

Terms of Use

Book Trolleys



Terms and Conditions of Use

- Purpose** The book trolleys are provided free of charge for a period of three months to users writing their final thesis or dissertation for storing their working materials.
- User groups**
- Students or Ph.d. students of Humboldt-Universität who write their thesis or dissertation at faculties located in Adlershof
 - visiting scientists of these faculties
(Please provide proof of your status)
- As long as trolleys are available:
- Students or Ph.d. students of Humboldt-Universität who write their thesis or dissertation at faculties not located in Adlershof
- The library reserves the right to shorten the loan period of the book trolley.
- Application** Application forms for book trolleys are available at the circulation desk of the library. They must be fully completed and signed. The user thereby agrees to the terms and conditions of use given on the rear side. Applications are accepted on a first-come, first-serve basis.
- Availability** As soon as a trolley is available, you will be informed by mail. It has to be occupied by the date fixed. Otherwise, the right to use the trolley expires.
- Extension** An extension of the rental period or a reapplication is possible and will be granted as long as the trolley is not requested by other users.



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- Library materials deposited on the book trolleys must be properly checked out prior to their use, and marked by charge slips.
- Reference books, journal volumes or issues as well as food and drinks may not be stored in the trolleys.
- Personal belongings and books may be kept at your own risk.
- The trolley key must be picked up at the circulation desk prior to each use and returned afterwards. Key pick-up and return are confirmed by signature.
- It is not permitted to pass on the key to unauthorized persons or to let them use the trolley.
- Library staff is entitled to open the trolley in order to check its proper use.
- When not in use, the book trolleys are parked in the marked zone under the back staircase to the gallery.

Liability and termination of use

- At the end of the loan period the user has to remove all items from the trolley and return it in a proper condition.
- The user is liable for any damage observed on inspection of the emptied trolley.
- The user is liable for the loss of the key according to the list of charges.
- Obvious disuse, violation of any of the library regulations or of the above rules for using book trolleys may result in early termination of the assignment and in clearing of the trolley.