

Sarita Kenedy East Law Library
Carrel Reservation & Use Policy

(Revised Aug. 20, 2007)

The purpose of this program is to provide students with a library location to store research materials during any short period of academic legal research and writing required by the faculty or for academic credit. This program is not designed for research and writing associated with normal class preparation.

The following procedures and requirements are in effect for carrel reservations and use:

1. NO FOOD OR TOBACCO PRODUCTS ARE ALLOWED IN THE CARRELS. DRINKS ARE ALLOWED BUT ONLY IN SPILL-PROOF CONTAINERS.
2. Since there is a limited number of carrels in the law library, carrels will be assigned only to students on the Law Journal and the Scholar, law faculty teaching or research assistants, LLM students, independent study students, and students (St. Mary's Alumni) studying for the BAR exam.
3. Carrel reservations are on a *first-come, first-serve basis* (Law Journal and Scholar students will be assigned a carrel at the beginning of the Fall semester.).
4. Up to ten (10) library items may be stored in a carrel at one time. All materials must be stored in a single row, right side up and in an orderly manner on the carrels elevated shelf (if provided). Stored materials may NOT include:
 - Loose-leaf services
 - Shepard's citations
 - Unbound journals
 - Materials labeled: Reserve, Index, Micro, or Reference
 - Federal statutes or regulations
 - State statutes or regulations
 - Popular reading materials
5. The Law Library staff may remove library items stored in a carrel in violation of the above criteria.
6. The Law Library is not responsible for lost, stolen, or inadvertently shelved items from a carrel. It is strongly recommended that students lock up personal items in the filing cabinet provided by the library.
7. No personal items should be posted on the carrel itself (e.g., white boards, posters, etc.)
8. Coffee makers, refrigeration and other personal appliances are NOT allowed in the carrel. In addition, personal file cabinets are not allowed in the carrel.
9. Carrel reservations expire on the date posted on the Carrel Reservation Form. All items must be removed by the expiration date posted; the library staff will remove items and clean up carrels after the reservation expires.

STUDENTS SHOULD BE AWARE THAT HAVING A CARREL IS A PRIVILEGE, NOT A RIGHT. CARRELS MAY BE REVOKED FOR VIOLATION OF THE CARREL RESERVATION POLICY.