



**DePaul University
Rinn Law Library
Carrel Policy**

The Law Library has a limited number of lockable carrels. College of Law students working as law faculty research assistants, Moot Court participants, DePaul Law Review and other student journal staff members, Center and Institute participants (i.e. International Human Rights, Church-State) and others affiliated with the College of Law with verifiable extended research projects (e.g. visiting scholars) may reserve a lockable carrel. All student requests for carrels must be accompanied by a letter or e-mail from their professor, journal Editor-in-Chief, or Moot Court Society Executive Board verifying their eligibility for a carrel.

Rules for carrel usage:

Selected Law Library materials can be charged out to a carrel for 16 weeks. Law Library materials charged out to a carrel must be used in the Law Library. Such items will not be desensitized. Any Law Library materials found in carrels that are not charged out will be removed immediately.

The following materials can NOT be charged out to a carrel:

- reserve materials**
- reference**
- index table materials**
- special collections**
- microforms**
- items that cannot be individually charged out using Voyager.**

To accommodate other library patrons, Library staff reserve the right to temporarily remove any Law Library material charged to the carrel. Any item removed for that purpose will be returned within 24 hours.

Carrels are not to be used to store personal belongings. Any food and other perishables or contraband found by Library staff during their weekly carrel inspections will be removed and discarded.

Carrel privileges are non-transferable.

Please report lost keys and maintenance problems (e.g. broken carrel lamps/lights, dead power outlets, broken locks, etc.) immediately. To report a problem or request a repair, please complete a "Carrel Maintenance Form". Copies are available at the Circulation Desk.

Carrels are assigned for one semester. However they can be renewed upon request. If an assignee does not renew his/her carrel, its contents must be removed and key returned by the last day of the semester.

A \$20.00 fee will be assessed for keys that are lost or not returned.

Your carrel is number _____ and is located on the _____ floor.



**DePaul University
Rinn Law Library
Carrel Checkout Form**

Date: _____

Name: _____

Student ID Number: _____

Barcode Number: _____

Phone Number: _____

E-mail Address: _____

I have read and understand the Carrel Policy. In addition, per the instructions of the Circulation Staff at the law library, I have checked the carrel to make sure it is in acceptable working order (a. lamp above the carrel is operable, b. key and lock are operable, c. no contents still remain inside the carrel from previous use) before signing and agreeing to the terms of use of this carrel. I agree to return the key (or renew Carrel) _____ by _____. If I do not return the key or renew by this date, I agree to pay a \$20.00 key replacement fee which will automatically be added to my account.

Signature

Date

CARREL ASSIGNMENT: _____

KEY RECEIVED _____ **(Initials)**



**DePaul University
Rinn Law Library
Carrel Maintenance Form**

Date: _____

Name: _____

Carrel Number: _____

Check all that apply:

- Broken Lamp / Light Replacement _____ →
- Carrel Lock Repair _____ →
- Power Outlet Repair _____ →
- Carrel Key Replacement / Lost Key
(\$20.00 fee will be applicable for lost keys) _____ →
- Other _____ →

Please provide us with a description of the problem:

Please complete this form and return to the Circulation Desk.

Rinn Law Library Circulation Staff: Please place all completed forms in the Head of Access Services Mailbox.