

Workspace Usage Rules

Bonn University and State Library (USL) is a place for the open exchanging of knowledge and education. USL is a place for associates of the University and members of the public to learn, do research and work.

The reading rooms and workspaces are for use by anyone with a valid library card, reflecting the democratic idea of equality between all people—irrespective of gender, ancestry, language, homeland, ethnicity, beliefs, religious/political views or disability. Mutual respect, consideration for others and responsible use of the facility and resources are essential parts of the culture at USL.

To ensure that our library remains a pleasant place for everyone to learn, work and do research together, all users are requested to observe the following rules:

- Making photos, videos and sound recordings is prohibited throughout USL premises, including all rooms and workspaces.
- Furniture items may not be moved from their proper location. Tables, chairs, or other furnishing items are not to be removed or moved around.
- Bicycle and motorcycle helmets and other bulky items must be stored in the provided lockers.
- Make sure that baskets, bags, charging cables or other items are not occupying walkways or escape routes so as to avoid creating trip-and-fall hazards.
- Individual and group workspace reservations expire 30 minutes after the reservation start time. If you arrive late to a reserved space, your reservation is forfeited. Reserving workspaces by leaving items on tables, chairs, etc. is prohibited.
- Please use the provided electrical outlets at workspaces only; floor tanks may not be opened or used without permission.
- Any instructions given by staff members of Bonn University and State Library or by security personnel must be followed.

Last updated: August 2026

Rules for Individual Areas

Overview: Reading Room and Information Center, Group Workspaces, Paper Pods

Reading Room and Information Center	Group Workspaces	Paper Pods
- Eating food and carrying around beverages—except for water in securely closing containers—are prohibited - Group workspaces and workspaces for videoconferencing or groupwork are designated accordingly - At all other workspaces it is mandatory to maintain a quiet work environment - Bags, backpacks, small handbags and hip bags are not permitted in the reading rooms—only transparent "BibBags" are allowed - Any kind of talking is prohibited in reading rooms	- Eating food and carrying around beverages—except for water in securely closing containers—are prohibited - Group workspaces are for the exclusive use of University of Bonn students - Study boxes accommodate a maximum of four students, group workspaces are for a maximum of six students - Study boxes are not to be used for taking breaks, resting or sleeping - Please treat the seat upholstery with proper care, refraining from putting your feet up	- Eating food and carrying around beverages—except for water in securely closing containers—are prohibited - University of Bonn students can book paper pods for periods of up to several months in duration - To reserve a paper pod, proof that you are writing a thesis must be attached to the application - Paper pods not currently reserved can be used freely by anyone - Paper pods feature a special locker for work materials - Please do not leave any food or beverage in these lockers

Overview: Lernraum+ (Main Library), MNL Lerncafé, MNL Media Center

Lernraum+ Study Room (Main Library)	MNL Lerncafé	MNL Media Center
- Outside of the provided study boxes in the study room, beverages, cold foods and talking are expressly allowed - Please maintain a generally quiet atmosphere and be considerate of other users, especially if making a phone call or otherwise talking	- Beverages, cold foods and talking are allowed here - Please maintain a generally quiet atmosphere and be considerate of other users, especially if making a phone call or otherwise talking	- Eating food and carrying around beverages—except for water in securely closing containers—are prohibited - When leaving the workspaces, used computers must be shut down - The work areas in the Media Center are not to be used as group workspaces - Users will please maintain general quiet and exercise consideration