

Using carrels

The University library provides interested students from the Technische Hochschule Ingolstadt with carrels for a limited period of time.

Reservation

Carrels can be booked via the university library's reservation tool.

Lease term

- Students can rent a carrel by the day.
- Students, who are writing their **final thesis**, can rent a carrel for up to **4 weeks per semester**.
- The lock card can be returned directly at the ServicePoint or placed in the library's internal mailbox labeled 'Rückgabe/Return Carrel/Caddy'
- If a carrel is returned late, fees will be charged in accordance with ABOB.

Silence

- Carrels are **individual and silent work rooms**. This means that only one student is allowed to use a carrel at any given time.

Lending media

- **Media**, which will be used for more than one day in a carrel, **must be loaned**.
Do not lock in reference copies!

Attention!

- Please do not leave or operate any **electrical appliances**, this excludes computers, laptops and similar items.
- Please do not put anything on the walls in the carrels. If you want to hang something up, please use the magnetic strip provided.
- The University Library accepts no liability for items that you leave behind in the carrel.

Liability

- **Recipients** of a carrel card bear **liability** if the card is lost or if the card/carrel is damaged in accordance with the applicable regulations (costs for replacement card).
- In the interests of the cardholder, **passing on carrel cards is prohibited**. If a card is passed on to a third party, the original recipient will assume full responsibility.

Loss

- If you lose a carrel card, you must immediately inform the University library in writing. A detailed account of the circumstances (e.g. date of loss, place, results of search etc.) is required.
- If cards, which are reported as lost, are then found, they must be returned immediately. Costs occurring in the meantime (replacement card) will be borne by the borrower.

Upon issue of the carrel cards, the guidelines for use of the carrels are acknowledged and accepted.

Please justify the trust of your university by behaving in an appropriate manner. Behave in such a way that others are not disturbed!

The Technische Hochschule reserves all rights to revoke permission to use the carrels if these rules are not respected.