Ball State University Libraries

A destination for research, learning, and friends

Regulations for the Use of Scholar Carrels

- 1. The carrel may be used only by the person to whom it is assigned for the purpose specified in the application. It may not be used for conferences or non-scholarly activities.
- 2. Keys to scholar carrels are kept at the Circulation Desk and must be checked out at the time of use. The carrel user must present a valid BSU ID at time of checkout. Failure to return the key by the time due will result in overdue fines at the rate of \$0.25/hour to a maximum of \$24.00.
- 3. A \$30.00 charge will be assessed for carrel keys not returned.
- 4. Computer equipment installed by University Libraries personnel is to remain in the scholar carrel at all times.
- 5. All library material left in a carrel must be checked out.
- 6. Talking, tape recording, and typing are permitted only in those closed carrels which have walls to the ceiling.
- 7. Personal property may be left in a carrel at the owner's risk.
- 8. Eating and smoking are not permitted in carrels.
- 9. Additional furniture may not be taken into carrels, and the use of appliances (for example, hot pots and mini-refrigerators) is not allowed.
- 10. Carrel windows are covered with a permanent privacy covering; no other window covering is permitted without approval from the Assistant Deans' office.
- 11. Paper, photos, maps, etc. may not be affixed to carrel walls, windows or furniture.
- 12. The Library Administration reserves the right to inspect the carrels.
- 13. Failure to regularly use a carrel may result in the revocation of the assignment.
- 14. Failure to respond to a notice to vacate a carrel will result in eviction and charges for all costs necessary to rekey the lock.

Non-compliance will result in revocation of carrel privileges.

Approved by Library Subcommittee Academic Resources Committee Academic Policies Council, University Senate October 31, 1989