

**Frick Fine Arts Library
University Library System
University of Pittsburgh**

Carrel Policy

Effective August 28, 2006

The purpose of this policy is:

- **to facilitate equitable assignment of carrels**
- **state expected carrel conduct**
- **prevent misunderstandings between carrel occupants, library staff, and the department's faculty members**

This policy is based on past practice in the Frick Fine Arts Library, information provided to graduate students on the Library's home page, and also in handouts distributed by the library.

Cooperation in adhering to the policies set forth in this document and other handouts distributed by the library is expected of graduate students by the library.

Carrel Assignments

The Frick Fine Arts Library currently has 31 graduate carrels available for use on each of its four stack levels, and in the journal annex space off the main reading room balcony. These carrels are assigned to graduate students of the Frick Fine Arts Department on a first-come, first served basis, with individuals working on a thesis/dissertation given preference. Assignments are made at the beginning of fall term by library staff. Priority is given to full-time graduate students enrolled in the Frick Fine Arts Department and who possess a current validated Pitt I.D. card.

The department's part-time students will be requested to share a carrel should there be more requests than carrels available.

Charts indicating carrel occupancy are posted on all levels of the library stacks.

Changing or Trading Carrels

Requests to change carrels are not taken until the first or second week of the new term. We need to be fairly certain as to the number of new and returning students before we can re-assign carrels.

Checking Out Library Materials

The University Library System has standardized its loan policies across all libraries and all branches (i.e., regional campus libraries). As such, there is now **ONLY** one way in which you can charge out library materials regardless of where you choose to keep them. Please use your Pitt I.D. to charge out all materials from the library.

These specific loan policies apply:

- Graduate students have a loan period of 1 term
- Renewal of the item charged out must be done each term
- Fine: \$.25/day/item with \$100 maximum. There is a grace period of 7 days for overdue items. Once that period is over, fines accrue back to the original due date.
- Recall Fine: \$1.00/day/item with \$100 maximum
- Accounts whose fines exceed \$25.00 or have 10 overdue items will be blocked from charging out library materials until the limit is paid down.

- Items that may NOT be taken from the library include:
 - Books on course reserve (except for in-class use)
 - Oversized books (call numbers preceded with an “i”)
 - Folios (call numbers preceded with an “o”)
 - Journals
 - Items with a “Non-Circ” label on it
 - Items in brittle or delicate condition
 - Items in the rare book cage

The entire ULS Fines and Fees document may be found at:

<http://www.library.pitt.edu/services/borrowing/fines.html#purpose>

- **NOTE:** The library staff reserves the right to deny circulation to items based on the above criteria.

Keeping Library Materials on Library Carrels

Carrel holders must help protect the spines of the books in their carrels by standing the books upright and holding them firmly in place with bookends.

NOTE: The library staff will warn carrel occupants if there are more than 30 items stored on the carrel. Students (especially those studying for their comps) may ask permission to have more than 30 books on their carrel.

Borrowing library materials from another carrel is **NOT** permitted. This will allow library staff to carry out their responsibility in serving all library clients. If you need a book that is already checked out, you must follow the recall procedures established by the ULS.

RESERVE ITEMS: Reserve materials can be read at carrels or anywhere in the library, but may not be taken out of the library. Reserve materials can be renewed as often as needed, unless another patron is waiting to use the same book.

Reserve material must be returned to the Reserve Desk in the Reading Room.

CIRCULATION RECORDS ARE PROTECTED BY FEDERAL PRIVACY LAW:

If a book that you need has already been checked out to a carrel or out of the library the library staff is not allowed to give you the name of the person who has the item. For this reason, it is not legal to discuss who has library material with library staff at the Circulation Desk.

- If the item is checked out of the library, you will need to place a recall/hold on the item and wait for it to be returned. You will be notified when the item is available to you.

Materials that may **NOT** be charged out to a carrel include: rare items from the cage, items from the Reference Room, journals, and portfolios (books from the horizontal rolling shelves).

Eating and smoking are **NOT** allowed in the library, including at the carrels. Drinks in covered containers may be consumed in the library.

Note: If a person keeps food on a library carrel with disregard for library policy, the library staff reserves the right to completely clear the carrel of all library materials.

