#### Using carrels

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

**Reservation**

* Carrels can be booked using the library's reservation tool.

**Lease term**

* Students can rent a carrel for one day.
* Students, who are writing their **final thesis**, can lease a carrel for up to **4 weeks per semester**.
* Key cards are issued at the library’s ServicePoint during the service hours.
* The key card can be returned directly at the library’s ServicePoint during the service hours or deposited in the letterbox marked 'Rückgabe/Return Carrel/Caddy' next to the ServicePoint anytime the library building is open.
* If a carrel is returned later than its due date, 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 (marked with a yellow sticker that says “Präsenzbestand”)!

**Attention!**

* Computers, laptops and similar appliances excluded, please do not park or operate **electric appliances** in the Carrel.
* Please do not stick anything onto the walls. If you need to hang something on the wall, please use the magnetic strip provided within each Carrel.
* THI library is not liable for any item you leave inside the Carrel.

**Liability**

* **Recipients** of a carrel card are liable for loss or damage of the key card or Carrel in accordance with the applicable regulations (costs for replacement card).
* In the interest 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 found later, they must be returned immediately. Any cost occurring in the meantime (e.g. replacement card) are to be paid 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.**