# Information sheet for the book trolley

The lockable and mobile book trolley is available to students from the Department of Philosophy and Humanities at the Freie Universität Berlin, to facilitate working longer periods of time in the library with books that have already been borrowed as well as with own materials.

The usage duration is limited to 2 months. Extensions are possible depending on free capacities. If the demand exceeds the supply, a waiting list will be started.

Books from the Philological Library can only be stored in the book trolley if they have been borrowed in a proper fashion. This media must be placed or laid in the book trolley in such a way that the respective shelf mark label is visible from the outside. The check-out slip must be placed visibly in the book trolley as proof that the books have been checked out.

All media from the Philological Library that has not been checked out cannot be stored in the trolley, even for short periods.

If this rule is violated the trolley will be taken from the user immediately.

Present your student ID to pick up the key at the circulation desk. It is booked onto the library account and returned to the circulation desk at the end of the work day. It always remains in the library. The trolley must be placed back in its numbered spot on Level 3.

If the key is lost the costs for replacing the key/lock or for repair are billed to the user.

The library is not liable for any objects that are lost from the book trolley. Do not store valuable objects in the trolley, especially notebooks, wallets or keys.

**Purchase suggestion**

If you are missing an important work in the FU's collection you can make a purchase suggestion. Use the entry form on the homepage of Primo, the library's portal. Please ensure that the FU does not already own that title beforehand by checking the catalog first. The "Make a Purchase Suggestion" link can be found under the result indicator. If you haven't done so already, you will have to log-in now with your library account information.

If the work is purchased we will make it available to you as soon as it is ready for circulation. You will receive a message per e-mail notification if you clicked on "Personal use" when making the request.