

## Guidelines for the use of BGSS office infrastructure

Name:

### 1) General Remarks

The BGSS provides office space to its members and guests for a limited period of time. This office space includes necessary infrastructure such as a desk, desk chair, rolling container, shelves, telephone, and a computer with internet access, possibilities for printing and copying.

Office space provided by the BGSS is intended solely for scientific use. It is not permissible to allow it to be used by third parties.

### 2) Responsibilities

Other users of the offices are to be respected.

Rooms, desks and shared spaces are to be kept clean and tidy. Special care is to be taken of all equipment that has been provided by and is property of the university. The secretary must be informed of any damages and errors.

Windows are to be closed and the heating turned down in the evenings.

Trash cans are emptied only once a week. Do not dispose of perishable trash in the trash cans. Bulky trash, paper or glass must be disposed of in the containers behind the building.

Do not leave any valuables in the offices. The BGSS is not liable for lost personal belongings.

The BGSS is also not liable for damages caused by your personal electronic devices (kettle, coffee machine and the like).

### 3) Duration

Office space is provided for the working period of the thesis. Please inform the BGSS about longer absences (4 weeks). In this case your office space may be offered to a guest researcher.

Office space must be cleaned out and all personal belongings removed after the submission of the thesis.

### 4) Keys

Members and guests of the BGSS receive an office key and key card from the secretary.

The key works with the office and the entrance doors to the BGSS' wing of the building. Offices must be locked in the evenings and on weekends.

The electronic key card grants access to room 417, the security glass door and building's main entrance outside of the core office hours.

Keys and key cards must be kept at a safe place. They are not to be lent to third persons. A loss (even potential) must immediately be reported to the secretary. Key

and key card holders are liable for any case of negligence. All keys and key cards are to be returned to the secretary after the office space has been cleared out.

Keys for seminar rooms and the like must be returned to the secretary immediately after the usage.

### 5) Computers

Computers, storage space and internet access are intended for scientific purposes only. Usage for other purposes (commercial e.g.) is not allowed and may result in the loss of the office space. Legal action will be taken if illegal activities are conducted on BGSS premises or with BGSS equipment.

You are not allowed to install software on the computers. If you need additional software for scientific purposes, please contact Andreas Goroncy (bgss.itsupport@hu-berlin.de).

### 6) Printers and Copy Machine

Members and guests of the BGSS may use the copy room to print and make copies for scientific purposes.

Paper is available at the secretary. Unnecessary copies should be avoided (print double-sided and/or two pages on one side, if possible).

### 7) Telephone

The telephone is to be used for scientific purposes only. External numbers may be reached by dialing a "0" first. Calls to mobile numbers or abroad should be avoided.

To not disturb fellow office users, (longer) phone calls should be made from the BGSS Common Room (407). A telephone is available at the secretary's office.

If you want to use your telephone for private purpose, you have to ask the secretary for a PIN-Code to invoice your calls.

### 8) Respect of these guidelines

The office space offered by the BGSS is meant to support young researchers. Its usage depends on the respect of these guidelines.

Signature