PLEASE NOTE!

- Carrels are allocated in connection to a specific project. They are allocated to individuals for that project exclusively and the occupant may not allow another person use of the room.
- If an occupant does not use the room he has been allocated, the Library reserves the right to allocate it to others.
- Library books kept in a carrel should be registered on the patron’s library card. Otherwise, they appear to be "lost" and this may cause great inconvenience to other patrons.
- Reference books, periodicals and theses must be returned daily before closing.
- Food and drink are not allowed in carrels.
- On the first of each month, all documents are deleted from the hard drive. Patrons are advised to save all documents to a memory stick.
- Carrel floors are vacuumed after closing on Wednesdays.
- Computers in carrels must not be disconnected.

At the end of every working day, the computer screen should be turned off.

In the library there are 26 closed study carrels intended for scholars, postgraduate students working on their final thesis (minimum 30 ects.) and others working on a specific research project who need to use the library’s resources in their research.
Applications for use of a carrel should be submitted on electronic request forms on the Library’s website. **Confirmation** of the project from the relevant university or institution must be provided with the application, which will not be processed until confirmation has been received. If the applicant is a teacher or student at the University of Iceland, the Library will provide confirmation.

Carrels are allocated for different lengths of time, from one week to one term. If a carrel’s occupancy has been good, it is possible to request an extension of the rental period. It will then depend on availability whether an extension can be approved.

The fee for a carrel with a computer is 8,000 kr. per month June-August but 10,000 kr. per month Sept.-May. For a carrel without a computer the fee is 6,000 kr. per month June-August but 7,500 kr. per month Sept.-May. The minimum fee is 2,000 kr.

Applicants must confirm their application within a week from the allocation by paying a confirmation fee which is actually the first month’s rent. They should then pick up their key at the service desk within three days from the beginning of the agreed lease period. Failure to do so may result in losing the carrel to another applicant.

**Facilities for the disabled, blind and visually impaired**

In the library there is one room specifically designed for people with reduced mobility, and one for the blind and visually impaired. They can be borrowed for shorter periods. Students of the University of Iceland can apply for access to the UI Student Counselling and Career Centre, while others can contact the service desk, tel. 525-5681, utlan@landsbokasafn.is.

**Internet**

Wi-Fi Internet access is provided in all carrels.

**Printing**

Computers in the carrels are connected to a printer in the service desk on the 2nd floor. The cost is 30 kr. per page.

University of Iceland staff and students with access to Uglí can also use computers on the 3rd and 4th floors that are connected to printers in the photocopy rooms.

**Personal computers**

Four rooms have Hewlett-Packard, HP ProDesk 600 G1 PCs. Processor is Intel (R) Core (TM) i3-4160T CPU @ 3.10GHz, 3100 Mhz, 2 Core(s), 4 Logical Processor(s), RAM 4GB. The operating system is Windows 7 Enterprise x64. Software: MS Office 2013. Browsers are IE and Google Chrome. Other software includes Adobe Reader, VLC Media Player and Endnote.

The occupant will receive a username from the carrel supervisor.

The carrel supervisor is Sigríður Bjar-nadóttir
email: sigridurb@landsbokasafn.is