

## **USER REGULATIONS FOR THE *PROJEKTRAUM FACHDIDAKTIK* (as of May 2012)**

### **Using the *Projektraum* for the first time**

- First-time users have to register and fill in a check-out card with their name, e-mail address, phone number, course of studies, and enrollment number.
- Renting and checking out items is completely free of charge.
- Jackets and bags must not be brought into the *Projektraum*.
- The staff of the *Projektraum* does not offer any advice on how to write term papers or prepare for presentations.

### **Borrowing from the *Projektraum***

- Users can check out up to ten items at a time.
- The titles of the borrowed items need to be noted on the check-out card.
- In principle, all items of the *Projektraum* can be checked out long-term. This also includes collections of loose sheets and copy masters.
- Borrowed items need to be handled with care. Upon return, their condition and completeness will be checked carefully. In case an item is damaged or lost, it has to be replaced by the user.

### **Returning items and being overdue**

- All items have a loan period of one week.
- The return date is fixed on an index card handed out to the user.
- Users need to return their borrowed items themselves. It is not possible to have a third person return items to the *Projektraum*.
- In case an item is overdue, the *Projektraum* will send an e-mail telling the user to return the item immediately. If the item is not returned after this reminder, the user will be excluded from using the *Projektraum*.

### **Reserving and renewing items**

- The *Projektraum* operates a reservation system which makes sure that very popular items are kept in circulation. Users can reserve an item if it is currently not available.
- Users can renew their borrowed items for another week as long as they are not reserved by someone else. The user needs to come to the *Projektraum* in person to renew the items.

### **Opening hours and inventory**

- During the semester, the opening hours are Monday, 04.00-06.00 p.m., and Thursday, 02.00-04.00 p.m. (without exceptions). Opening hours may vary during term breaks.
- Users can check the inventory of the *Projektraum* on the website of the Chair of TEFL ([www.anglistik.uni-muenster.de/TEFL](http://www.anglistik.uni-muenster.de/TEFL)).