

Rules and opening hours of the reservable meeting rooms

Instructions for use

Bookable times

The rooms can be booked from Monday to Friday beginning at 08:00, with the last booking date starting at 17:45. (If a time slot is booked from 16:30, the room may be used until the library closes).

There are currently no bookings possible for Saturday and Sunday.

Issue of access cards

Access cards are only available from Monday to Friday from 08:00 - 17:55 at the information desk on the ground floor. They are issued at the earliest 5 minutes before the start of the booked time slot.

Returning the access cards

The access card must be returned immediately, at the latest 5 minutes after the end of the booking period.

Requirements

A library account and the library user card (student card, CampusCard, library-issued card) are required for the access card to be issued. For students, a library account is automatically created upon enrolment. Employees receive a free library account on request, the creation takes about 10 minutes.

No-Show (or late arrival)

If the access card for the room is not collected at the information desk within 15 minutes of the start of the booking period, the reservation will be cancelled and the room released again.

Rules for the use of the rooms^[1]

The person making the booking is responsible for using and leaving the reserved room in accordance with the rules.

If any soiling or damage is found, the person making the booking must immediately provide specific information (with photos if possible) to info@liv-bib.de. The rooms are regularly checked by LIV staff; in the event of unreported damage/contamination, the last user will be held responsible.

Bookings are only permitted if the library account of the person making the booking is free of blocks (e.g. due to charges > €20).

The rooms are available for group work and meetings. Use by individuals only is not permitted.

The rooms offer the following capacities, which may not be exceeded or fallen short of:

- R.4.14 (Hildegard von Bingen): 2-6 people
- R.4.15 (Giacomo Casanova): 2-8 people
- R.4.16 (Bud Spencer): 2-6 people

If the entire group leaves the room for more than 15 minutes, the use of the room is deemed to have ended - even if personal items remain in the room.

If a booking date is no longer required or cannot be kept at short notice, the booking must be cancelled or the LIV team must be informed.

If a booking is still not taken, the room will be released again 15 minutes after the start of the booking appointment and counted as a 'no show' case. Repeated 'no show' cases can lead to exclusion from the booking system.

The addition and removal of furniture is strictly prohibited.

The volume of conversations and the sound reproduction of devices must not exceed room volume.

To avoid contamination, it is recommended that food is not consumed in the rooms and that drinks are only consumed from closed containers.

The house rules and the library rules of use apply.

Repeated disregard of the rules will result in exclusion from the booking system.

[\[1\]](#) These are 'Terms of Use' in accordance with §8, para. 1 of the Library User Regulations of 01 October 2019.