

Application for a workplace in the study area for doctoral students (please fill in **all** the boxes).

A reservation obliges the student to use the workplace **on a regular basis**.

Surname/First name _____

Address _____

Postcode/Town _____

Tel. no. _____

E-mail _____

IDS user number _____

Subject & title of dissertation

Supervising professor _____

Name of the university _____

Desired period of time: **Start** _____ **End** _____

You will be notified by us accordingly before your reservation period expires.

I confirm that I satisfy the requirements, that I have read these provisions, and that I agree to abide by them.

Signature _____

Workplace for doctoral students at the ZHB location, Uni/PH building

Conditions of use from 1 September 2011 (as at: 19 March 2015)

The Director of the Central and University Library in Lucerne [*Zentral- und Hochschulbibliothek/ZHB Luzern*] has decided upon the following conditions of use for the study area for doctoral students in the library at the ZHB location in the university and teacher training college building¹:

1. Basic points

The library is providing a study room for doctoral students with 48 study places and with 48 lockers, each fitted with a lock. These workplaces are available to doctoral and post-doctoral students at the University of Lucerne, and to members of the Lucerne teacher training college who are at a comparable point in their studies. At the time these places are awarded, preference is given to doctoral and post-doctoral students who do not already have a place of work as employees in the university building or in the teacher training college building. Doctoral students must use these study rooms on a regular basis. The right to use one of these workplaces is personal and cannot be assigned to anyone else.

2. Use

For study purposes, books, journals and other media from the library can be taken into the study room for doctoral students. At the end of the day, unless these materials have been borrowed for home use, they must be placed on the book trolley provided by the library to enable everything to be returned to its proper location. These workplaces are not assigned to specific individuals, and must be left empty by male and female students whenever they leave the library.

3. Lockers

All users have access to a personal locker, each one fitted with a lock. These lockers are intended for the storage of work-related documents. They must not be used to store books from the reading room collection that have not been borrowed in the proper manner, nor may any perishable goods may be stored in them. The Central University Library, the ZHB, is entitled to open these lockers at any time, and it carries out regular inspections. The ZHB accepts no liability for any objects in these lockers.

¹ The terms and conditions of use are founded on the Ordinance of Cantonal Library Availability [*Kantonales Bibliotheksangebot*] dated 30 Nov. 2007 (SRL No. 421) and the instructions of the Directorate based thereupon in relation to use of the Central and University Library in Lucerne from 1 October 2001.

The keys for these lockers are lent out temporarily, for the length of time each locker is in use, and the issue of these keys is managed via the library system. If a key is returned late, reminder fees are applied in accordance with instructions from the directorate. Each user is responsible for the cost of replacing any lost locker keys (CHF 60). After one month, any locker keys that have not been collected are issued to the next doctoral student on the waiting list.

4. Usage period

These workplaces can be used for six months from each date that keys are issued. Return of keys at an earlier date is possible at any time. There is no scope for extending the period of use. At the end of a period of use, it is possible to be included on a waiting list.

The right to use the workplace can be revoked with immediate effect in the event of any infringement of the terms and conditions of use, or of the Code of Conduct or the House Rules.

5. Liability

The men and women using this facility shall be liable for any damage they might cause. The provisions of the Code of Conduct and the House Rules apply.

Lucerne, 1 September 2011

Central and University Library
The Director
Dr. Ulrich Niederer