

Regulations for the Use of Book Boxes

Passau University Library provides lockable and mobile book boxes to facilitate long-term work with borrowed books and personal materials within the library.

- (1) In principle, all users are eligible to apply. At the discretion of the reading room management, the group of authorized users may be expanded or restricted at any time.
- (2) There is no entitlement to the use of a book box.
- (3) A book box is assigned only upon written application. Application forms are available at the respective reading room service desks. In addition, electronic versions are available for download from the institution's website.
- (4) The period of use is limited to a maximum of four weeks. This period begins upon receipt of the key. Upon request, the period of use can be extended depending on the available capacity.
- (5) A key will be issued for the duration of use against signature. In the event of loss of the key, the user will be charged for the replacement or repair of the key and/or lock.
- (6) Users of the book boxes are required to document their presence to library staff at least twice per week. If an absence of one week is not reported, the right to use expires. The book box will then be cleared and made available to the next user.
- (7) All library-owned materials stored in the book box must be checked out to the user's library account. These materials must be placed in such a way that the signature label is visible from the outside. Individual journal issues may not be stored in the book box. Library staff are authorized to inspect the contents of the book box at any time.
- (8) After daily use, the book box must be returned to the designated areas. During use, care must be taken to ensure that book boxes do not block emergency exits or obstruct other users.
- (9) The University of Passau assumes no liability for items stored in the book box.
- (10) Notwithstanding the above provisions, the General User Regulations of the Bavarian State Libraries (ABOB) shall apply.
- (11) In the event of a violation of these regulations, the book box must be cleared immediately and the key returned to the service desk staff.



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