



THOMAS G. CARPENTER LIBRARY  
UNIVERSITY OF NORTH FLORIDA  
CARREL USAGE POLICIES

Thomas G. Carpenter Library faculty and staff are authorized to enforce these usage policies. The Library reserves the right to inspect the carrels at any time for violations of these policies. The carrel assignment is a privilege. Carrels are intended for individual quiet study and for the primary use of graduate students. Please respect other carrel users by following these policies:

1. Food and tobacco products are not allowed in carrels.
2. Disruptive noise and/or loud talking are not allowed in carrels.
3. Cell phone use is restricted to **texting only**.
4. Windows, including door windows, of each carrel **may not be covered up** in any way.
5. Library materials **must** be checked out before being kept in a carrel. Non-circulating materials may not be kept in the carrels overnight.
6. Carrel occupants must respond to all closing/evacuation announcements and requests.
7. The Library assumes **no responsibility** for any personal items left in the carrels. Occupants are responsible for locking their doors.
8. Carrels may not be sub-assigned to any party by the current occupant.
9. Carrels may only be used by registered occupants and are not for group study. For group projects and discussion, groups should use designated group study rooms located on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors.
10. Carrel occupants must notify the Library Administration Office about housekeeping items such as replacement light bulbs, Intellikey beeping four times due to low battery, etc.
11. The carrel Intellikey monitors use of the carrel; if the key registry indicates non-use of a carrel, the carrel will be reassigned to another applicant.
12. Carrel occupants are expected to respect all Library resources, including carrel furnishings, walls, etc.
13. Only two chairs are permitted in carrels at all times. Carrel occupants are not permitted to bring in additional chairs.
14. **The carrel occupant assumes full responsibility for the carrel and its contents, and hereby authorizes charges against his/her student account for damages to the carrel or lost/damaged Intellikeys.**

The undersigned agrees to the above policies and understands that **disregard of the policies may result in loss of the carrel and/or ineligibility for future carrel assignments.**

CARREL #: \_\_\_\_\_

KEY DUE DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

N#: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_