

Study Carrel Policy

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 Dean Jefferson's office to reserve a locker in Oakes Hall.
2. Current VLS students, graduates studying for the bar exam, and library users with special circumstances may apply.
3. Reserved carrels are for quiet study only.
4. Applicants must use our online application.
5. The general loan period is one academic term. Eligible library users may reapply at the beginning of the next academic term.
6. If the application is accepted, the Coordinator for the study carrel program will assign a study carrel no earlier than first day of classes. The library makes every effort to honor floor preferences, but 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 reserved carrel.
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.
10. Checked out library material with a "carrel green slip" visible to library staff can be kept in the study carrel. Library material without a "carrel green slip" will be removed.
11. Library users must remove all items from their study carrels by the designated date of the academic term as stated by the Coordinator by email and in document posted in the study carrel. The library reserves the right to remove any remaining item(s). The Coordinator will send one email reminding the library user of the item(s). If there is no response after three weeks, the Coordinator will send remaining item(s) to VLS's Information Technology, local Thrift Store or used 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.
 - To reassign or cancel authorization or assigned carrel due to library needs.
 - To rescind authorization for failure to abide by guidelines.