

Regulations for the use of workspaces (carrels and cubes) and the reservation of workstations

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

In the **Central University Library (ZUB)**, 24 individual carrels, 21 SoloCubes, 9 MeetingCubes 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 also book for a maximum period of 2 weeks, with the help of the service desk. The single carrel 1 on the ground floor is preferentially allocated as disabled study space 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 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 electronic smartboards. If whiteboards are used, pens and sponges can be borrowed from the service desk. There is also a PC in Group Carrel 1.

4. Soundproof **MeetingCubes** (room-in-room small group cabins) for 2 or up to 4 people are preferably used for joint online presentations, but are also available for meetings, brainstorming and study groups. They can be reserved up to 7 days in advance for 120 minutes. No key card is currently required here. Proof of reservation is the reply e-mail from the reservation system with a time stamp.

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

5. 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.

6. Two soundproofed **audio rooms** for one 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.

7. 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.

8. 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.

9. 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. Both carrels can be reserved online.

10. 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.

Workstations

Members of the University can reserve study space and specific user workstations online on an hourly basis. Reservations are available for each of the three locations.

Reservation and access:

11. Independent online reservations for carrels, cubes, audio rooms and workstations 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.

12. Members of the University can normally make reservations for all activated spaces/carrels/cubes in all locations. At times of high demand for study space (e.g. during examination periods) the University Library may restrict the booking of certain parts of its facilities. In this case, only members of the faculty whose reference literature is primarily available at the respective location can reserve the spaces. The faculty to which the user belongs is specified during the Shibboleth registration process. If necessary, the booking system will point out possible alternatives. Some locations cannot be reserved and are therefore spontaneously available.

13. The University Library will limit the number of reservations per user at the same time and the frequency in order to offer access and good conditions of use to as many members of the University as possible.

14. There is no claim against the University Library for the realisation of a reservation or for the availability of certain places.

15. 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.

16. If key cards are required (carrels), they will be 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.

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

18. Behavior in the carrels must be arranged in such a way that other users can work undisturbed. Eating and drinking are not permitted. Exception: Water in transparent bottles is permitted. 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.

19. Library staff and security personnel are authorized to carry out checks in the carrels, cubes and audio rooms. The instructions of the staff must be followed.

20. The University Library has the right to suspend the reservation system as a service, to take it out of service, or to temporarily interrupt its use (e.g. for maintenance, updates, etc.).

21. External guests (e.g. visiting scientists without University of Greifswald login data) cannot make online reservations in the room booking system. If there is a legitimate interest, the library service desks can make a reservation.

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