

I.S. Carrel Policies

Welcome to your opportunity to have a reserved space in the College of Wooster Libraries. We want your time to be as productive as possible, contributing to your I.S. success. Therefore, all library carrel users are expected to know and follow the rules for using a library carrel. Unfortunately, failure to meet any of these guidelines may result in the loss of carrel privileges. Therefore, we encourage you to read the guidelines carefully as your signature is your acknowledgement of this contract and agreement to abide by this contract for carrel usage.

Keeping your carrel:

- Make sure there is no food, drinks, dirty dishes, or trash left or stored in your carrel.
- Note that all tobacco products, alcoholic beverages, and illegal substances are strictly prohibited.
- Remove or lock up your valuables, personal medications, and vitamins.
- Turn off and unplug all electronic appliances before leaving your carrel.
- Refrain from the use or storage of any electrical appliances with exposed heating elements at your carrel. These are strictly prohibited.
- Any type of candles (lit or unlit), open flame, or flame producing devices are prohibited.
- Keep the carrel light at least 12 inches from the carrel surface.
- Keep items away from the building heating and cooling vents at all times.
- Keep items off the floor surrounding your carrel.
- Keep windows closed at all times.
- Obtain **prior** consent from the Library Administrator before making any carrel swaps or changes.
- Remove all trash, dishes, and personal belongings from your carrel, clean it, and return your carrel/locker key to the Library Administrator at the end of the academic year.

Checking out carrel keys:

- **Business hours: Monday – Friday, 9:00 a.m. – 11:00 a.m. and 01:00 p.m. – 3:00 p.m.** Within these times my availability is subject to my individual schedule.
- If your carrel has a locking cabinet, you may pick up your key in the Library Administrator's office during business hours. **A \$10.00 cash deposit is due at the time you pick up the carrel key.**
- **Carrels in Timken Science Library** do not have a locking cabinet, but students using those carrels may request a storage locker. Lockers are limited and are reserved on a first come, first served basis beginning at the start of the academic year. **A \$10.00 cash deposit is due at the time you reserve the locker key.**
- The \$10 key deposit is refundable to your student account after the carrel administrator receives and processes your key return.

Decorating your carrel:

- Decorating carrels is limited to the carrel itself. Permanent stickers, decorations, or carrel modifications in any way are prohibited.
- Leave the library walls and windows undecorated.

- All decorations must be removed at the end of the academic year.

Items in or on your carrel:

- Items in your carrel should adhere to the College of Wooster Policies.
- The Libraries are public buildings and the public has access to all areas of the Libraries. The Libraries are not responsible for any personal items left in your carrel (laptops, cell phones, headphones, books, library materials checked out to your account, papers, etc.). Materials and items left in your carrel are at your own risk.
- Return Periodicals and Reference materials to book shelving carts after each use, as they may NOT be checked out.
- All library materials kept in or on your carrel must be checked out at the circulation desk. Be aware that any College of Wooster Libraries' items not checked out to a College of Wooster Libraries' account may be removed from your carrel by the Libraries' Staff.
- All carrels will be checked periodically.

Noise levels:

- Please be aware of the noise level for the area in which your carrel is located.
- Silent study areas (red): Andrews Lower 2, Andrews/Gault 3, Gault 4 (Crow's Nest), and Timken Science Library.
- Quiet study areas (yellow): Gault 1 and Andrews/Gault 2.
- Collaboration areas (green): Andrews 1, CoRE, and Andrews Lower 1.

Failure to abide by these policies may result in a fine and/or loss of the carrel privileges. Items and practices that do not adhere to the policies of the College of Wooster and the College of Wooster Libraries are subject to removal at the discretion of the Library Administrator at any time, without prior warning, and at the expense of the carrel users.

The College of Wooster Libraries reserve the right to amend the Carrel Policies at any time. Carrel users will be notified of any changes to Carrel Policies before the changes take effect.

I hereby sign and acknowledge that I have read, understood, and agreed to abide by the policies of the College of Wooster and the College of Wooster Libraries.

Student/Carrel User's Name

Date

Please contact the Library Administrator for questions or concerns regarding the use of your carrel or any maintenance issues.

Upikin Gunawan
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Business Hours: Monday – Friday, 9 – 11 a.m. and 1 – 3 p.m.