

# HARVARD LAW SCHOOL LIBRARY ACCESS SERVICES DEPARTMENT



## Fall 2009 Carrel Shelf Information

To apply for a carrel shelf for the fall semester of 2009, you must **completely** fill in the attached application and return it to the Langdell Circulation Desk. The first assignment notifications will be sent out via e-mail on September 1, 2009. Please be aware that carrel shelves are assigned on a first-come, first-serve basis. Fall 2009 carrel assignments end on February 1, 2010. At that time, you will be contacted about the possibility of renewing your carrel shelf.

**All applicants MUST sign the back of the attached application.** Your signature certifies that you have read and understand the carrel policies and procedures outlined in the application. Please take the time to read the Carrel Shelf Policies and Procedures.

### **IMPORTANT Assignment Procedures and Requirements for Carrel Shelves:**

- ❖ Carrel shelves are **only** assigned to the following:
  - ♦ S.J.D. candidates without assigned office space
  - ♦ L.L.M. students researching a thesis or L.L.M. written work requirement
  - ♦ J.D. candidates satisfying third-year written work requirements
  - ♦ Officially registered HLS Visiting Researchers and Visiting Scholars
  - ♦ Harvard University Fellows and Ph.D. candidates with Law Faculty sponsors
- ❖ Carrel shelves are for people using a large amount of Law Library materials which makes it unreasonable to bring the books elsewhere.
- ❖ Applications **require** a signature from your research advisor (typically an HLS faculty member) for students or the signature of a Program director/staff member for Visiting Scholars/Researchers.
- ❖ Patrons assigned a carrel shelf are reserving **only** the upper shelf space of the assigned carrel. The other areas in and around the carrel are not reserved space. Carrel seating is **not** reserved for the carrel shelf user. Seating is available for any library patron.
- ❖ If there are too many applicants for carrel shelves, you may be assigned to share a single carrel shelf with another person.

Please contact Alethea Jones if you have any questions about carrel shelf assignments, by e-mail at [access@law.harvard.edu](mailto:access@law.harvard.edu), or by phone at 617-496-5510.

# LAW LIBRARY CARREL SHELF APPLICATION

Turn this sheet in to the Langdell circulation desk. Please Print Clearly.

Name \_\_\_\_\_ Harvard I.D.# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail \_\_\_\_\_ Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Degree Program \_\_\_\_\_

Due Date of Research Paper: Month: \_\_\_\_\_ Year: \_\_\_\_\_

**OR**

Dates and Title of Fellowship or Academic Appointment:

\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief description of the library materials you plan to use:

\_\_\_\_\_  
\_\_\_\_\_

## Carrel Shelf Location

### Preference:

(Requests are filled  
whenever possible.)

ILS Building:  Balcony

Langdell Floor:  Basement  1<sup>st</sup> (North)  2<sup>nd</sup> (ground  
floor)

3<sup>rd</sup>  4<sup>th</sup> (reading room)  No

Preference

Carrel Shelf #: \_\_\_\_\_ **or**  No Preference

## Required Faculty Sponsorship

(This section to be filled out by Faculty Sponsor, Research Advisor, OR Program Staff)

Name \_\_\_\_\_  
(Signature) (Print Name Legibly)

Research Paper Topic  
\_\_\_\_\_

**TURN OVER. READ AND SIGN THE BACK ►►►**

## **CHARGING ITEMS TO YOUR CARREL SHELF**

The library staff keeps a card at the circulation desk that corresponds with your carrel shelf number. When you are charging out a book, a staff member will charge the book to your specific carrel shelf. You can charge books out at either circulation desk, regardless of whether the book came from Langdell or ILS. A colored, dated strip is inserted to identify it as being charged to your shelf. Books charged to a carrel shelf are **not** allowed to leave the building. If you want to take a book out of the library, you must present your Harvard ID card along with the book at the circulation desk and charge the book out to your own ID card. Items checked out to your Harvard ID but residing on your carrel shelf do **not** need a colored strip.

Please note that the staff checks your carrel shelf regularly to make sure all books are charged out to you or your shelf; those not charged are reshelfed.

## **MATERIALS THAT *CANNOT* BE CHECKED OUT TO A CARREL SHELF**

Reference or Reserve materials	More than 5 bound periodicals
Encyclopedias or Dictionaries	Pre-1900 materials
Primary Law Materials (statutes, codes, case reporters, etc.)	Loose leafs

## **CARREL RECALLS AND OTHER FAIR USE POLICIES**

Occasionally, another library patron will want to see one of the books on your carrel shelf for a short time. They are allowed to do this but are required to return the book to your carrel shelf. Materials charged to your carrel shelf are subject to recall for the Reserves shelf if they are needed for a Law School class.

## **FOOD AND DRINK POLICIES IN CARRELS AND THE LIBRARY IN GENERAL**

Any food or candy found in or around a carrel will be immediately removed from the library.

### Acceptable Items:

Cups with Attached Covers  
Bottles with Screw-on Tops  
Drinking Cans

### Items **NOT** Acceptable in the Library Stacks:

Any Food Items  
Candy  
Any Cups Without Tops

## **YOU HAVE RESERVED SHELF SPACE, *NOT* SEATING SPACE!**

Carrels are part of public library space. As an assigned carrel shelf user, you are reserving only the upper carrel shelf for materials checked out to that carrel shelf or materials that you have checked out to your own Harvard ID card. The windowsill, carrel desktop, and other areas in and around the carrel are **NOT** reserved for you. Carrel seating is also not reserved for the assigned carrel shelf-holder and is available to all library users. Please do not attach materials such as adhesive notes, push pins, clip-on lamps, etc. to any part of the carrel. HLSL cannot be held responsible for personal belongings or non-HLS library books that are left on carrel shelves.

Please direct questions about carrels to Alethea Jones, [access@law.harvard.edu](mailto:access@law.harvard.edu), 617-496-5510.

**I have read and agree to abide by the Law School Library's requirements, regulations, and policies governing the use of library carrel shelves.**

\_\_\_\_\_ Date \_\_\_\_\_  
(Carrel Shelf Applicant Signature)

Print Name \_\_\_\_\_