

## Research Carrels – Guidelines on Use

The following guidelines are applicable to all Homer Babbidge Library Research Carrels. Carrel occupants are expected to adhere to all Homer Babbidge Library Policies found at <http://lib.uconn.edu/about/policies/> and the Research Carrels Policies and Guidelines on Use found at <http://lib.uconn.edu/about/rooms/carrels.html>. Failure to do so may result in termination of a research carrel assignment.

1. A research carrel is assigned to specific individual(s) and is not to be shared or reassigned to another person without approval from Library Administration. If the occupant assigned to a carrel agrees to share then the potential co-occupant must submit an application for approval.
2. Research carrel assignments are confidential. Once a carrel has been assigned, the occupant will not be reassigned. Please note that an assignment is made specifically for use as research space and carrels may not be used as office and/or as storage space.
3. All research carrels are frequently monitored. Those who are not making regular use of the space, or who violate regulations set forth in this document, will have their assignment terminated.
  - a) Electrical appliances such as clocks, computers, typewriters, etc. may be used provided they operate on standard currents. Hot plates, water heating devices, microwaves, space heaters and similar appliances are prohibited. These items will be removed.
  - b) Candles, regardless of use, are strictly prohibited. All candles will be removed and discarded. No exceptions will be made.
  - c) All research carrel door windows and radiators need to be kept clear of any obstructions per order of the State Fire Marshall and Library Security. Please note that use of scotch tape on any Library surface is prohibited.
  - d) Mattress or bedding materials are prohibited per order of the State Fire Marshall.
  - e) Maximum research carrel occupancy is two people. Noise must be kept at a reasonable level to avoid distracting other patrons. Equipment causing excessive noise will be removed.
  - f) All garbage must be removed from your carrel. Please be advised that the custodial staff will not enter your carrel for garbage. Therefore, if you need garbage to be emptied, please leave the garbage bin directly outside the carrel door. It will be emptied by the custodial staff during their next scheduled shift.
  - g) All Library materials in a research carrel must be charged out to the occupant and are subject to recall. Non-circulating materials are not permitted to be left in carrels. No exceptions will be made.
  - h) Library furniture may not be brought into a carrel. Please contact Library Security by going to the iDesk or calling (860) 486-3099 to request additional furniture.
  - i) Personal property is left in a research carrel at the owner's risk. Occupants are urged not to leave carrels unlocked while unattended. Any damage to Library property will be applied to the occupant's university account.
  - j) Please review the Library Food and Beverage Policy located on our website. Food and beverages cannot be stored in the carrel and will be removed and discarded.
  - k) Due to damage caused by water leaks, sapping, and neglect, plants are prohibited in the research carrels.
4. All keys must be returned at the end of an assignment or the occupant will be issued a \$100.00 key replacement fee. If a key is lost or stolen during an assignment, the occupant will be fined \$100.00 and a new key will be issued. The key replacement fee is subject to change as determined by UConn Facilities Operations.