

Carrel Occupancy Agreement

Howard W. Hunter Law Library

J. Reuben Clark Law School

I, _____, agree and understand that my occupancy of a 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 damages 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 purpose of the Law Library is 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 a right. 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 the 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. I agree to thoroughly clean the carrel before checking out at the end of occupancy. I recognize that a **\$25 fine will be assessed for the cleaning and removal of items left in my carrel at the end of occupancy.**
- §2. _____ I agree to **immediately** report any existing damage to the carrel and its surrounding 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 all carrels are inspected following check-out, and that I will be liable for any damage outside of normal use.
- §3. _____ I understand that an approved Law Library chair is provided for each carrel, and that no other furnishings are permitted (see “furnishings” in the policies 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.**
- §4. _____ 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, around or underneath the carrel assigned to me may be removed and taken to Circulation’s Lost & Found.
- §5. _____ I agree that the library staff has the right to inspect all carrels (including locked portions) at any time without notice. I acknowledge that I need not be present for an inspection to occur.
- §6. _____ 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.
- §7. _____ I understand that penalties may be imposed for violations of this Agreement, which includes the Carrel Use Policy on the next page 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.**
- §8. _____ I understand that I am responsible for the cleaning out and returning of the carrel key on time. I understand that these fines may not be waved and if not paid may affect the receipt of my law school diploma and/or certification to take the bar exam.

By signing this form, I accept all 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 the requirements of the Honor Code, the Dress and Grooming Standards, and the standards of conduct established for the legal profession. These include "maintain[ing] the highest standards in their personal conduct regarding honor, integrity, morality, and consideration of others ... 'at all times and 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:

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 Conversation & Popular Reading Room, and outside the library.
 - b. Cellular phones should be silenced or placed on vibration within the library, and all telephone, Skype, Zoom, FaceTime, or other video/web chat conversations should be conducted outside the library or in the Rex E. Lee Conversation & Popular Reading Room.
2. **Decorations:** To maintain a professional atmosphere, avoid damage to carrels and chairs (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).
 - a. Decorations must be kept within the confines of the assigned carrel space. Unoccupied carrels may not be decorated.
 - b. Nothing may be stored or displayed on top of or underneath your carrel, on the outside carrel walls, or on building walls next to carrels.
 - c. The library strongly recommends decorations not be physically affixed to the carrels, but any decorations a student chooses to affix may only be attached using non-permanent, residue-less methods. Students will be billed for any damage or marking to the carrel from the use of any adhesive materials (including those claimed to be safe) or any other method of attachment.
3. **Furnishings:** Safety regulations (such as campus and municipal fire codes) prohibit the placing of unauthorized chairs, equipment, or personal furniture in the carrel areas.
 - a. 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.
 - b. Appliances such as: refrigerators, microwaves, personal coolers, hot plates, crockpots, lamps, or other electrical (other than monitors) 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.
 - c. Other items (including but not limited to sofas, 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.
 - d. Library furniture (including, but not limited to soft-seating, study room chairs, and items from the Rex E. Lee Conversation & Popular Reading Room) may not be rearranged or moved to the carrel areas.
4. **Food and Drink:** May be consumed by a law student in the library at his/her assigned carrel and under the following conditions:
 - a. No food or drink is to be consumed in the stacks or study rooms at any time.
 - b. Only law students may 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.
 - c. 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 lounge or other similar locations outside of the library.
 - d. Smelly food of any kind is prohibited in the library.
 - e. All evidence of food and drink must be cleaned up afterwards. 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, and/or consumption of food or drink.
5. **Penalties**
 - a. Lost Carrel Key/Not returned at end of occupancy charge: **\$50.00**
 - b. End of occupancy carrel cleaning and removal of belongings charge: **\$25.00**
 - c. Missing/Damaged ethernet cable charge: **\$5.00**
6. **Violations:** of Food & Drink, Noise, Decorations or Furnishing Policies:
 - a. 1st time: Warning
 - b. 2nd time: Meet with Library Administrator
 - c. 3rd time: Loss of carrel privileges