



### Working space in the Library for HSG students writing their Master's Thesis

The Library offers 30 carrels, along with a personal locker, in a quiet working environment in room 09-025 (ground floor) for HSG students writing their Master's Thesis. They can be used according to the following conditions:

- Personal carrels and lockers are assigned for the period of one calendar month only. This period starts on the first workday of that respective month and ends on the last workday with the library being open. In the locker, you can keep - next to personal documents and belongings - **borrowed** library documents. The Library reserves the right to check compliance with this rule. In case of breach of this rule the locker can be withdrawn.
- Your personal, numbered key for the locker has to be picked up at and returned to the circulation desk on a daily basis. Additionally, the first time you pick up your key, you have to pay a deposit of CHF 100. In case of loss, this deposit will be used to install a new lock.
- The reserved carrels have to be vacated in the evening.
- Until the last day of the month on which the library is open the locker has to be emptied completely. Once the locker key is returned, you will be refunded your deposit.
- If you fail to return the key on time a fee of CHF 30 will be added to your charges. Your personal belongings will be withheld until the fee has been paid, media borrowed from the library will be taken back.

#### Application form:

Surname, First name

Student / matriculation number

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Working title of thesis

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Due date

Supervisor

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Date, Signature Student

Signature / Stamp Supervisor

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#### Interne Vermerke:

Arbeitsplatznummer: .....

Belegungsmonat: .....

Depot bezahlt

Datum/Kürzel MA Bibliothek: .....

Rückgabedatum: .....

Kürzel MA Bibliothek: .....

Depot-Rückerstattung Unterschrift Benutzer

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