CARREL USE POLICY

Using Carrels in the Law Library
There are 152 study carrels on the 1st, 2nd, and 3rd levels of the library. Many carrels in the law library are daily use carrels open for all law students and cannot be reserved. Carrels will be checked for unattended personal belongings to ensure fair use. The unattended property will be taken to the Circulation Desk. Do not leave your belongings unattended. If you are missing your belongings, check first at the Circulation Desk. All theft should be reported to Notre Dame Security Police at 574-631-5555.

**No food of any kind may be left unattended in any carrel.**

Daily Use Carrels
- Carrels are clearly marked with an 'open' sign.
- Carrels 1–9 on the West Balcony (3rd level window area).
- Carrels 49–66 on the East Balcony (3rd level non-window area).
- Carrels 138–152 on the 1st level near the study rooms.

Reserved Carrels
The following classifications are eligible to reserve a carrel.

Paid research assistants may reserve one carrel during their employment period.

Team members of officially recognized moot court and trial advocacy teams may share one carrel per team during their competition preparation period through their competition date.

- Carrels 10–48 on the 3rd level at the south end.
- Carrels 115–137 on the 1st level near the elevator.
- Carrels remaining unreserved will be marked 'open' for daily use.

Assigned Carrels
Carrels 102–110 Main Read Room are for use by the Center for Civil and Human Rights (CCHR) J.S.D. students.

Carrels 67–101 on the 3rd level at the north end have been set aside for our visiting judges from Japan, general LL.M. and CCHR LL.M. candidates.

Once a carrel has been assigned by the library, it cannot be reassigned by the user. The library has the sole discretion to reassign carrels due to changing needs and circumstances.

For more information contact Beth Klein (bklein@nd.edu).
Carrel Rules

Carrels are inspected regularly by library staff to make sure that carrel holders are following the rules.

1. The following items may not be left at a carrel: Codes, Digests, Encyclopedias, Looseleaf Services, Index Volumes of Multi-volume Works, Reference materials (marked with yellow tape), Reserve materials (marked with orange tape), or Core Collection volumes (marked with blue tape).

2. Do not reposition or relocate your carrel.

3. Do not use tape to fasten anything to your carrel because it harms the finish. Use tacky putty or removable non-stick tape instead. Do not attach anything that detracts from the professional atmosphere of the library.

4. Do not use more than one carrel. Confine library materials and belongings to your assigned carrel and no others.

5. Do not eat meals or store food of any kind at your carrel. Drinks must be in containers with a closeable lid. This also means that you cannot leave food unattended in your carrel (including candy, crackers, gum, seeds/nuts, etc.). You may end up sharing with a mouse or cockroach.

6. Do not substitute personal furniture for library furniture.

7. Keep your carrel and the surrounding area neat and clean.

8. Clear your carrel when you are notified to vacate.

9. You may not reassign your carrel to another student.

Failure to comply with the rules will result in the loss of your carrel privileges now and in the future.
Second Floor Biolchini Hall of Law

- Main Reading Room (MRR)
- Open Seating for Daily Use
- Stacks (2nd Floor)
- Access Services
- Research Services
- Technical Services
- Library Director
- Open Seating
- Assigned Seating
- J.S.D.s