

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 \$100.00 refundable deposit is due at checkout and billed to you through Student Accounts.
- Carrels include one chair, bookshelf, and a desktop. 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 of time or used as storage only.
- The assigned carrel is for your use only and may not be loaned to another individual.
- Patrons may not have both an assigned carrel and a Lok-mobile.

Note: Lok-mobiles found in closed carrels will be removed.

- Carrel use is restricted to building hours listed at 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 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.
- In the event that you need a replacement carrel key, **you will be charged a \$100.00 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 Library Facilities Administrator.
- 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 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.
- You are responsible for emptying your trash receptacle.
 - Trash should be taken to the large waste receptacles by the elevators.
 - If you need a waste receptacle in your carrel, please contact the Facilities Administrator.
- To keep the Library free of pests, please remove all food and beverages promptly. 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 are not responsible for loss or damage to any 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.
- **The Stacks Management Staff regularly check the carrels and will remove any 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 items removed from the carrel will be held at the Circulation Desk for a short period of time before being returned to the stacks. When these items are requested at the Circulation Desk, they will be charged out to you.

CONTACTS

Questions about carrel checks or regulations

Timothy Blewett, Interim Supervisor, Stacks Management/Document Delivery, Hesburgh Libraries
(574) 631-4566 or (574) 631-8923, tblewett@nd.edu

Tracey Morton, Manager, User Services, Hesburgh Libraries
(574) 631-6824, tmorton@nd.edu

Questions about Library facilities, carrel repairs or cleaning

Reginald Burton, Facilities Administrator, Hesburgh Libraries
(574) 631-7703, rburton3@nd.edu

Issues related to security

Michele Kirk, Safety and Security Supervisor, Hesburgh Libraries
(574) 631-5685, mkirk1@nd.edu

After 5:00pm contact: Security Monitors (574) 631-6350

Questions about carrel assignments

Jenny Petersen, Sr. Administrative Coordinator, College of Arts and Letters
(574) 631-1792, jpeter24@nd.edu