

EHRHORN LAW LIBRARY STUDY CARREL POLICY

The Ehrhorn Law Library establishes the following study carrel policy pursuant to Sections IV. C. of the Law Student Handbook:

1. Law Library carrel assignments are initially made on a first-come-first-served basis by class level at the beginning of each academic year. Students may request a study carrel in accordance with the annual assignment process. Please contact the library for specific details, deadlines and waitlist options by visiting the Circulation Desk during operating hours or via e-mail at lawcirc@liberty.edu.
2. The selection and assignment process applies to 222 carrels in the law library. There are 32 general use carrels.
3. Law students who are leaders of student organizations and who have been assigned an office space may not reserve carrels in the law library.
4. A law student who has been assigned a study carrel may keep certain personal items at the carrel (such as law books, desk supplies, small personal printer, small personal items, small photos, jackets, bookstands, small blankets and laptop, tablet, smartphone devices, etc.). Those items may be kept at the carrel for the duration of the semester. However, to ensure that the law library maintains a neat, safe, and professional atmosphere, certain items may not be displayed at a carrel, including gym clothes, gym shoes, medications, and heat-generating devices. Lockers may be available in the School of Law for secure and discrete storage of such items; please check at the front reception desk of the Law School.
 - A. Personal items may not be placed on library bookshelves or attached to library walls.
 - B. No electrical appliances or devices other than computers, phones, and lamps are allowed at carrels. This ensures fire prevention/ safety guidelines are followed.
 - C. No materials can be adhered to the carrels. This includes but is not limited to tape and command strips. Adhering materials causes damage to the carrels.

5. Assigned carrels must be actively utilized for study purposes on a consistent basis each week to retain the carrel assignment. Alternatively, lockers may be reserved for storing personal items.
6. General carrels are for the general use of law students who do not have an assigned carrel. These carrels are for temporary and short-term use on a first-come, first-served basis. Personal items may not be left unattended for an extended period of time. These carrels must be cleared and vacated at the closing of the library desk each evening. Unattended personal items found on the open carrels will be removed to the library's lost and found.
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 and store them behind the Circulation Desk until the assignee reclaims them.
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. The Circulation Desk Supervisor(s) and any other designated law library staff member will be responsible for enforcing the carrel policy. Determining if an item is prohibited and should be removed is at the discretion of the Circulation Desk Supervisor(s), or other designated law library staff member.
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 Library Staff.
 - B. 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 Director of Internal Affairs for any appropriate disciplinary sanctions.