

**Gumberg Library
Duquesne University**

Library Music Listening Carrel Policy

Policy:

Gumberg Library has 2 locked music listening carrels on the 5th floor for music student and music faculty use. The carrels contain LP, CD, DVD and VHS equipment for viewing and listening. Carrels are available on a first-come, first-served basis. Carrel doors have swipe access, using a current DU card.

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 NOT be consumed in the Music Listening carrels, and all trash must be deposited in the respective waste or recycling containers on each floor. Smoking is not allowed

Maintenance and housekeeping needs should be reported to the Music Librarian, or in her absence, the Circulation Desk. Report card swipe access issues to the Music Librarian or the Circulation Desk. Students or faculty with access issues will need to give their name, university status (for example UG Music), and DUcard number to resolve the problem.

Date issued: August 10, 2009

Responsible for policy: Music Librarian/Circulation Coordinator

Issuing department or division: Circulation Department/Music Center

Supersedes:

Filename:

Forms and forms locations: