SLUB
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Usage Guidelines: SLUB Open Science Lab

Table of Contents

General Information....1
Opening Hours....1
Room Usage....1
Reservations....2
Equipment and Facilities....2
Breakroom....2
Cancellation Policy....3
Liability and Responsibility....3

General Information

- The General Regulations and Terms of Use of SLUB Dresden apply in their currently valid version.
- The SLUB Open Science Lab is available to everyone. A valid SLUBcard is not required for entry.

Opening Hours

- Use of the SLUB Open Science Lab is only possible during specific times. Service hours and other current notices can be found at: https://www.slub-dresden.de/en/visit/oeffnungszeiten-und-standorte/#c61125.
- Opening hours may vary and should be checked regularly via the website mentioned above. Up-to-date information regarding service hours is provided there.

Room Usage

- The use of the seminar rooms (OSL1, OSL2, and OSL3), group rooms, and the breakroom is free of charge.
- The use of the SLUB Open Science Lab for commercial events is not permitted.
- For the duration of your use, you are responsible for the arrangement of tables and chairs. Upon completion, the room must be left in a clean and tidy condition. This includes returning all tables and chairs to their original positions. A guide for the standard furniture layout can be found in each of the OSL rooms. Finally, please ensure that all lights and equipment are switched off and that windows and doors are closed.

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Reservations

- Reservations for seminar rooms and group rooms are required in advance. Group rooms can be booked via the room booking system up to two weeks in advance. A valid SLUBcard is required to book regular group rooms. Seminar rooms can be reserved up to one year in advance via **openscience@slub-dresden.de** or the contact form.
- A formal room rental agreement is not required for the booking of rooms in the Open Science Lab. Upon request, a corresponding contract can be prepared by the SLUB Dresden.

Equipment and Facilities

- Flipcharts and poster boards can be borrowed free of charge for events. Every room is equipped with tables and chairs. Wi-Fi access is only available via a valid login credential. Further information on this can be found on the SLUB website. The OSL rooms also feature presentation monitors with whiteboard functions and 4K projectors. These devices are not guaranteed to be constantly available or functional.
- SLUB does not provide technical support. An introduction to the equipment can take place in a separate meeting in advance. Appointments can be made by emailing **openscience@slub-dresden.de**.
- In case of technical problems during use, users may request help. It is recommended to name a contact person at the SLUB Open Science Lab in advance to ensure support if needed.

Breakroom

- The breakroom is available to all users of the Open Science Lab. The breakroom may be used in conjunction with events. However, access must be granted to non-participants as well.
- The breakroom is equipped with a kitchen that includes a refrigerator, coffee machine, dishes, tables, and chairs. Catering, buffets, coffee preparation, etc., must take place in the breakroom. Please note that we do not provide consumables such

as milk, coffee grounds, etc. Please leave the room as you found it; this means washing used dishes or using a short cycle on the dishwasher and returning items to the cabinets. Coffee machines must be placed on fireproof surfaces and may only be used under the supervision of at least one person. They must be switched off and disconnected from the power supply when not in use. A key is required to unlock the cabinets. If you require cups, cutlery, or coffee machines, the SLUB Open Science team must be informed in advance.

Cancellation Policy

- Cancellations must be made at least 24 hours in advance. If these requirements are not met, future bookings cannot be guaranteed. To ensure optimal occupancy of the OSL rooms, reservations that are no longer needed should be canceled immediately. This allows other interested parties to use the rooms.

Liability and Responsibility

- The SLUB Open Science Lab is not liable for the loss of or damage to personal items, clothing, eyewear, etc.
- Users are obliged to report any violation of the applicable usage rules to a staff member. The staff of the SLUB Open Science Lab reserve the right to reject, cancel, or withhold planned future bookings in cases of suspected non-compliance.