University of Minnesota Law Library Carrel Policy

Please note: Carrel applications for lottery assignments do not open until September 1. During the month of September, it can take up to two weeks to receive an email about carrel assignment. Thank you for your patience.

Carrel Eligibility/Application
Because of the limited number of library carrels available, carrel assignments are not guaranteed. Law students interested in renting a study carrel should fill out a carrel application available on the Law School website: https://law.umn.edu/study-carrel-application

- **Moot Court, Legal Writing Instructors, Journal Staff:** Assigned a number of carrels based on the size of the organization
- **JD, LLM, and Exchange Students:** Assigned carrels by application through a lottery process.
- **Exceptions:**
  - Students with an office or other alternative study space provided by the Law School are not eligible for a library carrel.
  - Students with special needs who do not receive a carrel assignment should contact the Assistant Dean of Students or Access Services Librarian for carrel access.

Journal and Moot Court Assignments
Journal editors and moot court directors must provide a list of students within their organization who should receive carrel assignments upon request from the Access Services Librarian in August. Carrel keys assigned through journal or moot court affiliation will be available by the first day of fall semester classes. You must pick up your key by the end of the first week of classes or it will be reassigned. If you are unsatisfied with the carrel assigned, you may reject the carrel and re-apply for a carrel through the lottery, though there is no guarantee that specific carrels are available.

Lottery Assignments
Students who do not receive a carrel assignment through a journal or moot court and who do not have an alternative study place provided by the Law School may enter a lottery for a carrel assignment. Students who wish to participate in the lottery should submit a carrel application. If you are assigned a carrel by lottery, you will be notified by email and must pick up your carrel key within two weeks of assignment. Any carrels left open after the lottery will be assigned on an as-needed basis.

Carrel Keys and Fees
Carrel fees cover the cost of carrel maintenance. All carrel fees are charged directly to University online student accounts. Students must show their current University IDs in order to pick up their carrel keys.

- **Rental fee:** $20 non-refundable fee charged in the month following carrel assignment.
- **Lost key fee:** $10 replacement fee for keys lost during the rental period. This does not apply to temporary 24-hour loaner keys.
- **Unreturned key fee:** $30 lock and key replacement fee charged at the conclusion of the rental term for any unreturned carrel keys.

Carrel Rental Period and Key Due Date
The carrel rental period is one academic year. All carrel keys must be returned at the end of the rental period so that Law Library staff may inspect, make repairs to, and prepare all carrels for the next academic year.

Questions or concerns regarding this policy should be directed to Kristyn Seo Taff, Access Services Librarian, at (612) 625-1547 or john7782@umn.edu
Law Library Study Carrel Use Guidelines

The Law Library staff strives to make the library as safe and comfortable as possible for our students. To ensure a safe environment for all and to preserve the furnishings for future users, please observe the following guidelines when renting a carrel. **Carrels will be periodically inspected to ensure compliance with these safety guidelines.**

**Personal Items**

Carrel cupboards are not a secure space. The Law Library strongly discourages the storage of valuables in carrels. Please take your laptop with you when you leave your carrel and do not leave anything behind that could not be easily replaced. The Law Library is not responsible for any lost or stolen items. Students may also use lockers located on the sub-plaza for storage.

**Appliances**

Use of electric appliances such as coffee pots, hot plates, refrigerators, fans, or heaters are prohibited in the Law Library. Library staff will remove any of these items found in a library carrel. Desk lamps are acceptable if they are left unplugged when not in use.

**Electrical Cords**

You are welcome to use existing outlets in your carrel for lights and computer equipment. When doing so, please be sure to keep cords within your carrel so that they do not obstruct aisles.

**Remodeling**

Please do not remodel the study carrels by attaching anything to the carrels or nearby walls. Nails and screws damage carrels and can be expensive to repair, while stickers or hooks attached with sticky materials or glue are difficult to remove. Users will be charged for any repair fees incurred by the library to repair damage that is the result of misuse.

**Tidiness**

Please do not allow items intended for disposal, particularly perishable food items, wrappers or containers to accumulate in the carrels. Library staff will remove any food, drink, or messy items that are left in a carrel.

**Unoccupied Carrels**

Studying at an unoccupied carrel is permitted as long as you do not leave any of your belongings on or around the carrel. If the person to whom the carrel is assigned returns while you are using the carrel, you must leave the space immediately.

**Returning Carrel Keys**

**Carrel keys are due one week after the last day of Spring Semester Finals.** Please return carrel keys on or before the due date. If you are taking a summer class, you may be able to renew your carrel for the summer. If you would like to do so, contact the Access Services Librarian. If you lose your key, let the Access Services Librarian know immediately. The charge to get another key is $10.00. If you fail to return your key by the due date and do not respond to notices, a $30.00 lock replacement fee will be charged to your student account.

*Failure to comply with these guidelines may result in a loss of carrel privileges*

*Please voice any concerns, questions, or comments about your study carrel to Kristyn Seo Taff, at (612) 625-1547 or john7782@umn.edu*