

## **UC Davis Mabie Law Library Carrel Information**

PLEASE OBSERVE THE FOLLOWING RULES WHEN USING CARRELS:

1. Belongings left unattended in unassigned carrels will be removed.
2. All books taken to carrels must be charged out at the Circulation Desk or at the self-charging terminals on all stack levels. Books may be borrowed by UCD law students for an entire semester with the understanding that books will be subject to recall by the library staff.
3. Each item shelved in a carrel should be flagged with a colored date due slip. The slips are available at the Circulation Desk and the self-charging terminals. The flags should be kept visibly protruding from the books. Items that are not flagged will be removed from carrels.
4. The use of electrical appliances (except personal computers and lights) is not allowed due to a potential fire hazard.
5. Pictures, signs, etc. may not be attached to walls or carrels with hard-to- remove adhesives. In the reading rooms, pictures, signs, etc. may not be attached to the outside of carrels.
6. Curtains or any type of fabric may not be hung in carrels due to a potential fire hazard.
7. Do not leave empty beverage containers or open food packages in carrels. Please clean up and dispose of waste outside the law library.
8. Assigned carrels may be used by library patrons for legal research/legal study until the assignee returns.
9. Do not allow personal items to cover the carrel surface or spill over onto the floor or adjacent spaces. Please be mindful of keeping the space uncluttered and accessible to all assigned users.
10. At the end of the school year and the end of summer, all personal property should be removed from the carrels. Items left by previous assignees will be discarded.
11. Do not move your carrel desk or adjust the height of the stacks carrels.
12. If you require assistance with your carrel, please see the Circulation desk.