

**THOMAS G. CARPENTER LIBRARY  
UNIVERSITY OF NORTH FLORIDA  
CARREL USE POLICIES**

The Library's Access Services Department is authorized to enforce these usage policies. The Library reserves the right to inspect the carrels at any time for violations of these policies.

1. NO FOOD, BEVERAGES, TOBACCO PRODUCTS, OR DISRUPTIVE NOISE.
2. NO CELL PHONE USE ALLOWED.
3. The window in the door of each carrel MAY NOT BE COVERED UP in any way.
4. Library materials must be checked out before being kept in a carrel. Non-circulating materials may not be kept in the carrels overnight.
5. Carrel occupants must respond to all closing/evacuation announcements.
6. The Library assumes NO RESPONSIBILITY for any materials left in the carrels. Occupants are responsible for locking their doors.
7. Carrels may not be sub-assigned to any party by the current occupant.
8. Notify the Library Administration Office about housekeeping items such as replacement light bulbs, intellikeys beeping four times due to low battery, etc
9. Carrel occupant is responsible for a \$40 replacement charge for lost/damaged intellikeys.
10. The carrel intellikey monitors use of the carrel; if the key registry indicates non-use of the carrel, the carrel will be re-assigned to another applicant.

The undersigned agrees to the above policies, and understands that abuse or disregard of the policies may result in loss of the carrel.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

5/13/08