

## **Study Carrel Policy**

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1. The library study carrel program is primarily designed for library users who will research, write and study at their carrel on a regular basis throughout the week. Space is limited. Students needing a place to store books and materials, please contact Theresa Johnson in Dean's office at [tjohnson.vermontlaw.edu](mailto:tjohnson.vermontlaw.edu) to reserve a locker.
2. Current VLS students, graduates studying for the bar exam, and library users with special circumstances may apply.
3. All requests for a study carrel must be sent using our online application located at <http://forms.vermontlaw.edu/carrel/>. Carrels are typically checked out for the semester. Students may reapply for a carrel at the beginning of the following semester.
4. If the application is accepted, the study carrel program coordinator will assign a study carrel no earlier than first day of classes. While every effort is made to honor floor preferences, the library is unable to guarantee floor and seating assignments.
5. The library user cannot change locations without the direct permission of the study carrel program coordinator.
6. The library is not responsible for lost or stolen personal items left in reserved carrel.
7. Food and drinks are permitted. Spills, leftover food and open containers may not be left overnight for health and sanitary reasons.
8. Most library material can be checked out and kept in the study carrel. A green slip must be in each item visible to library staff indicating that the item is checked out.
9. The library reserves the right:
  - To reassign vacant reserved study carrels to students on the waiting list after repeated inquiries go unanswered
  - To reassign or cancel authorization or assigned carrel due to library needs
  - To rescind authorization for failure to abide by guidelines.
10. All items must be removed from reserved study carrels by the designated date as indicated by email and in document posted in the study carrel. Items left beyond the end date will be moved to reserve area. One email will be sent reminding the owner of material. If there is no response after three weeks, the material will be sent to Thrift Store or used within the library.