

## HESBURGH LIBRARY CLOSED CARREL REGULATIONS

Closed carrels provide a quiet study and work space for users. To maintain an atmosphere conducive to study and to avoid disturbing other library patrons, carrel holders are to observe reasonable standards of quiet.

Carrel holders are expected to comply with all regulations pertaining to the use of the closed carrels. Library Administration reserves the right to revoke carrel assignments of anyone who fails to comply with these regulations. Acceptance of an assigned carrel indicates your agreement to abide by these regulations.

### GENERAL CARREL USE

- A \$100 refundable deposit is due at checkout and will be charged to your student account. The deposit will be refunded when the carrel key is returned and the carrel is emptied.
- Carrels include one chair, bookshelf, and a desk. You must supply any additional furniture or equipment and must remove it when you vacate.
- Closed carrels are not soundproof and CANNOT be used for meetings, conferences, group studies, office hours, etc.
- Carrel privileges may be revoked if unused for long periods or used as storage only.
- The assigned carrel is for your use only and may not be loaned to another individual.
- Carrel use is restricted to building hours listed at [library.nd.edu/hours](http://library.nd.edu/hours).
- **WHEN VACATING YOUR CARREL**
  - You are responsible for returning the key to the Circulation Desk.
  - DO NOT return the key to your department or give it to the next occupant.
  - You will be assessed for any replacements or repairs as appropriate — you will be charged if you are found to be responsible for damaged or destroyed Library property.
- If you need a replacement carrel key, **you will be charged a \$75.00 fee.**

## CARREL SPACE

- Smoking, vaping, e-cigarettes, pipes, or any other item used to simulate smoking is strictly prohibited.
- Storage or consumption of alcohol is prohibited.
- Open flames including all types of candles, incense, matches, or lighters are prohibited.
- Cooking or heating devices for preparing food or drinks are prohibited.

**Note:** A kitchen is available in the Graduate Student Lounge on the 9th Floor, Room 900.

- Do not place combustible materials against or in contact with radiators, heating units, heating vents, light fixtures, or other electrical items.
- Personal heating devices must be approved by the [Facilities Director](#).
- Safety regulations require that the glass panel on the door remain visible at all times — **DO NOT place papers, curtains, clothing, etc. over the window.**
- Carpeting, rugs, books, or anything that may be a trip hazard is not permitted at the entrance or outside of your carrel.
- All electronic devices must be turned off and unplugged when you leave.
- **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 window.
- To help keep the Library free of pests, you are responsible for emptying your trash receptacle and removing all food and beverages routinely.
  - Trash should be taken to the shared waste receptacle near the elevators.
  - Snacks should be kept in a closed container.
- Lock your door whenever you leave your carrel and do not lend your key to other students.  
**The Hesburgh Libraries is not responsible for loss or damage to personal items left in carrels.**

## LIBRARY MATERIALS IN CARRELS

- All Library materials kept in your carrel must be checked out and are subject to standard loan policies and overdue service charges.
- It is your responsibility to return Library materials to the Circulation Desk when they are due or recalled.
- **Stacks Management staff regularly check the carrels and will remove Library materials that:**
  - Have not been checked out.
  - Are recorded as missing, lost, or claimed returned.
  - Are recalled items past the due date.
  - Belong to non-circulating collections (e.g., Reference, Theology Reference).
- All Library materials removed from the carrel will be reshelved immediately by Stacks Management.
  - Please be sure to check out all Hesburgh Libraries' materials to avoid disruption to your research.
  - Self-checkout machines are located on the 1st Floor near the Circulation Desk and the North Entrance, and on the 10th Floor.

## CONTACTS

### Questions about carrel checks or regulations:

**Timothy Blewett**, Manager, Document Delivery, Stacks and Annex, Hesburgh Libraries  
574-631-4566 or 574-631-8923, [tblewett@nd.edu](mailto:tblewett@nd.edu)

### Questions about Library facilities, carrel repairs or cleaning:

**Reginald Burton**, Facilities Program Director, Hesburgh Libraries  
574-631-7703, [rburton3@nd.edu](mailto:rburton3@nd.edu)

### Issues related to security:

**Michele Kirk**, Safety and Security Supervisor, Hesburgh Libraries  
574-631-5685, [m Kirk1@nd.edu](mailto:m Kirk1@nd.edu)

**After 5:00pm, contact Security Monitors:** 574-631-6350

### Questions about carrel assignments:

**Allison Collins**, Operations Program Manager, College of Arts and Letters  
574-631-5478, [asheets1@nd.edu](mailto:asheets1@nd.edu)