



Regulations for use of the time-out disks

- If you want to work in the library, take a disk to your workspace.
- If you leave the workspace, for a break, to search for literature, to make copies etc., please set the disk to the current time and leave it clearly visible on the table.
- Maximum break time is 60 minutes.
- Time-out disks may only be used after 9 a.m.; disks laid out earlier are not valid.
- Workspaces that have no disk, an expired disk, or a disk set incorrectly can be taken over by other users.
- In this case push material aside or deposit it in a plastic basket next to the table. There is no liability for items left at a workspace.
- Please put the time-out disk back into the designated display stand after use.

For suggestions and critique please address:
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