

Information on the use of glass study carrels

Eligibility

OTH Library Regensburg provides study carrels free of charge to OTH members with a valid library card who are writing final theses. The carrels are meant to be workspaces for concentrated study without disturbance.

A letter from your instructor confirming that you are working on a final thesis is required at the time you pick up your key for the study carrel.

When you request a carrel two factors apply: a viable need (i.e., working on your final thesis) and the order in which your request was received. Multiple, parallel requests from the same user are not allowed.

Use

Carrels can be reserved for use for up to three months. Library staff members are responsible for distributing and collecting the keys for the carrels.

When you get your key from the circulation desk, you will need to sign for it. You then keep the key for the duration of your reservation.

In order to keep your carrel, you must make use of it at least four times a week. Circulation staff keeps track of carrel use with a list, so make sure to check in each time you use it.

Personal items and checked-out library materials can be stored in the carrel for the duration of your reservation. Any materials taken from the open stacks must be checked out, and the check-out slip must be clearly visible. Materials that are not checked out (reference works, journals, etc.) must be returned to the shelves that same day.

On the last day of your reserved work period, your carrel must be completely cleaned out and left in proper condition.

Extensions are possible if there is currently no one else on the waiting list.

Please note:

The library is not responsible for personal items stored in the study carrels, such as money, valuables, IDs or other personal documents.

The library reserves the right to inspect carrels and revoke a user's rights if the carrel is not being used (and no justification is provided), if unchecked-out items are kept there overnight, if food is consumed or stored there or if the partition walls are covered with drawings, pictures or other materials.

The user is responsible for replacing lost keys and paying compensation for any damages to the carrel.

Late fees will be charged if you fail to return the key on time.

By using a carrel, you automatically agree to library staff opening up and clearing out your carrel if one of the aforementioned violations occur or if you do not clear it out by the end of your reserved period. You will not be reminded beforehand that you need to clear out the carrel.

If library staff has to open your carrel, any OTH library materials found there will be returned immediately.

Any personal items found when clearing out the carrel will be treated as lost and found. Any food found in the carrel will be immediately thrown out. Lost and found items not claimed by the owner will be given to the lost and found office.