

HARVARD LAW SCHOOL LIBRARY
ACCESS SERVICES DEPARTMENT



2011/2012 CARREL SHELF INFORMATION

To apply for a carrel shelf for the 2011/2012 academic year, you must **completely** fill in the attached application and return it to the Langdell Circulation Desk. Assignment notifications will be sent out via e-mail. Please be aware that carrel shelves are assigned on a first-come, first-serve basis. Please allow **one week** for set up.

2011/2012 carrel assignments end on June 1, 2012. At that time, you will be contacted about the possibility of renewing your carrel shelf for the summer.

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.

****PLEASE DETACH AND KEEP THIS PAGE FOR REFERENCE****

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** material, such that it is unreasonable to bring the books elsewhere. Carrel shelf assignments will **not** be maintained for patrons who do not show a need to use a large amount of Law Library material.
- ❖ 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. Patrons must plan their usage of material so that the amount of books checked out to a carrel shelf at a given time does not take up more space than the assigned top shelf. Carrels containing too many books may be reshelved by library staff at any time.
- ❖ Carrel seating is **not** reserved for the carrel shelf user. Seating is available for any library patron.
- ❖ It is the responsibility of the carrel holder to keep books on the carrel shelf neat and tidy. Books must be shelved upright with the spines visible in case staff or another library patron need to use one of the books briefly. Books may not be left on their sides, open, or in any other disorderly fashion. For carrels near windows, book may not be left on window sills. Carrel privileges **may be revoked** at any time if material is not kept neatly and in order.
- ❖ 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.
- ❖ If there are too many applicants for carrel shelves, you may be assigned to share a single carrel shelf with another person.

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.)

Langdell Floor: 2nd (ground floor) 3rd floor
 4th (reading room)

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 must charge books out at the Langdell 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 reshelved.

MATERIALS THAT CANNOT BE CHECKED OUT TO OR LEFT ON A CARREL SHELF

Reference or Reserve materials	More than 5 bound periodicals
Unbound Periodicals	Pre-1900 materials
Primary Law Materials (statutes, codes, case reporters, etc.)	Loose leafs
Items obtained through Inter-Library Loan and Borrow Direct	

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. Recalls are also allowed on carrel books for Law School faculty. If a book needs to be taken from your carrel shelf, you will be notified via e-mail.

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. Beverages are allowed in the library **only** if they are in a container or cup with a lid.

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, 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.

(Carrel Shelf Applicant Signature)

(Date)

Print Name _____