STUDY CARREL USE AGREEMENT

All library materials kept in the carrel must be properly checked out to the carrel user through Circulation. Carrels will be checked weekly to insure compliance. Library items not checked out to the patron will be removed from the carrel. This includes, but is not limited to; non-circulating items, unbound journals, reference materials, newspapers, or maps.

Open flames and flammable items such as candles/cigarettes/incense are fire hazards and strictly forbidden.

Personal belongings kept in the carrel should be minimal. The carrels are not totally secure. The library does not assume responsibility for any item kept in the carrel.

Library furniture or other property may not be moved into the carrel. The carrel will be supplied with one chair. Any other chairs, waste baskets, etc. belonging to the library may not be moved into the carrel.

Carrel windows may not be covered or obstructed in any manner.

Carrels are not soundproof. Noise must be kept to a minimum.

Study carrels are available as individual private study areas. The study carrels are located on the west side of Levels 1 and 2. This area is not designated as a quiet study area.

Three study carrels on Level 2 are located adjacent to the Student Learning Center. These carrels may occasionally pick up noise from classes being held within the Student Learning Center as the walls are not sound proof.

Study carrels are checked out for one semester only. Study carrels must be cleaned out by the user prior to the carrel's due date. If the carrel is not emptied by its due date, the carrel will be emptied by library staff. All library books will be checked in and all personal items will be kept in Circulation for one week. After that personal items will be turned over to Campus Security. 45 days after the key is due, a rekeying charge of $65 along with a $10 processing fee will be assessed to your account.

The first violation of these regulations will result in a written warning. Second violation will result in revocation of the carrel.

By signing below, I acknowledge that I have read and will follow the rules above:

<table>
<thead>
<tr>
<th>Carrel #</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DUE DATE</th>
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