

## **Study Carrel Policy**

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1. The library's study carrel program is for library users who will research, write and study at their carrel on a regular basis throughout the week. Space is limited. Library users should not apply if they have an alternative study space, or if the purpose is to store personal material. Students needing a place to store books and materials should contact the Student's Services office to reserve a locker in Oakes Hall.
2. Current VLGS students, recent graduates studying for the bar exam, and VLGS community library users with special circumstances may apply.
3. Reserved carrels are for quiet study only.
4. Applicants must use our online reservation process.
5. The general loan period is one academic term. Eligible library users may reapply at the beginning of the next academic term.
6. Reservations are first come, first served as space allows. The library is unable to guarantee floor and seating assignments.
7. The library user cannot change locations without the direct permission of the Coordinator.
8. The library is not responsible for lost or stolen personal items left in carrels.
9. The library permits food and drinks at each study carrel. Library users are responsible for cleaning up spills, disposing of leftover food and removing open containers to maintain a healthy and sanitary environment. For safety reasons we cannot allow appliances with a heating element in the carrels.
10. Library users must properly check out any library materials kept in carrels.
11. Library users must remove all items from their study carrels by the last day of the academic term. The library reserves the right to remove any remaining item(s). The Coordinator will send one reminder email to pick up. If there is no response after three weeks, the Coordinator will send remaining item(s) to VLGS's Information Technology, local Thrift Store or use within the library.
12. The library reserves the right to:
  - Reassign vacant reserved study carrels to students on the waiting list after repeated inquiries go unanswered.
  - Reassign or cancel authorization or assigned carrel due to library needs.
  - Rescind authorization for failure to abide by guidelines.