



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

Common Courtesy

- Show consideration for other students and.
- 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.

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

- Approximately half of the seats in the reading room are designated as fixed seats. Maps showing the reading room seats will be hung up inside the reading room from the first week of July. Here, the first-come, first-served principle will apply for seat 1 up to and including seat 43.
- We expect students who are allocated a fixed seat to use the reading room regularly, and to familiarize themselves with and understand the guidelines for use of the reading room.
- If you have been allocated a fixed seat but do not use it, we ask that you contact us so that we can assign the seat to someone else.
- Students with special accommodation needs may apply for a fixed seat; this applies to both bachelor's and master's students. Seats 44 to 58 are reserved for students with accommodation needs.
- You can apply for an accommodation seat via this online form: <https://nettskjema.no/a/637661>.

Book Lockers

- All students with access to the reading room can use the lockers.
- 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.
- Always lock valuable items in the lockers when you leave the reading room.
- Students must register their use of a locker on a sheet posted at the entrance to the reading room.
- As with the reading room map, the first-come, first-served principle applies to lockers that are not already in use.

Valuables, Personal Belongings and Clearing of the Reading Room

- You are responsible for any items you bring into or leave in the reading room.
- The reading room is cleared each semester to accommodate incoming students.
- All workstations and unlabeled lockers must be cleared by the following deadlines: **1st of September for the autumn and 1st of February for the spring semester.**
- Personal belongings not removed by these deadlines will be disposed after three weeks. Books will be relocated to the bookshelf outside the reading room.
- IKOS bears no responsibility for loss, theft, or disappearance of valuables or personal belongings from the reading room.