

Eingangsdatum, Kürzel:

Platz Nummer:

Retour am:

Application for a reserved workspace for HSG student writing their master's thesis

For HSG students writing their master's thesis the library offers reserved working spaces as well as personal lockers. An active library account is required.

The following **conditions** apply:

- The assigned workspace and locker can be occupied for 28 days. In case there are no further reservations, the loan period will extend automatically until the maximum loan period of six months is reached. 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 In case of breach of this rule the workspace can be withdrawn.
- The numbered key will remain in the possession of the student for the duration of use.
- In case of the loss of a key, a fee of CHF 100 will be charged. This is to cover the costs to renew the lock and key.
- All workspaces must be vacated in the evening.
- Die Arbeitsplätze müssen am Abend wieder vollständig geräumt werden.
- After the loan period has expired, the locker must be emptied completely and returned in a clean condition.
- If the student fails to return the key on time fees will be charged according to the library's borrowing and fee regulations.

Application form:

Surname, First Name

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matriculation number

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e-mail address

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phone number

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Working title of thesis

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Due date

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Supervisor

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Date, Signature Student

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Signature / Stamp Supervisor

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Further comments:

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