

## **CARREL USE POLICY**

### **Daily Use Carrels in the Law Library**

Most carrels in the law library are daily use carrels open for all law students and are considered non-reserved. Carrels are clearly marked with an 'open seating' sign.

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.

### **Assigned Carrels**

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

Carrels 73–88 on the 3rd level at the north end have been set aside for our 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.

### **Food and Drink in the Law Library**

**Light snacks** that are not damaging to the collection or distracting to others are allowed ONLY in the South Reading Room on the 2nd level. No food of any kind may be left unattended in any carrels. **Covered drinks** are allowed throughout the law library.

Go to the Commons to eat your meals and any food that are distracting to others.

For more information contact Beth Klein ([bklein@nd.edu](mailto:bklein@nd.edu)).

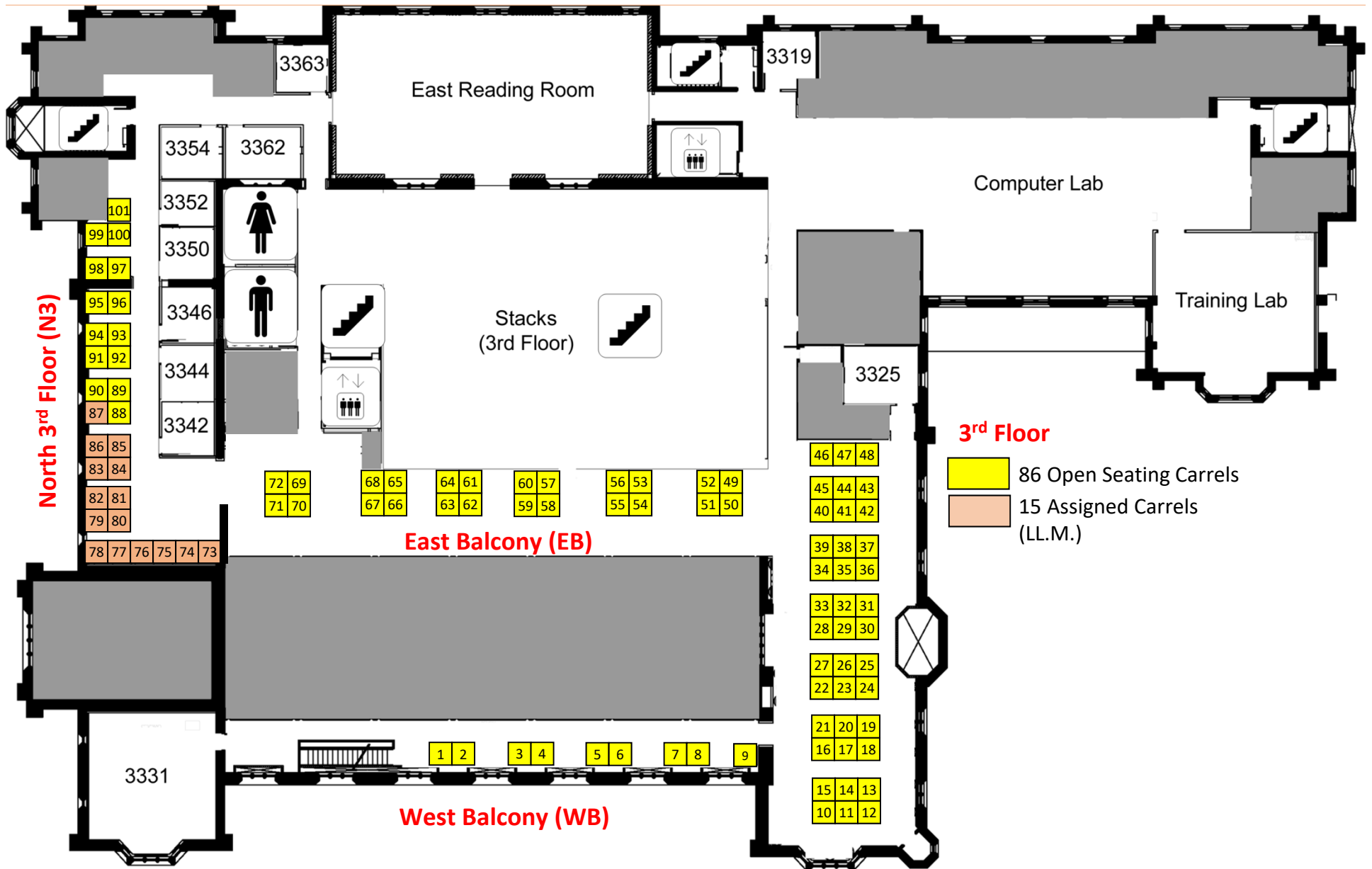
## Carrel Rules

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

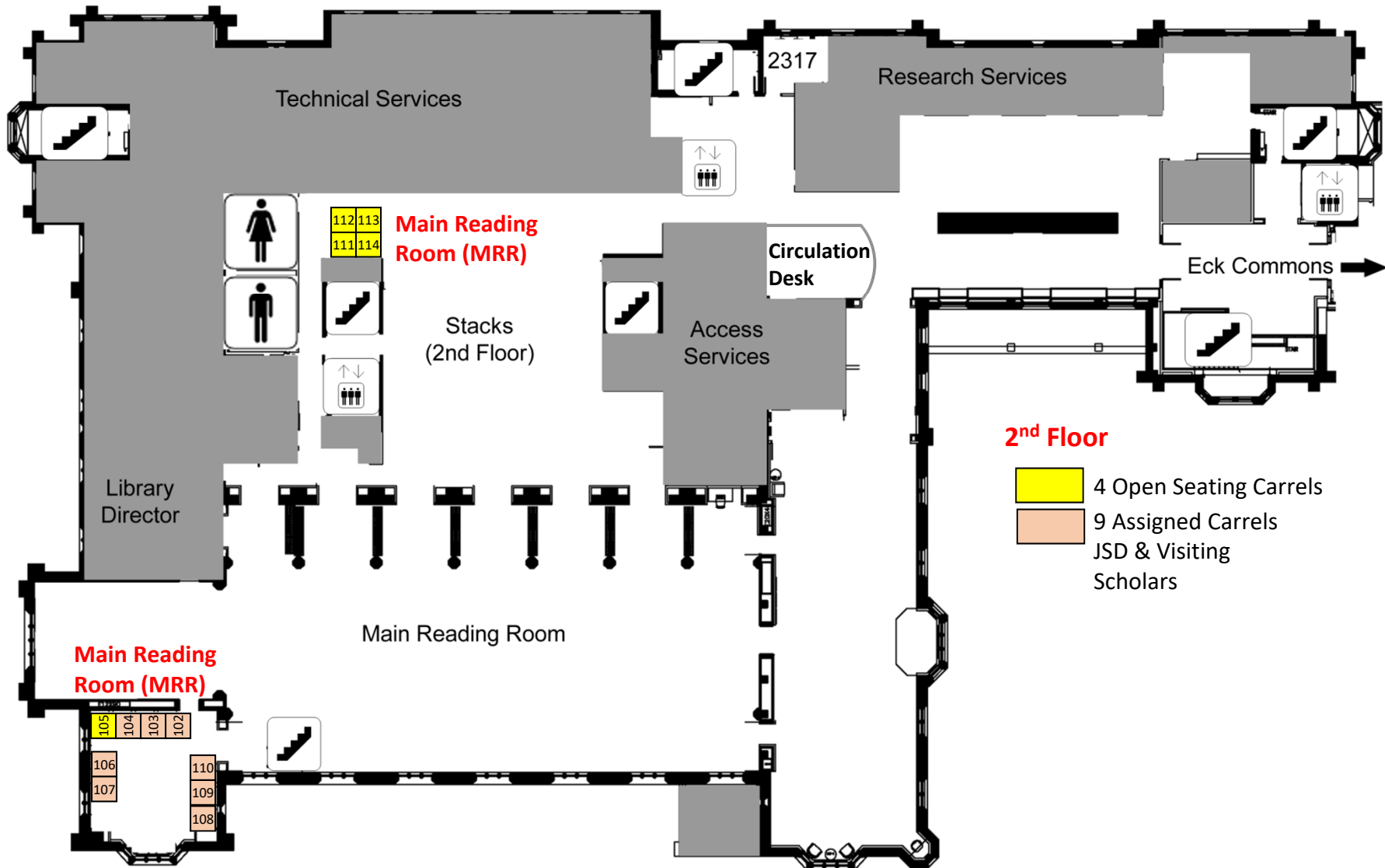
1. The following items may not be left at a carrel: Codes, Digests, Encyclopedias, Looseleaf Services, Index Volumes of Multi-volume Works, Reference materials (marked with yellow tape), Reserve materials (marked with orange tape), or Core Collection volumes (marked with blue tape).
2. Do not reposition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

# Third Floor Biolchini Hall of Law



# Second Floor Biolchini Hall of Law



# First Floor Biolchini Hall of Law

