



Rules for the use of individual workstations

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The University Library offers students of Helmut Schmidt University 92 bookable single-user workstations with rolling file cabinets. They may be used for a limited period of time, primarily for preparing final theses.

1. A workstation can be booked via the [Anny](#) booking portal. Anyone who books such a workstation agrees to the storage of their personal data for the booking period plus two additional weeks. Afterwards, the data will be anonymised. The workstations can be booked for a minimum of 14 and a maximum of 120 days. After the maximum booking period, a new workstation can be booked provided there is a desk available.
 2. Each workstation comes with a lockable rolling file cabinet. The latter is only provided together with a desk. The key for the rolling file cabinet can be booked through the Anny portal together with the workstation. In this case, no additional locker will be made available to the student. There is also the option of booking a monitor for the workstation for an additional 14 days. Students may either specify this when booking a workstation or when collecting their attendance record.
 3. Upon completion of the booking process, the student who has reserved the workstation will receive an automatic confirmation email. They will then have two days (excluding the weekend) to collect their attendance record from the information desk in the University Library.
 4. Workstations and keys for the rolling file cabinets are issued and returned at the information desk. The attendance record must be submitted to the library staff or guard personnel for acknowledgment no later than every seven days.
 5. The key for the rolling file cabinet is issued to the student's library account. If a reminder has been received for the rolling file cabinet, its loan period can be extended at the information desk if the student continues to use the workstation. If the key is lost, a processing fee of €10 will be charged.
 6. The student who has booked the workstation must return it in an acceptable condition on the last day of the booking period. The attendance record as well as the key for the rolling file cabinet and the monitor (if received) must be returned at the information desk of the University Library.
 7. Media from the Library's holdings have to be issued to the account of the workstation upon submission of a proof of identity at the information desk. Books may be kept on the desk, but not in the rolling file cabinet. All media not issued to the account of the workstation must be returned on the same day, otherwise they will be removed by the library staff.
 8. If there are reservations for the media issued to the account of the workstation, students will find a notification on their desk telling them to return the items (1st reminder). Upon receipt of a 2nd notification (2nd reminder), the library staff will remove the medium, discharge it from the student's library account, and transfer it back to the Library's holdings.
 9. Personal belongings and media from other libraries may be kept in the rolling file cabinet. It is not allowed to store food and beverages on the desk or in the rolling file cabinet. Loud conversations are prohibited near the workstations.
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10. The library staff is entitled to carry out checks and to revoke the permission to use the workstation if
 - the attendance record for the workstation has not been acknowledged by the library staff or guard personnel for the last seven days and the student has failed to give a reason for not using the workstation
 - media that have not been borrowed are locked in the rolling file cabinet
 - food and beverages are kept on the desk or in the rolling file cabinet
11. Any student using a workstation agrees that the desk will be cleared and the rolling file cabinet opened in the cases mentioned under (12) and after the period of use has been exceeded. There is no need for prior notice or an explicit request to remove the items concerned. If the library staff has to clear the desk, any media found that belong to the Library will be confiscated, discharged from the student's library account, and transferred back to the Library's holdings.
12. Any personal belongings removed from the desk or rolling file cabinet will be treated as lost property and temporarily retained. Food and beverages will be disposed of immediately without entitlement to reimbursement. After seven days, any uncollected items will be handed over to the lost property office of the University Administration of Helmut Schmidt University.
13. The Library is not liable for money, valuables, ID cards and other personal items kept on the desk or in a rolling file cabinet.
14. These Rules enter into force on the date of publication. [Last updated on 9 Dec 2025]

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