

Regulations for the Use of the Carrels (individual work cabins) in the University Library

of the Eberswalde University for Sustainable Development

from 25.05.2018

1. The Carrels are lent for daily use to students of the Eberswalde University for Sustainable Development (HNEE), Schicklerstr. 5, 16225 Eberswalde, Building 7. Keys are handed out and returned at the information desk in the entrance area of the university library. Keys can only be handed out on presentation of a GreenCard.
2. The university library is not liable for valuables, money, documents and other personal items kept in the Carrel.
3. The carrels can be awarded for the processing of final thesis and project work for a period of 5 opening days. The possibility of extending the period of use is given from 2 opening days before expiry. If there is a large demand, the award of contracts will be made according to the order of registration.
4. With the allocation of a Carrel, the users assume the following obligations:
 - a. The key of the Carrel is to be returned after the daily use at the information desk. Passing on to third parties is not permitted.
 - b. Media on loan from the holdings of the HNEE University Library may be kept in the Carrel for the duration of use. They must, in any case, be registered in the library account of the user. The loan receipt must be displayed in the Carrel. Media that can only be used in the rooms of the university library can be read in the Carrel, but must be returned after daily use.
 - c. At the latest on the last day of use, the Carrel must be cleared and left in proper condition.
5. For the behaviour in the Carrels the house rules of the HNEE and the Regulations for the Use of the University Library is valid. In the event of damage or if the Carrels are contaminated, the student has to take the costs. If the carrel key is lost, the respective users are liable to pay compensation.
6. The University library is authorised to carry out inspections and may cancel the permission to use the Carrels if the library regulations or the HNEE house rules are not observed.
7. These regulations come into force with their publication.