University of Michigan Law Library

How to Check-out Books to a Carrel

When a library user needs to check out library books to a carrel for long-term use, he or she may apply to the Library for a carrel assignment.

**To apply for a carrel**
A day or so before you need to check books out to a carrel, submit an application at the Circulation Desk on S-2. [Editors of a student publication may submit applications for activity assignments or lists of individual assignments as needed.] When you are ready to check out books to the carrel, staff at that desk will tell you what carrel has been assigned to you and give you the combination to the lockable shelving. Carrel assignments to individuals are for a one-month period, but you may request renewal as needed.

**To check out a book**
Bring the book and your ID to the Circulation Desk on S-2.

**Loan period:**
Books checked out to carrels are due in one month or at the end of the assignment period, whichever comes first.

**What may NOT be checked out to carrels**
Any library book may be checked out to carrels, *except:*
- Unbound periodicals
- Slip opinions
- Newspapers
- CFR
- Advance sheets, annotation services, legislative services
- Books with the call number "LLF" (shelved in Looseleaf Collection on S-2)
- Books from these locations:
  - CLSD RES
  - F (except state reports shelved on level 9 may be checked out to carrels.)
  - EUDC (see EUDC handout for exceptions)
  - LSC / Law School Collection
  - Main Desk
  - OPEN RES
  - Private
  - Rare Books
  - Ref Coll and Ref Desk
  - Rm. 831
  - RR (Reading Room)

**To Return books**
Return books to the Circulation Desk on S-2 or the drop box on S-1. *Be sure the blue flag is in the book.* Please return books as soon as you are finished with them. A few days after all books have been returned, check at the Circulation Desk to be sure no books remain checked out to you.

**Rules for the Use of Carrels**
Seating
Assignment of a carrel for the purpose of checking out books does not restrict others from sitting in that carrel to study. Any law student or person with a user pass may occupy an unused carrel. If someone is seated in the carrel to which your books are checked out, remove the books and use them nearby, then return them to the carrel when you are finished.

Food & Drink
Do not eat or drink in the carrels. Do not store or hold food, drink, or eating utensils there. Carrels are to be a quiet study place, so noise should be minimal. Charts are posted that specify in which carrels you can use a lap top computer.

Maintenance
You may obtain and turn in a maintenance request form at the Circulation Desk on S-2. Please do not leave trash or recycling on carrel work surfaces. Use wastebaskets and recycling bins.

Storage of Library books
You may check out Law Library books only to the carrel to which you have been assigned. Material checked out to a carrel must remain in that carrel until recalled or returned to the library.

Books checked out and stored in the carrels should be secured in the locking shelves when not in use and placed so the spines are visible and the blue check out flag is showing.

The locking glass doors on the carrel cabinets are meant to prevent casual removal of library books checked out to the carrel and provide only minimal security. Do not store books or other items on the top surfaces of the carrels.

Personal items
Do not store personal items in the carrels.

Library notices
Library staff check that books checked out to a carrel can be found in the carrel. Staff leave notices asking that you account for any books checked out to you but not found during a carrel check. Please respond to these notices promptly.

Flags
Be sure to leave the flag in the book and visible. Library staff check carrels daily to confirm that material housed in a carrel is flagged as being checked out to that carrel; if not properly flagged, books are pulled and returned to the shelves.

Recalls
If another patron needs a book checked out to you, library staff will pull the book from your carrel, leave an explanatory notice, and check in the book. To regain a pulled book, check the shelves. If it is there, take it and check it out anew. If not, request a search or recall at the Circulation Desk on S-2.

Renewals
Request renewal of the carrel assignment and an extension of the due date of books by submitting an application at the Circulation Desk a day or so before the assignment period is up.

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