

Guidelines for the Use of Videoconferencing Rooms at Passau University Library

1. The videoconferencing rooms are designated for use by one person at a time.
2. These rooms may only be reserved by students of the University of Passau.
3. Reservations must be processed through Stud.IP.
4. Reservations for a videoconferencing room can be made a maximum of 14 days in advance.
5. A maximum of two reservations (of 2 hours each) may be made per day.
6. The reservation shall expire if the person has not appeared 30 minutes after the scheduled time.
7. The rooms may not be used for regularly occurring events.
8. Commercial use of the rooms is not permitted.
9. Reservations are non-transferable and may not be made on behalf of third parties.
10. Students are responsible for checking into their reserved room independently via QR code.
11. Cleanliness must be maintained at the workstation.
12. Noise levels must be kept to a conversational volume.
13. The use of the videoconferencing room and any additional aids is at the user's own risk. The University Library is not liable for the loss of or damage to private property.
14. The general house rules of the Passau University Library apply to the videoconferencing rooms. Only the requirement for silence (Section 2: Conduct in the Library) is suspended.

The Library Administration