

Terms of use for separate reading desks at the University of Applied Arts

The separate reading desks (= carrels) are available to teaching staff and diploma/doctoral students of the University of Applied Arts Vienna. A valid library card showing your status as a staff member or a diploma/doctoral student of the University of Applied Arts is required to book a carrel.

Each carrel is a single workstation equipped as follows: desk and chair, bookcase with doors, desk lamp, two sockets; visual insulation, but no sound insulation.

Carrels can be booked via the search portal supA; keys are then collected at the library's information desk. The keys must be returned to the information desk during opening hours by the due date at the latest.

Only one carrel booking is permitted per person. Bookings may not be transferred to other people, and carrel keys must not be passed on to others.

Carrels can be booked for six weeks. A one-off extension of a further six weeks is only possible if the carrel has not been pre-booked by another person.

If the loan period is exceeded, the borrower's library account will be suspended and the carrel will be cleared by the library team on the third opening day after the deadline. The items taken will be treated as lost property.

Only borrowed books may be left overnight in the carrel.

The borrower is liable for the room's furnishings and for any items lost or stolen during the booking period. Any defects or damage must be reported immediately to the library staff.

Any loss of the keys must be reported immediately to the library staff at the information desk. The costs of a replacement key must be borne by the borrower.

In addition, the library's terms of use shall apply.