

Terms of Use

Study Carrels



Terms and Conditions of Use

- Purpose** Carrels 218 to 231 are available for quiet study and research on scientific publications, theses, dissertations, etc. Carrels can be used for 1 month (beginning at the 1st of each month).
- User groups** The following user groups with a valid Campuscard or library card can apply for a carrel:
- employees of Humboldt Universität
 - students of Humboldt Universität
 - visiting scientists of faculties of Humboldt Universität
- Study carrels are primarily available for students and employees of faculties located in Adlershof. Please provide proof of your affiliation.
- Application** Application forms for carrels are available at the circulation desk of the library. By filling out and signing the carrel application form, the user agrees to the terms and conditions of use. Application forms should be submitted by the 15th of the month prior to the usage. Applications are accepted on a first-come, first-serve basis.
- Availability** The use of the carrels is free of charge for the month. As soon as a carrel is available, you will be informed by mail. The carrel has to be occupied by an appointed date; otherwise, the right to use the carrel expires.
- Extension** An extension of the rental period or a reapplication is possible as long as other users do not request the carrel. The application should be made no later than the 20th of the previous month. The use of the study carrel for more than 3 months within 6 months is not usual.



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- Library materials deposited in the carrels must be properly checked out prior to their use and marked by borrowing slips.
- Reference books may only be taken to the carrels for short-term use and have to be returned to the book trays each day when leaving the carrel.
- Eating and drinking (with the exception of water) as well as using mobile phones is not permitted in the carrels. Please be considerate of others and respect the quiet working atmosphere of the library!
- Personal belongings may be kept in the carrels at your own risk.
- Carrel keys must be picked up at the circulation desk prior to each use and returned afterwards. Key handover and return will be handled via the library system.
- You may bring and use your own notebook.
- A carrel that has been used less than three times a week and whose user has not reported that he/she is unable to attend or is ill, must be vacated in the interest of other users, even without consultation.
- It is not permitted to pass on the key to unauthorized users or to let them use the carrel. Upon prior agreement, the assignment of one carrel to several authorized users is possible.
- Please turn off the lights before leaving the carrel.
- The computers are centrally administrated; computer settings are reset daily.
- Carrels must be kept clean. Waste must be disposed immediately.

Termination of use and liability issues

- At the end of the month, the user has to remove all items from the carrel and return it in a proper condition.
- The user is liable for any damage found during the inspection of the cleared carrel.
- In case of loss of the key, the user is liable for damages according to the fee schedule
- In case of obvious non-use, violation or disregard of the library guidelines and terms of use, the authorization of use may be withdrawn even before the expiration at the end of the month. The carrel will then be cleared out.
- If a carrel is assigned after the beginning of the month, its period of use will still end at the end of the month unless an extension is requested and approved.