrels 218 and 231 can be used by up to 2 people at the same time.
- Users are liable for any **damage** to the carrel; defects must be reported immediately. If the key is **lost**, the user is liable for damages according to the fee schedule.
- **Foods and drinks** (with the exception of water in transparent bottles) are not permitted in the carrels.
- The carrels are structurally unsuitable for phone calls, participation in **online meetings**, etc. Please use our solo boxes in the library in those cases.
- **Personal items** may be stored at your own risk.
- Own computers may be used. The computers in the carrels are managed centrally, computer settings are reset daily. The computer in the study carrel can be connected as a **second monitor** ([PDF instructions](#)).
- The carrels' computers have a quick charge USB port on the right-hand side. Do not leave your **own chargers** connected overnight (fire hazard).
- All **books** used in the study carrels must be checked out to the users personal account. Uncharged materials should never be kept in carrels.
- **Reference collections** (books and magazines) may only be taken into the carrel for short-term use. They must be returned to the book shelves at the end of the day.
- The **light** must be switched off when leaving the carrel.
- The carrels must be kept clean. **Waste** must be disposed daily in the appropriate bins in the library.