Regulations for studios for personal use

1. Studios are for use by university of groningen students and staff only.
2. Studios are primarily intended for users who are working on research projects requiring intensive use of the library and its collections.
3. Studios are normally allocated for a period of one calendar month. This period can be extended if there are sufficient carrels available, but this is not always the case. You will have to submit a new request to this end.
4. The user will receive a key to the carrel for personal use only. If the user loses the key, he/she will have to pay a EUR 30 compensation fee.
5. You can collect the key from the UB reception desk on showing your library card or a valid proof of identity. The key must be handed in at the end of the day.
6. The studios is inspected by you and an In-house Services officer on the first and the last day of use. You will be held liable for repair costs if you damage any UB property.
7. If you want to use material from the reading room collection in your carrel, please register those works at the lending desk.
   Not-for-loan material from the reading room collections, such as reference works, journals and source material, must be placed back on the shelves by the end of the day.
   Reading room staff may inspect the carrels from time to time.
8. The windows and doors of the studios may not be blacked out.
9. It is forbidden to smoke, to bring food or drink into the studios or to use equipment such as radios inside the studios.
10. The UB will not be liable for any loss of or damage to material that is present in the studios during the period of use.
11. UB staff have access to the studios for inspection purposes and in the event of a calamity.
12. Cleaning staff have access to the studios.