

## Carrels: Award procedure and rules of conduct

- “The Economics & Management Library (DBWM)” offers TU- and UdK-students individual work rooms for the preparation of academic theses. Proof of writing a thesis must be presented when picking up the key for the first time.
- The key is issued and returned against a signature stating the times of presence at the information desk. The key must be picked up upon arrival and returned when leaving the library.
- Single study rooms will only be allocated to one person for the duration of 4 weeks following written acknowledgment of these regulations.
- The application is to be completed online via the library homepage. The application must be received by the last day of the application period at the latest and is only valid for the respective application period. If there are more applications than study rooms, the allocation will be decided in a lottery.
- One of our 4 carrels is preferably given to families (TU or UdK students with child/ren). If more than one family applies, this carrel will only be drawn from this group of people. If no family applies, this room will be raffled among all applicants.
- If a carrel is available before the end of the 4-week period with at least 1 week remaining, it will be awarded again by lottery to all applicants for this application period.
- If the carrel is not used for seven consecutive days without giving a reason, the right of use can be withdrawn. If the absence lasts longer than 2 weeks, the carrel will be evicted.
- If the room is not cleared and emptied on the last day of the period of use, the remaining items will be removed by the library.
- Technical equipment such as notebooks, tablets, etc. can be brought and used. The use of other electronic devices such as kettles or coffee machines is not allowed.
- It is forbidden to store food.
- Up to 10 media units from the reference collection (non-borrowable media) may be stored in the study room. However, they must be removed every day when you leave the library. The same applies to media from the circulating collection. If these are to be used for a longer period, the media must be checked out properly.