

**Gumberg Library  
Duquesne University**

**Library Carrel Policy**

**Policy:**

Gumberg Library has 29 locked study carrels on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> floors for student and faculty use. Carrels are available on a first-come, first-served basis. Carrel keys may be checked out at the Circulation Desk for a four-hour (4) period, renewable if no other users are waiting. A sign-up list is available at the Circulation Desk to indicate waiting status. For security purposes only first names and phone numbers are used on the waiting list. During peak use times carrel keys cannot be renewed, and must be checked in before a user may sign up on the wait list to get another carrel.

Keys must be returned to the Circulation Desk by the end of the loan period. A fine of \$.50/hour will accrue for keys turned in late. Lost keys will be billed at \$50.00. The person checking out the key will be held responsible for it; keys may not be loaned to other individuals. Keys kept out overnight will incur fines at the hourly rate. Gumberg Library is not responsible for any private property, including personal or college-owned computers, left in the carrel. Private property and library materials must be removed upon vacating a carrel. Food and drink may be consumed in the carrels, but all trash must be deposited in the respective waste or recycling containers on each floor. Smoking is not allowed.

Whiteboards, markers and erasers are provided in selected carrels. Users should not mark on walls or use the whiteboards inappropriately.

Special requests for extended use of a carrel should be directed to the University Librarian.

Maintenance and housekeeping needs should be reported to the Circulation Desk.

**Date issued:** August 10, 2009

**Responsible for policy:** Circulation Coordinator

**Issuing department or division:** Circulation Department

**Supersedes:** Library Carrel Policy, 9/2/03