

## Study Carrel Use Guidelines

- All carrel assignments are made on a first-requested, first-accommodated basis.
- Carrels may be accessed during hours that the library is open only.
- Carrels are for research only. They are not to be used as office or conference space. They are not soundproof and therefore should not be used for long conversations.
- No furniture or equipment is to be moved from or introduced into a carrel, except by arrangement with the Library Director.
- Heating and cooling ducts must not be covered.
- You are responsible for maintaining your carrel in a clean and undamaged condition throughout the occupancy period. Do not affix materials to the walls, door, or windows. The use of nails, tape, tacks (other than on the bulletin board), glue, etc. is expressly prohibited. Do not cover the windows.
- The use of personal electronic devices such as computers, e-book readers, video or audio players with headphones, etc. is allowed. Personal appliances such as coffee makers, hot water pots, microwaves, etc. or flammable items (e.g., candles) are expressly prohibited.
- Carrels will not be cleaned during your tenure except by request.
- Carrel trash cans that need to be emptied should be placed outside of the door for janitor access.
- While you are allowed to eat and drink in the library, please do not store open food or drink in carrels.
- The library cannot guarantee the security of personal belongings.
- Carrel holders are responsible for keys to their carrels. Carrel holders who lose keys will be charged \$15 for replacement keys.
- All library materials kept in study carrels must be checked out to carrel holders. Date due slips must be visible for library books kept in carrels.
- Library staff reserve the right to inspect carrels at any time to ensure compliance with this agreement.
- Carrel holders who underutilize their carrels or fail to comply with carrel guidelines and policies may not be eligible to reserve a carrel. Carrel privileges may be revoked if carrels are unused for long periods of time.
- Violation of any of these rules may result in termination of carrel privileges.

I agree to abide by these guidelines.

\_\_\_\_\_ Date: \_\_\_\_\_