



Eingangsdatum, Kürzel: .....

Platz reserviert bis: .....

### Working space in the Library for HSG students writing their Doctoral Thesis

The Library offers 8 carrels as well as 22 lockers to HSG students writing their Doctoral Thesis. The carrels and the lockers are located on the first floor of the Library and can be used according to the following **conditions**:

- Personal lockers will be assigned until the work on the thesis has been finished, provided one works at least **2-3 days a week** in the Library. 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 In case of breach of this rule the locker can be withdrawn.
- At the first day of use a deposit of CHF 100 has to be paid. In the case of lost keys the deposit will be used for installing a new lock.
- The numbered key for the locker will remain in your possession until the work on your thesis has been finished. Please check out your key at one of the library's self-check terminals on each day you are using a carrel. This data will allow us to check the frequency of your presence. The locker includes a reservation sign with which you can verify your claim for a carrel to other library users. It also includes a Kensington lock.
- In case of an absence period longer than two weeks, for personal or business reasons, please notify the Library at [bibliothek@unisg.ch](mailto:bibliothek@unisg.ch)
- After finishing your thesis the locker has to be emptied completely. Please return the locker key, the reservation sign and the Kensington lock to the library circulation desk. Once your locker is emptied and in clean condition, you will be refunded your deposit.

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#### Application form:

Surname, First name

Student / matriculation number

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Working title of thesis

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Supervisor

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Date, Signature Student

Signature / Stamp Supervisor

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#### Interne Vermerke:

Korpusnummer: .....

Depot bezahlt

Datum/Kürzel MA Bibliothek: .....

Rückgabedatum: .....

Kürzel MA Bibliothek: .....

Depot-Rückerstattung Unterschrift Benutzer

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