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

Amended April 28, 1993, April 7, 1999, November 10, 2003,