



# UNIVERSITY OF OSLO

## Guidelines for the Use of the Master's Reading Room at IKOS

### Common Courtesy

- Show consideration for other students.
- Keep the area around you tidy and clean, both in the reading room, the break room, and when using the lockers.

### Access to the Reading Room

- Use your student card and personal pin code to access the reading room.
- The reading room is open from 05:00 to 24:00 every day.

### Book Lockers

- All students with access to the reading room can use the lockers.
- Send an email to [masterlesesal@ikos.uio.no](mailto:masterlesesal@ikos.uio.no) to register a locker. The email must contain your name and the locker number. You must register the locker every semester.
- Use your own padlock to secure the locker.
- In order for the lockers to be available for as many students as possible, we clean out lockers that are not registered to a student every semester. We will notify in advance the date for cleaning out lockers.
- Always lock valuable items in the lockers when you leave the reading room. IKOS does not take responsibility for missing valuable items, whether from locked or unlocked lockers.

### Available Reading Seats

- All students with access to the reading room can use the available seats.
- The available seats should be cleared daily, so they are free to use for anyone who wants to use the reading room. We encourage the use of lockers if you want to leave belongings in the reading room.
- Some of the seats in the reading room are designated for Ph.D. students, students with special needs, or master students who have been granted a permanent reading seat. These seats are marked and cannot be used as free seats.

### Permanent Seats

- 21 of the seats in the reading room are designated as permanent seats.
- Students must apply for a permanent seat for specified dates each semester.
- Students in their final semester are given priority, but all master students at IKOS can apply for a permanent seat.
- We expect students who have been assigned a permanent seat to use it multiple days a week.
- Students with a permanent seat can leave belongings at their assigned desk.
- If you have been assigned a permanent seat but do not use it, please contact [masterlesesal@ikos.uio.no](mailto:masterlesesal@ikos.uio.no) so we can assign it to someone else.

### Printer

- Use the desktop PC if you want to print documents.
- Contact [it-hjelp@uio.no](mailto:it-hjelp@uio.no) if you experience any issues with the printer or PC. Contact [henvendelser@ikos.uio.no](mailto:henvendelser@ikos.uio.no) if there is a shortage of paper and toner for the printer.
- There are several printers available in the libraries. You can print from a personal PC via <https://mobilprint.uio.no/>.

Please contact [masterlesesal@ikos.uio.no](mailto:masterlesesal@ikos.uio.no) if you have any feedback or questions.