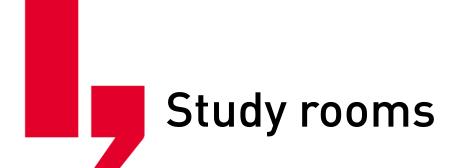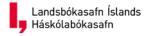**PLEASE NOTE!**

- Study rooms 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 study room 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** is not allowed in study rooms.

- 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 or a cloud.

- Study room floors are vacuumed after closing on Wednesdays.

- **Computers in study rooms must not be disconnected**.

Study rooms

In the library there are **26 closed individual study rooms for rent**. They are intended for scholars, postgraduate students working on their final thesis and others working on a specific research project who need to use the library's resources in their research.

Landsbókasafn Íslands
Háskólabókasafn

Landsbókasafn Íslands
Háskólabókasafn

Application

On the 3rd and 4th floors of the library there are **26 closed study rooms** intended for scholars, postgraduate students working on their final thesis and others working on a specific research project who need to use the library's resources in their research.

Applications for use of a study room should be submitted by filling out a from on the library's website. The library can request a **confirmation** of the project from the relevant university or institution. If the applicant is a teacher or student at the University of Iceland, the library will provide confirmation.

Study rooms are allocated for different lengths of time, from one week to one term. If a study room'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.

Information about **fees** are on the library website.

Applicants must **confirm their application** within a week from the allocation by paying a confirmation fee which is actually the first month's rent. Key should be picked up at the service desk within three days from the beginning of the agreed lease period. Failure to do so may result in losing the study room to another applicant.

Payments for each month should be made in advance and at the latest by the 7th day of each month. If the lessee wishes to **vacate** the room during the agreed rental period, he may receive a partial refund of the rent if he has given the Library at least one week's notice.

Facilities for disabled people

In the library there is one room designed for disabled. The room 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.

Personal computers

Four rooms have a PC.

Software: MS Office Professional 2019. Browsers are IE and Google Chrome. Other software includes Adobe Reader, VLC Media Player and Endnote.

The occupant will receive a username from the study room supervisor.

Internet

Wi-Fi Internet access is provided in all study rooms.

Printing

Computers in the study rooms are connected to a printer in the service desk on the 2nd floor. There is a fee for printing.

University of Iceland staff and students with access to Ugla can also use computers on the 3rd and 4th floors that are connected to a printer in the photocopy room.

Downloading data from the Internet

The occupant should download data from the Internet in moderation.

The amount of downloaded data allowed per day is 1000mb. If the amount of data exceeds that limit, the user must pay 2 kr. on each excess mb.

The study room supervisor is Sigríður Bjarnadóttir
email:

sigridur.bjarnadottir@landsbokasafn.is