

Terms of Use

Study Carrels



Terms and Conditions of Use

Purpose Carrels 218 to 231 are assigned for the purpose of quiet study and research on academic publications, diploma theses, dissertations, etc. The reservation period of these lockable carrels starts at the beginning of a month.

User groups The following user groups of the Branch Library of Natural Sciences with a valid user account may apply for a carrel:

- Employees of Humboldt-Universität
- Students of Humboldt-Universität (5th semester onwards)
- Visiting scientists of these institutes/institutions

Please provide proof of your status!

Application Application forms for carrels are available at the circulation desk of the library. By completing and signing the carrel application form, the user agrees to the terms and conditions of use. As soon as a carrel is available you will be informed by mail or phone. Applications should be submitted by the 15th of the month prior to the start of the intended occupation.

Availability The use of the carrels is free of charge for the duration of a month. In case the carrel is not occupied from the agreed time onwards, the assignment will be terminated.

Extension An extension of the rental period or a reapplication is possible as long as the carrel is not requested by other users. Applications are accepted on a first-come, first-serve basis.



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- Library materials deposited in the carrels must be properly checked out prior to their use. The charge slips of the borrowed items must be clearly visible.
- Reference books may only be taken to the carrels for short-term use and have to be placed on the book trays daily.
- Smoking, eating, 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 are to be picked up and returned at the circulation desk for every time you are using the carrel. Key pick-up and return is to be confirmed by signature.
- You may bring and use your own notebooks.
- A carrel which is used less than three times a week without any notification by the carrel holder will be made available for other users without prior informing the absent user.
- It is not permitted to pass on the key to unauthorized persons or to let them use your carrel. Upon prior agreement, the assignment of one carrel to several authorized users is possible.
- Turn off the lights before leaving the carrel.
- The computers are administrated centrally. Computer settings are reset daily.

Liability and termination of use

- At the end of the month the user has to remove all items from the carrel and leave it in a proper state.
- The user is liable for any damage observed on inspection of the vacated carrel resulting from the occupation of it.
- The carrel holder is liable for a lost carrel key according to the list of charges.
- Obvious disuse, violation of any of the library regulations or of the above rules for using carrels may result in early termination of the assignment.
- The period of occupation will always be a calendar-month, independent from the starting date of tenancy