

Carrel Occupancy Agreement

Howard W. Hunter Law Library

J. Reuben Clark Law School

I, _____, agree and understand that my occupancy of study carrel # _____ is conditioned upon compliance with the terms stated below, and may be terminated at any time, with or without cause. I also agree that I will be financially liable for any damage to the carrel resulting from my occupancy of it, **and acknowledge that failure to pay for damages may affect the receipt of my law school diploma and/or certification to take the bar exam.**

Key Principles

- The primary purposes of the Law Library are to provide resources for legal research and a location for scholarship and study. These purposes are best accomplished in a clean, orderly and quiet environment.
- As a courtesy, the Law Library has made study carrels available to assist students in their academic endeavors.
- Occupancy of a study carrel is a privilege, not an entitlement. Inherent in this privilege are important obligations.

Terms

As a condition of carrel occupancy, I promise to conduct myself in a manner that is in harmony with the primary purposes of a library and bolsters an environment conducive to learning and study. By signing this agreement, I acknowledge that I must abide by the following rules:

- § 1. I understand that I am responsible for maintaining the carrel in a clean and orderly condition, suitable for a professional work environment. (A vacuum and cleaning supplies are available at the Circulation Desk.) I agree to thoroughly clean the carrel _____ before checking out at the end of my occupancy.
- § 2. I agree to *immediately* report any existing damage to the carrel and its surroundings by email to davenportd@law.byu.edu. I also agree to report any damage or deterioration due to normal wear and tear as soon as it becomes apparent. I _____ understand that all carrels *are* inspected following check-out, and that I *will* be liable for any damage outside of normal use.
- § 3. I understand that all library materials held at a carrel must be properly checked out, whether they are kept within the locked cabinets or not. I understand that any unauthorized library materials will be returned to the shelves and a penalty will be _____ assessed for each item. (See the back of this form for details.)
- § 4. I understand that an approved Library chair is provided for each carrel, and that no other furnishings are permitted. (See "Furnishings" in the Carrel Use Policy on the back of this form.) **If I require special accommodations for ADA or medical reasons, I will seek prior approval in writing from the Law School's Dean of Students.** _____
- § 5. I agree to keep all books, decorations, personal belongings and food consumption within the confines of the carrel assigned to me. I understand that any objects placed on top of the cabinets, or around or underneath the carrel assigned to me may _____ be removed and taken to Circulation.
- § 6. I agree that the library staff has the right to inspect all carrels (including the locked portion) at any time and without notice. I acknowledge that I need not be present for an inspection to occur. _____
- § 7. I will treat my fellow students, library and law school employees, faculty, and others with respect; and I will cooperate in _____ whatever manner requested to maintain a professional working environment in the carrel areas.
- § 8. I understand that penalties may be imposed for violations of this Agreement, which includes the Carrel Use Policy printed on the back of this form. I understand that ongoing disregard of these policies may result in the **loss of carrel privileges** for _____ the duration of the current academic year, or denial of privileges for future years.

By signing this form, I accept all of the terms of this Agreement, including the Carrel Use Policy printed on the back of this form.

Signed: _____ Date: _____

Law Library Carrel Use Policy

Students at the J. Reuben Clark Law School are expected to comply with all of 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 large financial investment in providing each student with a personal space conducive to study, BYU law students are expected to comply with the following rules:

- NOISE:** Noise should be kept to a minimum in the carrel areas and in the library at large. Conversations should be conducted in quiet tones and in locations that do not disturb others.
 - Group and extended conversations are appropriate only in study rooms, the Rex E. Lee Conversation & Popular Reading Room and outside the library.
 - Cellular phones should be silenced within the library (alternative ring modes such as vibration are permitted), and **all telephone, Skype, Facetime, or other video/web chat conversations should be conducted outside the library or in the Rex E. Lee Conversation Room.**
- DECORATIONS:** To maintain a professional atmosphere, avoid physical damage to furnishings (and the expense of refinishing) and for other aesthetic reasons, all carrel decorations should be conducive to “an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints.” (BYU Honor Code.)
 - Decorations must be kept within the confines of the assigned carrel space.** Unoccupied carrels may not be decorated.
 - Nothing may be stored or displayed on top of or underneath your carrel, on outside carrel walls, or on building walls next to carrels.
 - The library strongly recommends that decorations not be physically affixed to the carrels, but any decorations a student chooses to affix may only be attached using non-permanent, residueless methods. Students will be billed for any damage or marking to the carrel resulting from the use of any adhesive material (including those claimed to be safe) or other method of attachment.
- FURNISHINGS:** Safety regulations (such as campus and municipal fire codes) prohibit the placing of unauthorized chairs, equipment, or personal furniture in the carrel areas.
 - Library chairs are provided for each carrel. These chairs may not be replaced without written approval from the Law School Dean of students. Chair cushions may be used to improve personal comfort.
 - Appliances such as refrigerators, microwaves, personal coolers, hot plates or other electrical devices are absolutely prohibited in the law library carrels. Any appliances found on the premises may be confiscated by library staff without prior notice to the carrel occupant.
 - Other items (including, but not limited to, sofas, lamps, fans, personal trash cans, etc.) are also prohibited in the carrel areas unless required for ADA, medical or pre-authorized family support needs. All such items must be pre-approved in writing by the Dean of Students.
 - Library furniture (including, but not limited to, soft-seating and items from the Lee Reading Room) may not be rearranged or moved to the carrel areas.
- FOOD AND DRINK** may be consumed by a law student in the library **at his/her assigned carrel** and under the following conditions:
 - No food or drink is to be consumed in the stack areas or study rooms at ANY time.*
 - Only law students are allowed to consume food within the law library premises, and then only at the student’s assigned carrel. For this reason, any food or drink carried into the library should be concealed.
 - Additionally, food or drink consumption should be discreet. (Group festivities of any kind do not meet this condition, and should be moved to the student commons or other similar locations).
 - Smelly foods of any kind are prohibited in the library.
 - All evidence of consumption must be cleared afterwards. Cleaning supplies are available at the Circulation Desk. Any drips, crumbs, food residue or trash found at an unattended carrel could result in a fine and/or loss of carrel privileges. Students will be held liable for any damage to library materials, furnishings or premises resulting from the transportation, storage and/or consumption of food or drink.

Penalties (charges **will not** be waived)

Unauthorized use of library materials (keeping books or other items at a carrel without first checking them out):

Reserve Room Resources	\$25/item
Reference Resources	\$10/item
General Collection Items	\$1/item

Lost Key/ Not-returned at End-of-Occupancy Charge:	\$50
End-of-Occupancy Carrel Cleaning Charge:	\$25
Missing/Damaged Ethernet Cable Charge:	\$5

Any personal items left at a carrel after the check-out deadline will be sent to the BYU Lost & Found.

Violations of Food & Drink, Noise, Decoration or Furnishing Policies

1st Time: Warning

2nd Time: Meet with a Library Administrator

Repeated Violations may result in the loss of carrel privileges.