Renewal of Library Materials

Books charged out on your Pitt I.D. card must be renewed each semester. You may renew these items online via PittCat using the “My Account” link. NB: If you try to renew an item on the day it is due, the system will not allow you to do so. You will then have to bring the item to the circulation desk for renewal.

Missing Items from the Library Collection

When attempting to locate a book or a journal issue that seems to be missing: create a PittCat printout, sign your name and the date on it, staple it to a pink missing book form (on a shelf in the library office) and deposit it in the labeled tray in the library office. Staff will daily monitor the tray and check for missing items following established procedures. If the book is located, you will be notified of its availability.

- Items that are not found will be charged to missing and entered into the notebook of missing items**
- In addition, it may not be possible to replace missing items if they are no longer in print. You will be notified via e-mail of any action taken on the missing book form you have completed**

Returning Checked Out Library Materials

All materials that are charged out must be returned to the book truck near the front door of the library in the Reading Room. This ensures that the material is discharged on the automated circulation system. Remember, the person whose name is on the circulation record is responsible for the material until it is discharged from his/her name.

Keeping the Stack and Study Areas Quiet

Out of courtesy to colleagues and library staff who need a quiet environment in which to concentrate, we ask that students refrain from having visitors in the library. Graduate Teaching Assistants are asked to consult with their students inside the TA office. Discussions with faculty members that require consultation with library materials should be conducted in the reading or reference rooms or the Visual Resources Lab.

Paging You in the Library

Please do not ask your students, family members or friends to have us page you in the library stacks! We do not have the staff resources to have our workflow interrupted and we need to keep the stack areas quiet for your study purposes. Please let your students know your office hours in the TA office and ask that they contact you there or via e-mail. Ask your family members and friends to contact you via e-mail or cell phone.

ULS Cell Phone Policy

The ULS policy on cell phones requires that cell phones may not be used anywhere in the library. When you receive a call or need to make a call, please do so outside the library. If the staff hears you talking on a cell phone in the library, they will ask you to take the call outside.

Theft of and Damage to Library Materials

Theft, damage, or destruction of library materials and furnishings are prohibited. Theft of library materials is prohibited by Pennsylvania law (Title 18, 3929.1) which is posted in the Reading Room. Any person found guilty of library theft will be prosecuted according to the stipulations of the law. Persons who damage or destroy library property shall be subject to disciplinary review, which could result in a reprimand, loss of privileges, fine, probation or suspension. Damage to library books includes spillage from drink; writing in the margins; and underlining in pencil, pen, or other markers.

Personal Possessions on the Carrel

Laptops, calculators, computer discs, CDs, headsets, personal books, money, and other valuables have been occasionally stolen from carrels and from unattended book bags, briefcases, and purses. Please guard your valuables carefully. The library staff is not responsible for personal possessions brought into the library. Leave personal items unattended at your own risk.

Office equipment is for library staff use only. This includes telephones, fax, word-processors, and typewriters, etc.

Telephone calls cannot be made on any phone in the library. Students are asked to make personal calls on the phones located in the TA Office or on personal cell phones as long as cell phone conversations are outside the library.

The End of the Academic Year

Prior to the end of Spring Term each year the library needs to be informed of each students' intentions with the Department. A form will be sent to each carrel asking

each student whether (s)he will be using it during the summer session and whether (s)he will return in the next fall term. Please write this deadline on your personal calendar so you don't forget this important task at a busy time of year!

- If here during the summer semester: renew library materials as appropriate
- If not using carrel during summer semester, but returning in the fall: return library materials to be discharged from your responsibility and leave the carrel as it is. You will receive the same carrel when you return fall semester.
- If leaving the Department completely at the end of spring semester: return library materials to be discharged from your responsibility and clear all personal belongings from the carrel.

Circulation and Hours in Other ULS Libraries

You will also be using the ULS collections at Hillman Library and other ULS libraries in addition to the art and architectural history collection in the Frick Fine Arts Library.

The hours for ULS libraries vary. It is your responsibility to become familiar with ULS borrowing privileges and other libraries' hours. A copy of the ULS Hours brochure is located in the Reading Room for your convenience. You may also find this information on the ULS Digital Library web site:

<http://www.library.pitt.edu/libraries/hours/all.html>