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## Use of study rooms/mobile file cabinets in the department libraries Alte Münze and Social Sciences

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The university library provides study rooms and mobile file cabinets for the safe storage of private study documents and books borrowed from the university library. The use of these facilities is free of charge and primarily given to students of the University of Osnabrück who are preparing for their final examinations or doctoral candidates who can prove that they have no other adequate working space within the university.

The time limit for the use of study rooms and mobile file cabinets is one month. An extension of time is possible if the demand for use of the facilities is low enough.

Application forms are available at the information desks of the respective libraries. As a general rule, applications have to be filed in the library that corresponds with the subject of study. Students of social and political sciences, however, have to file their applications for study rooms in the library Alte Münze. Reservations are ordered by the date of receipt. If a study room or a mobile file cabinet is no longer needed, please inform the respective library immediately. The key issued for a study room or mobile file cabinet must be picked up within three days after the start of the reserved time, otherwise the reservation will be voided and use of the facility will be granted to another person.

The receipt of the key for the study room or mobile file cabinet must be confirmed.

By signing the following stipulations for the use of a study room or mobile file cabinet you acknowledge:

1. Lending or giving the key to a third party is not permitted.
2. The key will only be issued for the specified space of time and is to be returned by the end of this period at the latest and without further demand. Should the user fail to do so, the library is authorized to open the study room / mobile file cabinet, clear it and install a new lock at the expense of the user at fault. The costs for a replacement lock are 40€ for mobile file cabinets and 20€ for study rooms. An additional fee of 10€ will also be charged (BibGebO Anlage zu § 2 Abs. 1).
3. The key is to be handled with care. Loss, theft, damaging or destruction of the key must be reported to the library immediately. The costs for a replacement key and lock as well as any additional costs are the responsibility of the user.
4. The university library is not liable for any and all personal effects located in a study room or mobile file cabinet, whether it is locked or unlocked.
5. Books from the library may only be locked up in study rooms or mobile file cabinets if they have been duly borrowed; books from the reference collection and periodicals are to be returned to their correct locations every day.
6. The furnishings of the study rooms may not be changed or supplemented from the reading room.
7. For the purpose of enforcing these stipulations and while acting within the scope of their duties library personnel are authorized to access (and if necessary unlock) study rooms and mobile file cabinets at all times. Books from the reference collection and periodicals as well as books not duly borrowed will be retrieved immediately and without prior notice.

In the case of infringement upon these stipulations the university library withholds the right to retract keys and/or limit the usage of the respective facilities.

Furthermore, the library regulations and the regulations for the exercise of property rights of the University of Osnabrück apply in their relevant versions.

### Your contact person

for all questions relating to study rooms and mobile file cabinets in the Library Alte Münze:

Waltraud Peters · information desk, 1st floor

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