

## Long Term Study Carrel Agreement

By checking out a long-term study carrel key, you are agreeing to the following guidelines. Failure to comply with these terms may result in additional fines and loss of carrel privileges.

1. Inspections will be made periodically by the User Access Department staff. A notice describing the violations will be placed in the carrel and sent by email to the patron. Acknowledgement is required by the patron once received. Three violations during an assignment period or failure to respond to the notice will result in the forfeiture of the carrel.
2. Please do not remove or add furniture to the study spaces. No outside furniture should be stored in the carrel. Ergonomic chairs may be used but patrons must first confirm with the library supervisor. Unauthorized items include not are not limited to housewares, appliances, bedding, and decorative pieces.
3. Patrons are responsible for the cleanliness and organization of their carrels. This includes removing all trash and food waste. Carrels should not be used to store food.
4. Walls and windows may not be covered or altered. Items added to walls must be easily removed and do not cause any damage to the walls or windows. Carrels found to exhibit excessive damage will result in a fine and potential loss of future carrel privileges. Fines are determined by each case and may vary.
5. Single study carrels are limited to one person. The third floor is a quiet study area, meaning noise should be kept to a minimal level. For collaborative study spaces, please refer to group study rentals on the first floor.
6. **Study carrels and group study rooms are not soundproof.** Use of devices that may disturb others in adjacent carrels is not permitted. You must use headphones when watching lectures, videos, or other sound-producing activities.
7. All library books kept in the carrel must be checked out to you at the HUB desk, located on the first floor. Any library books not checked out to you will be removed and returned to the shelves.
8. Periodicals and reference books may not be left in your carrel when you are absent. Such materials will be removed and returned to the shelves. Patrons have 7 days to move books after initial notice.

9. Loss of the carrel key will result in a replace fee of \$60.00.
10. Late fines for carrel keys are \$10.00 a day, with a maximum fine of \$50.00. Once the maximum fine is reached, UAB libraries staff may take additional action to address any abuse to the loan policy, not limited to patron's loss of carrel privileges.
11. No smoking, chewing tobacco, e-cigarettes, or vaping are permitted. All UAB buildings are smoke-free, no exceptions.