• No food may be stored in the carrels. Only drinks in acceptable library containers may be brought into the carrel.

• Hot pots, space heaters, etc. pose a serious fire hazard and may not be used in the carrel.

• Library materials may be checked to the carrel for an extended period with a carrel loan card. Carrels be opened regularly for inspection by authorized Library personnel.

• Carrel holders leaving New Orleans for a semester or longer must release their carrels for assignment during their absence, with the understanding that a carrel will be reassigned upon their return.

• Unauthorized students are not allowed in the carrel area, nor are they allowed to store materials in carrels. Carrels should not be used as an office or conference room.

• Smoking is not permitted in the carrel area.

• No library furniture or equipment should be moved from or placed into a carrel. If you are missing a chair, lamp etc, please speak to the carrel coordinator.

• The air conditioning ducts should not be covered.

• Report any damage to the library furniture or equipment, repairs or replacements of light bulbs, or other problems to the carrel coordinator.

• The library cannot guarantee the security of personal belongings in any study space.

• Failure to comply with the above will be cause for immediate cancellation of this assignment and will be grounds for refusing the student a carrel.