

Terms of Use

Book Trolleys



Terms and Conditions of Use

- Purpose** The book trolleys are provided free of charge for storing working materials in the context of scientific work. Trolleys 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 book trolley:
- employees of Humboldt Universität
 - students of Humboldt Universität
 - visiting scientists of faculties of Humboldt Universität
- Book trolleys are primarily available for students and employees of faculties located in Adlershof. Please provide proof of your affiliation.
- Application** Application forms for book trolleys are available at the circulation desk of the library. They must be completely filled out and signed. The user thereby 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** As soon as a trolley is available, you will be informed by mail. The trolley has to be occupied by an appointed date; 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 other users do not request the trolley. The application should be made no later than the 20th of the previous month. The use of the book trolley for more than 3 months within 6 months is not usual.



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- Library materials deposited in the book trolleys must be properly checked out prior to their use and marked by borrowing slips. Borrowed books may only be stored in the lockable compartment.
- Reference books, journal volumes or issues as well as water bottles may not be stored in the trolleys.
- Personal belongings and books may be stored at your own risk.
- The trolley key 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.
- It is not permitted to pass on the key to unauthorized users or to let them use the trolley.
- Library staff is entitled to open the trolley in order to check its proper use.
- During the stay in the library, the trolleys can be taken to suitable workplaces. When not in use, the book trolleys are to be parked in the marked area under the back staircase to the gallery.

Termination of use and liability issues

- 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 found during the inspection of the cleared trolley.
- 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 trolley will then be cleared out.
- If a book cart 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.