

Law Library Carrel Use Policy

J. Reuben Clark Law School — Hunter Law Library

Revised June 2026

Students of the J. Reuben Clark Law School are expected to comply with all the requirements of the BYU Honor Code, the Dress and Grooming Standards, and the standards of conduct established for the legal profession. These include “maintain[ing] the highest standards of honor, integrity, morality, and consideration of others in personal behavior... at all times, in all things, and in all places.” To foster a professional atmosphere, demonstrate respect for others, and protect the Law School’s significant financial investment in providing each student with a personal study space, BYU Law students are expected to comply with the following rules.

1. Noise

Noise should be kept to a minimum in the carrel areas and in the library at large. Conversations should be conducted quietly and in locations that do not disturb others.

- a. Group and extended conversations are appropriate only in study rooms, the Rex E. Lee Room, and outside the library.
- b. Cellular phones should be silenced or placed on vibration within the library. All telephone, Skype, Zoom, FaceTime, or other video/web chat conversations must be conducted outside the library, in the Rex E. Lee Room, or in a Zoom Booth.

2. Decorations

To maintain a professional atmosphere, avoid damage to carrels and chairs, and uphold the aesthetic standards of the library, all carrel decorations should be consistent with “an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints” (BYU Honor Code).

- c. Decorations must be kept within the confines of the assigned carrel space. Unoccupied carrels may not be decorated.
- d. Nothing may be stored or displayed on top of or underneath your carrel, on the outside carrel walls, or on building walls adjacent to carrels.
- e. The library strongly recommends that decorations not be physically affixed to the carrels. Any decorations a student chooses to affix may only be attached using non-permanent, residue-free methods. Students will be billed for any damage or marking to the carrel resulting from adhesive materials or other attachment methods.

3. Furnishings and Carrel Use

Safety regulations (including campus and municipal fire codes) prohibit placing unauthorized chairs, equipment, or personal furniture in the carrel areas. Carrels are provided exclusively for personal academic study and may not be used as storage or staging areas for events or other purposes.

- f. Library chairs are provided for each carrel. These chairs may not be replaced without written approval from the Law School Dean of Students and the Student Services Librarian. Chair cushions may be used to improve personal comfort.

- g. Appliances including refrigerators, microwaves, personal coolers, hot plates, crockpots, lamps, or other electrical devices (other than one computer monitor) are absolutely prohibited in the law library carrels. Any appliances found in a carrel will be confiscated by library staff without prior notice; the assigned student will be notified by email following removal. Confiscated items may be retrieved from the circulation desk upon payment of a retrieval fee. Repeat violations will be subject to the standard violation process outlined in Section 6.
- h. Other unauthorized items (including but not limited to sofas, exercise devices, fans, personal trash cans, etc.) are also prohibited unless previously approved in writing by the Dean of Students and the Student Services Librarian.
- i. Library furniture (including soft-seating, study room chairs, and items from the Rex E. Lee Room) may not be moved to the carrel areas.
- j. Event supply storage is strictly prohibited. Carrels may not be used to store event supplies, catering materials, or bulk quantities of food, beverages, or disposable goods of any kind (including but not limited to paper plates, napkins, cups, or bottled beverages). Any such materials found in a carrel are subject to immediate removal by library staff without prior notice to the carrel occupant.
- k. Periodic inspections of carrel areas may be conducted by library staff, announced or unannounced. The assigned carrel occupant is responsible for all violations found during an inspection, regardless of the source of the violation. The assigned student is likewise responsible for any policy violations committed by guests at their carrel.

4. Food and Drink

May be consumed by a law student in the library at his/her assigned carrel and under the following conditions. Students may store reasonable quantities of food and drink at their carrel for personal daily consumption; however, long-term, bulk, or event-related storage of food and beverages is not permitted.

- l. No food or drink is to be consumed in the stacks at any time.
- m. Only law students may consume food within the law library premises, and then only at their assigned carrel. Any food or drink carried into the library should be concealed.
- n. Food and drink consumption should be discreet. Group festivities of any kind do not meet this condition and must be moved to the student lounge or other locations outside the library.
- o. Smelly food of any kind is prohibited.
- p. All evidence of food and drink must be cleared from the carrel afterward. Cleaning supplies are available at the circulation desk. Students will be held liable for any damage to library materials, furnishings, or premises resulting from the transportation, storage, or consumption of food or drink.

5. Fees

The following fees will be assessed automatically, without prior warning, upon the triggering event:

Lost or unreturned carrel key: \$100.00

All carrel keys must be returned to the circulation desk by the end of the Winter semester (April 23, 2027). Keys not returned by that date will be treated as lost and assessed this fee. An additional late fee of \$5.00 per day will accrue until the key is returned or the lost key fee is paid.

End-of-occupancy carrel cleaning: \$50.00 (standard) / \$100.00 (extensive)

The standard fee applies to routine cleaning required beyond normal wear. The extensive fee applies where significant mess, residue, or damage requires additional staff time or materials. Library staff determination of fee level is final.

Missing or damaged ethernet cable: \$20.00

Carrel damage: Fee based on cost of repair; students will not be charged for normal wear and tear. Following key return at the end of the Winter semester, the Student Services Librarian will inspect and document the condition of each carrel. A bill for any damage found will be added to the student's university account within 30 days of repair. Unpaid balances must be resolved by August 1; students with outstanding balances after that date will be barred from carrel assignment for the following academic year until the balance is paid in full. For graduated students, unpaid balances will be referred to the university for collection.

Confiscated item retrieval fee: \$25.00

6. Violations

Violations of the Food & Drink, Noise, Decorations, or Furnishings and Carrel Use policies will be addressed as follows. Each violation will be documented by the Student Services Librarian and the student will be notified by email:

- q. 1st offense: Written warning, documented by the Student Services Librarian
- r. 2nd offense: Meeting with the Library Director, documented by the Student Services Librarian
- s. 3rd offense: Loss of carrel privileges, following a meeting with the Library Director

Violations reset at the beginning of each academic year. Violations involving damage, theft, or repeated willful disregard of policy will not reset and remain on record permanently.

Loss of carrel privileges is permanent and applies to carrel access only. Building access is governed by a separate policy and is not affected by carrel privilege decisions.

The following violations may bypass the standard progression and result in immediate action:

- t. Prohibited appliances: Confiscation without warning on first discovery; a retrieval fee will be assessed (see Section 5).
- u. Event supply storage: Immediate removal of materials without warning.
- v. Key non-return: Automatic fee assessment after the grace period (see Section 5).

The library reserves the right to escalate enforcement at any point based on severity of the violation or evidence of deliberate policy circumvention.

Questions regarding this policy should be directed to the Student Services Librarian at the circulation desk.

By signing below, I, _____, certify that I have read and understand the Howard W. Hunter Law Library Carrel Use Policy and agree to abide by all terms set forth herein. I acknowledge that failure to comply with this policy may result in fees, loss of carrel privileges, and/or disciplinary action as described above.

Printed Name: _____

Signature: _____

Student ID #: _____ **Date:** _____

Carrel Assignment: _____