

**Regulations for the use of workspaces (carrels)**

*Note: only the German language version of these regulations is valid*

In the **Central University Library (ZUB)**, 24 individual carrels, individual SoloCubes and 4 group carrels are available free of charge for researchers and students of the University Greifswald. All ZUB carrels and cubes can be reserved.

1. The single carrels may only be used by one person. They are not soundproofed and can therefore only be used for quiet work. They can be reserved by students up to 1 day in advance for up to 4 hours and extended once if necessary. University researchers can book two weeks in advance and for a maximum of 2 weeks, with the help of the service desk. The single carrels 1 and 2 on the ground floor are preferentially allocated as disabled study spaces on request by the service desk.
2. Soundproof SoloCubes (1-person room-in-room cabins) are to be used preferably for the purpose of speaking participation in an online course or video conference. They can be occupied by the same person for a maximum of 120 minutes and can be booked a maximum of 7 days in advance. No key card is currently required. Proof of reservation is the reply e-mail from the reservation system with a time stamp.
3. The soundproofed group carrels of the ZUB are available for 2-12 people. These can be reserved up to two weeks in advance for a maximum of 4 hours. The group carrels are equipped with whiteboards. Pens and sponges can be borrowed from the service desk. There is also a PC in Carrel 1, a presentation monitor in Carrel 2 and a Smartboard in Carrel 4. Corresponding accessories can also be borrowed from the service desk.

In the **Departmental Library (BB)**, 12 individual carrels, 2 audio rooms and 5 group carrels are available.

- 4 The individual carrels may only be used by one person. They are not soundproofed and can therefore only be used for quiet work. They can be reserved by students up to 1 day in advance for up to 4 hours and extended once if necessary.
5. Two soundproofed audio rooms for 1 person are offered for spoken participation in online courses. They can be used by the same person for a maximum of 120 minutes and can be booked a maximum of 7 days in advance. No key card is currently required. Proof of reservation is the reply e-mail from the reservation system with a time stamp.
6. The soundproofed group carrel 1 (ground floor) for up to 6 people is preferably allocated as a disabled learning space or parent-child learning space. It can only be reserved individually at the service desk, not online.
7. The soundproofed group carrels 2 and 3 (3rd floor) can be used by 2 to 6 people. They can be reserved up to two weeks in advance for a maximum of 4 hours.

8. The non-soundproofed “whispering carrels” 4 and 5 for 2 people on the 4th floor can only be used for very quiet learning and working. Currently, they cannot be reserved.

9. By using a lockable library carrel over several days, the user agrees to the following:

- a) Keycards may not be passed on to other users.
- b) Personal items and literature brought in may be left in the carrels if used for several days. The University accepts no liability for this.
- c) Literature on loan from the University Library's collection may remain in the carrels for the duration of use; however, it must have been lent out to the user's account.
- d) Literature from the University Library's collection that cannot be borrowed may only be taken to the carrel for short-term use and may not be left there overnight.
- e) Laptops must be switched off overnight, and all cables must be unplugged from the sockets.

#### **Reservation and access:**

10. Independent online reservations for carrels, cubes and audio rooms are made in the V:Scout room reservation system of the University Library. Proof of reservation is the time-stamped reply email from the reservation system.

11. The entitlement to the reserved time expires if the use has not started within 30 minutes of the booked start time. Bookings that are not required should be canceled online.

12. Keycards are issued at the service desk during all opening hours. The student ID card or user ID card will be accepted as a deposit. Passing on of keycards to other people or usage of the room by other persons is prohibited. Carrel keycards and pens can be returned at the service desk during all opening hours.

13. Behavior in the carrels must be arranged in such a way that other users can work undisturbed. After use, the carrels must be left in a clean and tidy condition. If the user has caused soiling or damage due to misconduct, the user must bear the costs for their removal.

14 Library staff and security personnel are authorized to carry out checks in the carrels. The instructions of the staff must be followed.

15. If the carrel card given to the user is lost, the user concerned is obliged to pay compensation.