

Rules for Use of Glass Study Carrels

By using a carrel you agree to uphold the current terms of use and the following rules:

- Report any damages or problems with carrels to a library employee at the start of your use period. Otherwise you will be held responsible. The carrels are not suited for group work.
- Works from the library collection can only be stored in the carrel if they have been properly checked out. Regular loan periods apply.
Reference works or other materials for library use only (journals, items marked with a “yellow dot”) must be returned to their proper spot by the end of the day when you leave the carrel.
- You may store personal items in the carrel at your own risk, but the library assumes no responsibility for lost, damaged or stolen property.
- You may not change the carrel furniture or add other library furniture to it.
- Laptops or similar devices may be used in the carrels; however, sound or voice recordings are not permitted. Use headphones for listening while in your carrel.
- For safety reasons, you may not lock the carrel from the inside..
- Eating and using mobile phones are prohibited throughout the library, including in the carrels.
- The library has the right conduct searches. Any library materials left in the carrel that are not properly checked out will be returned to the shelves. If this happens repeatedly, you may lose your carrel privileges.
- You may not give your carrel key to someone else, nor can you give others permission to use your carrel.
- If you are obviously not using your carrel or if you violate the rules, you may lose your carrel privileges.
- On the last day of your reserved work period, your carrel must be completely cleaned out and left in proper condition. Then return the key immediately to the help desk to avoid late fees.
The user is responsible for replacing lost keys and paying for any damages to the carrel.