

## EHRHORN LAW LIBRARY STUDY CARREL POLICY

The Ehrhorn Law Library establishes the following study carrel policy pursuant to Sections 6(2) and 10(C) (1) of the Law Faculty Handbook:

1. Students may select a study carrel and notify the Law Library Circulation Desk Supervisor(s) by e-mail at [lawcirc@liberty.edu](mailto:lawcirc@liberty.edu)
2. The Circulation Desk Supervisor(s), will then assign the carrel on a first-come-first-served basis.
3. The selection and assignment process applies to the 192 carrels in the law library, 10 carrels in the Study Center adjacent to the Law Review Suite, and the 20 carrels in the Phase 3 Loft.
4. Law students who are leaders of student organizations and who have been assigned study carrels in Phase 3 may not reserve carrels in the law library unless they demonstrate that the assigned carrels in Phase 3 are being used by other members of their organizations.
5. A law student who has been assigned a study carrel may keep certain personal items at the carrel as described in the Food and Drinks Policy in Section 6(IV)(B) of the Law Students Handbook. Those items may be kept at the carrel for the duration of the semester. However, to ensure that the law library maintains a neat and professional atmosphere, certain items may not be displayed at a carrel at any time, including but not limited to gym clothes, gym shoes, and medications. Lockers are available in the School of Law for secure and discrete storage of such items.
6. The Circulation Desk Supervisor(s) and any other designated law library staff member will be responsible for enforcing the carrel policy.
7. If food or drink in violation of the Food and Drinks Policy is left at a study carrel, the Circulation Desk Supervisor(s) or other designated law library staff member will leave a note or send an e-mail to the assignee of that carrel, requiring the assignee to remove the prohibited items from the carrel immediately.
8. If a law student who has been assigned a carrel fails to remove the food or drink within a reasonable time after receipt of the notice of violation, then the Circulation Desk Supervisor(s) or other designated law library staff member will remove and dispose of it. In the case of other prohibited items, the Circulation Desk Supervisor(s) or other designated law library staff member will remove the items after 24 hours' notice and store them behind the Circulation Desk until the assignee reclaims them.

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9. Neither the law library nor any designated law library staff member shall be liable for the removal, handling, or storing of any prohibited personal items.
10. Any law student assigned a carrel who repeatedly fails to comply with the provisions of this policy, or any other policies incorporated by reference, will forfeit their assigned carrel for the rest of the academic year.
11. If any law student assigned a carrel is concerned that a person is interfering with his/her use of that study carrel, the concerned law student must make his/her best effort to identify the person who is interfering with his/her use of the study carrel and request that the person cease and comply with standards of professionalism and Christian community:
  - A. If the person who is interfering fails to cease or comply with these standards after the law student who is assigned the carrel has requested that he/she desists, the law student assigned a carrel may bring the failure to the attention of one of more members of the SBA Executive Council.
  - B. After being so informed by the law student who is assigned the carrel, the members of the SBA Executive Council must go with the law student to the person who is interfering and request compliance with the law library carrel policy.
  - C. If the person interfering still fails to comply with these standards after being approached by the members of the SBA Executive Council and the law student assigned the carrel, then the SBA Executive Council members will bring the failure by the interfering person to the attention of the appropriate law library staff.
  - D. The law library staff member shall attempt to resolve the disputes. If the effort fails, then the law library staff shall refer the matter to the Dean of Internal Affairs for any appropriate disciplinary sanctions.
12. No electrical appliances or devices other than computers and phones are allowed at carrels. This ensures fire prevention/ safety guidelines are followed.