

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Building Use—Faculty Carrels

APPROVED BY: Library Senate 3/15/90

EFFECTIVE: 3/15/90

REVISION DATES: 6/99, 9/04, 1/08

Library faculty carrels are available to members of the Northern Illinois University **faculty**. The faculty carrels are assigned by the libraries' administrative office, unless there are more requests than carrels available. In this case, the Libraries Advisory Committee will be consulted to determine priority of carrel assignments.

Assignment of a faculty carrel is a privilege. Adherence to all library regulations and policies is required, including the following:

- All library materials in faculty carrels should be charged out to an individual. Regular inspections of carrels are made by library security staff. Any materials not properly charged out will be removed to be reshelfed unless the following “Red Ribbon” service is used.
 - The “Red Ribbon” service is provided by the library security staff during their regular monthly carrel inspections for the charging out of books found in carrels. Any materials in a carrel that have a red ribbon in them will be taken to Circulation to be charged or renewed to the person to whom the carrel has been assigned. When the items with red ribbons have been charged out and date stamped, the security guard will remove the red ribbon from the item and return the item and red ribbon to the appropriate carrel.
 - The faculty member assigned to the carrel will receive a written notice in their carrel from Library Security when uncharged materials are removed to be reshelfed.
 - A third violation of this policy will result in forfeiting the right to apply for a faculty carrel for a two-semester period. Faculty will be notified in writing.
- Faculty whose carrel privileges have been revoked may appeal to the Libraries Advisory Committee. Appeals must be received within one week of receipt of notification of the revocation of faculty carrel privileges.
- No smoking or eating is permitted in faculty carrels. Chewing tobacco and snuff are also not permitted.

- The University Libraries does not assume responsibility for personal items left in faculty carrels. Faculty carrel room doors should always be locked and closed when the room is not occupied.
- Information on library users, which includes names of individuals assigned to faculty carrels, is strictly confidential.

Faculty who have not been reassigned a study carrel are required to have completed the following:

- Faculty carrel key(s) signed out to the faculty member must be returned to the University Libraries.
 - If keys are not returned by the date specified, the faculty member will be charged for the cost of replacing the key(s) and changing the lock, the key deposit will be forfeited and their faculty library borrowing privileges will be suspended until the key(s) signed out to them is returned. If the key is lost, the faculty member will be charged for the cost of replacing the lock.
- All personal belongings and library materials must be removed from the assigned faculty carrel.
- Any items remaining in the faculty carrel will be removed by the library security staff. Personal items will be boxed and held in the Library Security office for 2 weeks, and then will be delivered to the NIU Public Safety (Police) department. Library materials will be returned to the appropriate library.