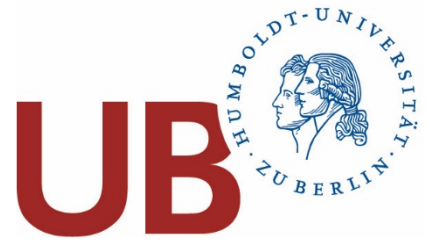


Study carrels - terms of use



Reservation of study carrels

Purpose	The carrels are to be used as study rooms for the writing of final academic theses, with the exception of carrel no. 2, which is reserved for day to day use without prior reservation, no key needs to be obtained. Users with special needs have priority and may reserve study carrel no. 1 for longer periods of time, if all carrels are occupied.
Readers	The following groups of readers may reserve a study carrel: <ul style="list-style-type: none">• Bachelor, Master and PhD students of the Institute of Romance Studies, the Department of Slavic and Hungarian Studies as well as the Centre for British Studies, who have registered for their thesis.• Guests of the Institute of Romance Studies, the Department of Slavic and Hungarian Studies as well as the Centre for British Studies (Please provide proof of affiliation.)
Request	Request forms are available from the information desk. They need to be filled in and signed. By signing the form you agree to abide by the terms of use. Reservations cannot be made for more than one person per carrel.
Allocation	Use of study carrels is free of charge. Reservations are limited to 3 months. If carrels are not utilised on the start date given in the form, reservations expire. Requests are granted in order of application. .
Extension	An extension or repeated reservation for a maximum period of 3 months is subject to availability. Extensions can be made in the last week of the reservation period. Extension requests are granted in order of application.

Terms of use

- Library books stored in study carrels need to be borrowed first. Please print out the receipt at the self-issue machines and leave it in the book.
- Books from the reference section and bound volumes of periodicals cannot be borrowed and may only be taken into carrels when used. They need to be returned to the open shelves at the end of any given day.
- Smoking, eating and drinking (with the exception of water in transparent bottles) as well as the use of mobile phones for telephone conversations are not allowed. Study carrels are provided for quiet individual study.
Please consider those studying in adjoining carrels, the carrels are not sound- proof.
- Personal items and books are stored in the study carrels at your own risk. The library is not liable for any losses.

- Please ensure that the carrel is in a condition that enables the cleaners to do their duty.
- Any carrel used less than three times a week will be cleared without further notice in the interest of other readers. In case of illness or urgent obligations, please notify the information desk.
 - Study carrels are reserved for personal use. Do not pass on the key or give other users access to a carrel reserved in your name. Library staff is entitled to check for unauthorised access.
- Please remember to turn off the lights when leaving the carrel.
 - Keys must not be taken outside the library. Please sign out the key from the information desk before use and hand it back in when you leave for the day.

End of use and liability

- On the final day of the reservation, at the latest, readers need to clear out the study carrel and leave it in good condition.
- Readers are liable for any damages in the study carrels during the reservation period.
- Lost keys must be reported to the information desk. Replacement charges apply as laid down in the library's scale of fees.
- If a study carrel is obviously not being used or if the terms of use of study carrels or the library are disregarded, reservations may be cancelled and study carrels cleared.

Please let us know, if you are unable to use your study carrel due to illness or urgent obligations:

Telephone: 030 / 2093 – 12377

Email: fremdphilo@ub.hu-berlin.de