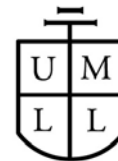


CARREL POLICY



UNIVERSITY OF MINNESOTA
LAW LIBRARY

CARREL ELIGIBILITY/APPLICATION

Because of the limited number of library carrels available, assignment must be made on a need basis and by application. Sharing of carrels is encouraged, but not required. Moot Courts members, legal writing instructors and journal staff are assigned a number of carrels based upon size of the organization. Exchange students and LL.M. students are assigned carrels by application. Remaining carrels are assigned on a lottery basis. Students with an office or other alternative study place provided by the Law School are not eligible for a library carrel. Students with special needs who do not receive a carrel assignment should see the Assistant Dean of Students or Circulation Librarian for carrel access. All students interested in renting a study carrel should fill out a carrel application form available on the Intranet at: <https://inside.law.umn.edu/tools/carrel.html>

JOURNAL AND MOOT COURT ASSIGNMENTS

Journal editors and moot court directors must provide a list of students within their organization who should receive carrel assignments at least one week prior the start of classes or upon request of the Circulation Librarian. If you are assigned to a carrel through your journal or moot court affiliation, the key will be available by the first day of fall semester classes. You must pick up your key by the end of the first week of classes or it will be reassigned. If you are unsatisfied with the carrel assigned, you may reject the carrel and re-apply for a carrel through the lottery.

LOTTERY ASSIGNMENTS

Students who do not receive a carrel through a journal or moot court assignment and who do not have an alternative study place provided by the Law School may enter a lottery for a carrel assignment. Students who wish to participate in the lottery should submit a Carrel Application (located on the Intranet at the address above). If you are assigned a carrel by lottery, you will be notified and must pick up your carrel key by the end of the third week of classes. Any carrels left open after the lottery will be assigned on an as-need basis.

CARREL KEYS AND FEES

Carrel fees cover the cost of carrel maintenance. Students receiving a carrel as part of the lottery or as a member of a journal or moot court, will have their student accounts charged a non-refundable **\$15.00** carrel fee during the first month of classes. Students must show their current University IDs in order to receive their carrel keys.

Students who do not return carrel keys at the end of the school year will be charged **\$26.00** for key and lock replacement. Students needing a replacement key during the school year will be charged **\$5.00**. This does not apply to temporary 24-hour loaner keys.

If there are any questions or concerns regarding this policy please contact the Circulation Librarian at (612) 625-1547 or lawcirc@umn.edu.



**University of Minnesota
Law Library**

Carrel Use Guidelines

The Law Library staff strives to make the library as safe and comfortable as possible for our students. To ensure a safe environment for all and to preserve the furnishings for future users, please observe the following guidelines when using your carrel. ***Carrels will be periodically inspected to ensure compliance with these safety guidelines.***

Your personal items

While each carrel has a small lockable cupboard, the library strongly discourages the storage of valuables in your carrel. Please take your laptop with you when you leave your carrel and do not leave anything behind that could not be easily replaced. The library is not responsible for any items stolen from a library carrel. Students may also use lockers located on the sub-plaza for storage.

Appliances

Please refrain from using electric appliances such as coffee pots, hot plates, refrigerators, fans, or heaters, in your carrel. The library staff will remove any of these items found in a library carrel. Desk lamps are acceptable if they are left unplugged when not in use.

Electrical cords

You are welcome to use existing outlets in your carrel for lights and computer equipment. When doing so, please be sure to keep cords within your carrel so that they do not obstruct aisles.

Remodeling

Please do not remodel your carrel by attaching anything to it or nearby walls. Nails and screws damage carrels and can be expensive to repair, while stickers or hooks attached with sticky materials or glue are difficult to remove. Users will be charged for any repair fees incurred by the library to repair damage that is the result of misuse.

Tidiness

Please do not allow items intended for disposal, particularly perishable food items, wrappers or containers to accumulate in your carrel. The library staff will remove any food, drink, or messy items that are left in a carrel.

Returning your key

Your carrel key is due the last day of Spring Semester Finals. Please return your key on or before the due date. If you are taking a summer class, you may be able to renew your carrel for the summer. If you would like to do so, contact the Circulation Librarian. If you lose your key, let the circulation librarian know immediately. The charge to get another key is **\$5.00**. If you fail to return your key by the due date and do not respond to notices, a **\$26.00** lock replacement fee will be charged to your student account.

Failure to comply with these guidelines may result in a loss of carrel privileges. Please voice any concerns, questions, or comments about your study carrel to the Circulation Librarian, at (612) 625-1547 or lawcirc@umn.edu.