

GUIDELINES FOR THE TEMPORARY USE OF A LOCKABLE BOOK TROLLEY AT KASSEL UNIVERSITY LIBRARY

The current version of Kassel University Library's user regulations shall apply.

General guidelines

- (1) The University Library offers **lockable** book trolleys for students of Kassel University.
- (2) The applicant must be authorised to borrow books. Applicants who are writing a thesis will be prioritised.
- (3) The use of a lockable book trolley is free of charge.
- (4) An application must be submitted for the use of a lockable book trolley. The application is made online:
<https://www.uni-kassel.de/ub/en/learning/the-library-as-a-place-of-learning/book-trolley-application>
- (5) Every item from the University Library's collection that is included in the book trolley must be borrowed in advance.
- (6) Items that are not for loan or part of course reserves may not be left in the book trolley overnight.
- (7) The library reserves the right to carry out checks.
- (8) If a user repeatedly violates these guidelines, the library is authorised to withdraw the user's authorisation for temporary use even before the agreed period has expired.
- (9) The user of the book trolley is liable for any damage caused by improper use of the book trolley or by violations of these guidelines by the user.
- (10) The administration for book trolleys can be reached at: buecherwagen@bibliothek.uni-kassel.de

Lockable book trolleys

- (11) A lockable book trolley is allocated to only one person on request.
- (12) The book trolley is handed out via the book trolley distribution desk and returned via the service desk.
- (13) Opening and closing the book trolley is possible with the respective Campuscard.
- (14) The period of use is six months, twelve months for doctorates. An extension is not possible.