

## Honors Carrel Agreement

Students pursuing the Hobart and William Smith Colleges' Honors Program are eligible to be assigned an honors carrel in the Warren Hunting Smith Library. To apply for use of a carrel, students must be embarked in the Honors Program as reported by the Honors Secretary to the Library. Honors carrels are assigned for a period of one academic year. If you withdraw from the Honors Program, you forfeit the carrel privilege and the carrel key must be returned.

Should you have any issues with your carrel - please address your concerns to [library@hws.edu](mailto:library@hws.edu) or speak with the staff at the Circulation Desk. Library staff will be able to coordinate any necessary work orders with housekeeping or facilities.

Like all Library privileges, the use of an Honors carrel is contingent upon responsible use:

- Access to carrels is only during regular library hours. Hours are posted on the library's webpage and at the main entrance. The lights on each level are toggled on/off as a reminder prior to closing.
- Per the Community Standards the use of open-flame devices or other burning materials, such as candles and incense is prohibited.
- We ask that you refrain from the use of appliances (coffee pots, refrigerators, heaters, etc.).
- We ask that you not store food in your carrel.
- Carrel sidelights and door-lights must remain clear so that staff can see into the carrel.
- Additional personal furniture cannot be used/stored in the carrel, and other library furniture cannot be moved into the carrel. Please do not use tacks, nails screws or adhesives that will damage the walls. Excessive damage, or the need to remove furniture, may result in fees.
- Please be mindful of your neighbors. Carrels are intended to be quiet private, not group, studies.
- The carrel may not be sublet to another student; only one key will be issued to the carrel holder.
- Please charge out all library items before placing them in your carrel, and leave 'date due' receipt with the materials. Uncharged materials may be removed from carrels by Library staff.
- Lost key replacement, or failure to return the key at the end of the academic year, will result in a replacement charge.
- As a matter of building security and maintenance, staff may periodically enter and inspect carrels.

All provisions of the Handbook of Community Standards are applicable, and violations will be reported to the appropriate campus authority.