

# Reading Room Carrel User Regulation

## § 1 Authorised users

- (1) Passau University Library provides carrels free of charge to university members and visiting scholars for the preparation of academic papers.
- (2) Academic papers are seminar papers, bachelor's and master's theses, state examination theses and doctoral or post-doctoral theses.
- (3) There is no entitlement to a carrel.

## § 2 Reservation process

- (1) Carrel reservation requests must be submitted to the respective reading room staff.
- (2) In order to allocate a carrel, the University Library requires written confirmation of the applicant's academic work, stating the applicant's name, date of birth, user number and the desired occupancy period. For the Juridicum reading room, law students must provide proof that they are in the eighth semester of their degree programme (or higher) or provide a copy of their registration for the state examination.
- (3) If the applicant is at the same time an employee of the University of Passau, a written statement must be provided to the effect that he or she does not have access to another workplace or shared workplace.
- (4) The carrels are awarded on a first-come, first-served basis. If all carrels have been allocated, reservation requests will be put on a waiting list. Doctoral and habilitation candidates are prioritised when carrels become available.
- (5) Any remaining free carrels are allocated to persons who are not otherwise authorised to use them.

## § 3 Occupancy period

- (1) The maximum occupancy period for students is one semester. Longer periods are possible for doctoral and habilitation candidates. The period of use begins when the keys are handed over by the respective reading room staff.
- (2) Taking into account the waiting list, an extension of the occupancy period of the respective carrel can be granted.
- (3) There is no entitlement to individual use or a specific carrel.

## § 4 Carrel use

- (1) Carrel users are obliged to document their attendance to the library staff at least twice a week.
- (2) All library media stored in the carrel overnight must be recorded as borrowed on the library system ("checked out"). Media that have not been checked out may be taken to the carrel, provided they are returned to their designated location before the reading room closes each day. Library staff are authorised to remove media that have not been checked out from the carrel at any time.
- (3) Users are permitted to bring and use technical work equipment such as notebook computers or tablets.

- (4) The existing furniture may not be changed and no additional chairs from the open area may be brought into the carrels. Walls and doors must not be covered with stickers or other items.
- (5) For safety reasons, the carrel door must not be locked from the inside.
- (6) The carrel must be kept clean and tidy.

## **§ 5 Termination of use**

- (1) On the last day of the occupancy period at the latest, the user must vacate the carrel completely and leave it in proper condition. Users must hand over the key to the library staff in the respective reading room. If the carrel is not vacated on time, library staff are authorised to clear it.
- (2) The right of use may be withdrawn if:
  - a) an absence of two weeks or more has not been reported in writing to the library staff of the respective reading room
  - b) there is a violation of the present Regulation or the General User Regulation (ABOB).
- (3) No warning is required.
- (4) If the right of use is withdrawn, the carrel will be cleared and made available to the next user.

## **§ 6 Carrel key**

- (1) For the occupancy period, a key will be issued, which the user has to sign for. If the user loses the key, he or she will be charged a fee of 40 euros.
- (2) Users are not allowed to give the carrel key to others or permit unauthorised users to use the carrel.

## **§ 7 Liability for damages**

- (1) In the event of damage to the carrel or the library furniture, the user is liable to pay compensation for damages.
- (2) The University Library assumes no liability for items of any kind brought into the carrels by users.

## **§ 8 Miscellaneous provisions**

- (1) Library staff are authorised to check compliance with these regulations at any time.
- (2) Acceptance of the key or actual use of the carrel constitutes acceptance of this Regulation.
- (3) The aforementioned rules notwithstanding, the General User Regulation (ABOB) applies.



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