

Carrels and Lockers Use Policies

Faculty Carrel Rules

The policy governing the use of space in the Library assigned for limited periods to faculty, students, and staff has been established with the approval of the Academic Senate Library Committee. The controlled use of this space is essential to allow as wide a use as possible of the limited number of studies and carrels.

1. Faculty studies are available to members of the Academic Senate and to research titles of the Academic Federation. Emeriti faculty are eligible for studies. Retired staff, visiting scholars, and appointees "without salary" are not eligible for studies.
2. Faculty studies are assigned for research-centered projects requiring use and storage of significant amounts of library material. Faculty studies are not intended for use as study or office space.
3. Assignments are made throughout the year, and all study assignments expire June 30. If there are a reasonable number of vacancies, renewals will be allowed. If a waiting list develops, those who have had studies the longest will be asked to relinquish their studies.
4. Assignments are made on a first-come, first-served basis with a waiting list kept in chronological order.
5. Double assignments to a single study will be made if requested by both parties.
6. Library materials kept in faculty studies must be checked out in accordance with library regulations. Materials not checked out will be removed from studies and re-shelved. Library staff inspects studies regularly. Failure to comply may result in forfeiture of the study.
7. The Library is not responsible for theft or damage of personal materials or library materials in the studies.
8. Food, drink in un-approved containers, and smoking are not permitted.
9. Calendars, posters, and similar material should not be affixed to walls or doors of the faculty studies. It is a violation of safety regulations to cover the window of a study in such a manner as to obstruct vision.
10. Loss of keys is subject to replacement costs, plus a non-refundable processing fee.
11. Internet access will be via the wireless network.

Graduate Student Carrel Rules

1. The policy governing the use of graduate carrels in Shields Library has been established with the approval of the Academic Senate Library Committee. The controlled use of this space is essential to allow as wide a use as possible of the 35 available carrels.
2. Graduate carrels are available first to registered Ph.D. students who have advanced to candidacy, then to other PhD candidates, and then to Masters students, depending upon availability. Students on PELP are not eligible for carrels.
3. Assignments are made for one year to the nearest beginning of a quarter. At the end of the assignment, the occupant must vacate the carrel and return the key(s). After the key has been returned, the former occupant may be added to the waiting list.

4. Assignments are made according to the waiting list kept in chronological order.
5. Double assignments to a single carrel are possible, if the first occupant agrees to share.
6. Library materials kept in carrels must be checked out to the occupant. Materials not checked out will be removed from the carrel and reshelved. Library security guards inspect carrels regularly. Failure to comply may result in forfeiture of the carrel.
7. The Library is not responsible for theft of or damage to personal materials or library materials in the carrels.
8. Smoking, food and drink in un-approved containers are not permitted.
9. Calendars, posters, notices, etc. may not be affixed to walls or doors of carrels. It is a violation of safety regulations to cover the opening (door) of a carrel in such a manner as to obstruct vision. Failure to comply may result in forfeiture of the carrel.
10. If the key is not surrendered by the date specified in the written notification, materials will be removed, the lock changed, and the carrel holder billed for any resulting charges.
11. Loss of keys is subject to replacement costs, plus a non-refundable processing fee.
12. Internet access will be via the wireless network.

Lockers

1. Library materials kept in lockers must be checked out to the occupant. Materials not checked out will be removed from the carrel and reshelved. Library staff inspect lockers regularly. Failure to comply may result in forfeiture of the locker.
2. The Library is not responsible for theft of or damage to personal materials or library materials in the lockers.
3. Food and drink may not be stored in lockers.
4. Weapons may not be stored in lockers.
5. If the key is not by the due date, materials will be removed and the lock changed; the user will be billed for any resulting charges.
6. Loss of keys is subject to replacement costs, plus a non-refundable processing fee.