

## Carrel & Shelf Policies

The following policies have been established to facilitate the work of all Marquand's readers and library staff. Carrel or shelf privileges will be withdrawn from individuals who fail to respect these policies.

### General Policies

1. Carrels and shelves are issued by Marquand staff on a first-come, first-served basis so long as one is within an eligible class of patrons. Carrel holders may not also have a visiting scholar shelf. To request an assignment, please fill out a card at the Marquand reference desk.
2. Carrels and shelves are for the use of the assigned holder only. They may not be shared with friends or colleagues unless so assigned by the Librarian. Unauthorized individuals sitting in carrels will be asked to leave. Repeat offenders will be denied entry to Marquand.
3. As Marquand's principal patrons, carrel and shelf holders have a special responsibility for respecting the Library's no food or drink policy.
4. Carrels are public spaces and must be kept clean and organized. Nothing may be stored on window sills or on the floor. No Marquand materials may be stored in drawers. Please be mindful of maintenance staff who must dust and vacuum on a regular basis.
5. Carrel holders are responsible for scratches or other damage to furnishings. Tape or glue may not be applied to any portion of the desk. White sticky tack is available from library staff if you need to post a limited number of items.
6. All books must fit comfortably on assigned shelves. Overflows on the desk or carts are not allowed. Non-Marquand books may be kept in one's carrel so long as all books fit inside the bookshelf. Books must be stored properly—upright on the shelf or sideways on the spine. They should never be piled on the desk, left open or laid horizontally on top of other shelved volumes. Folios and elephants may not be kept in carrels or on shelves.
7. Books must be properly charged to one's carrel or shelf with a signed flag in each volume. Uncharged books will be removed. Please be respectful of other readers and library staff. No one wants to waste time searching for uncharged items.
8. When not in use, charged books may be borrowed from carrels or shelves by other readers. The borrower must leave a completed green slip and return the book to the carrel or shelf within three hours.
9. Do not write in books or mark your place with anything other than a paper bookmark. Post-it Notes leave an adhesive residue and should never be used on library books.
10. The Library is not responsible for personal items left in carrels, drawers or on shelves. The Library reserves the right to inspect carrels, drawers and shelves.
11. When relinquishing your carrel or shelf, return all library books, clear out personal belongings and return the key to the Assistant Librarian. A replacement fee will be charged if the key is lost or not promptly returned. Unclaimed personal items will be discarded after two weeks.

### Priorities for Carrel Assignments

Carrels are reserved for those readers who make regular and substantial use of Marquand's collections. The following patrons are normally given priority, but because of over-subscription cannot be guaranteed a seat. Librarians will take into account the total number of requests, the nature of research projects, and the hours individuals are in Marquand each week. Carrel usage will be monitored throughout the year. Unused or little used carrels may be reassigned.

1. Enrolled A&A graduate students, including those who are DCE status
2. Seniors who are majoring in A&A Programs I and III
3. A&A faculty who are in residence, including lecturers, and non A&A faculty who are teaching associated courses
4. A&A visiting fellows and visiting graduate students
5. In-residence Princeton faculty, unenrolled A&A graduate students, enrolled graduate students and seniors from other departments who have a compelling reason for using Marquand's collections, and who will be physically present doing research on a regular basis. These individuals will be

placed on the wait list and accommodated as possible for the duration of their project. Students must submit a letter of support from a faculty advisor, and confirmation of status from their department administrator.

6. Architecture graduate students are seated in the A floor Architecture Room—eight carrels administered by the Architecture School Programs Coordinator.
7. The Index of Christian Art is assigned one carrel for its staff.
8. The Institute for Advanced Study is assigned one carrel for its Art faculty.

Note: Patrons who are normally ineligible for carrels include unenrolled or in absentia graduate students, A&A Program II majors, museum staff, docents and Institute members.

### Calendar

Priority patrons must claim their carrel within the first month of the assignment period (see below). At the beginning of the second month, unassigned carrels will be distributed to those on the waiting list. Carrel assignments typically remain unchanged until the individual leaves the university or her/his eligibility status changes. Seats may not be changed mid semester.

Long-term carrel holders are asked to reconfirm by June 1 their need for a seat the following September. Requests for a change of seat may be made at this time. Requests will be honored whenever possible based on date submitted and carrel availability.

Short-term carrel assignments are made for one of the following three periods:

#### Fall

September through January

- September 30 priority patron deadline
- October 1 wait list assignments

#### Spring

February through May

- February 28 priority patron deadline
- March 1 wait list assignments

#### Summer

June through August

### Visiting Scholar Shelves

A&A Junior and Program II majors, emeriti faculty, museum staff, docents, Institute members and independent scholars are generally assigned Visiting Scholar shelves. Shelves are sometimes made available to graduate students and seniors in other departments who have a compelling need to use Marquand materials. Most assignments are for a single shelf. A few double shelves are available on the bottom of ranges. Personal items may not be stored on Visiting Scholar shelves.

Thank you for your cooperation.

Sandra Brooke, Marquand Librarian  
Rebecca Friedman, Assistant Marquand Librarian

*Approved by the Marquand Library Committee  
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