



Student **Lockers, Carrels and Studies** POLICIES AND REGULATIONS

Located on the third, fourth, and fifth floors of the Doty Fine Arts Building are approximately 200 lockers and 100 carrels, and exactly 12 doctoral study rooms. Each of these is available for assignment to students for storage of personal belongings and checked-out library materials.

Eligibility

Students currently enrolled at UT Austin may apply for a locker assignment. Graduate students are given priority at the beginning of each semester.

Assignment

Beginning the third class day of the semester, students may secure semester **LCS** assignments by presenting a valid UT Austin ID at the Circulation Desk in DFA 3.200. Lockers are assigned during an initial period at the beginning of the semester.

Duration

The duration of assignments is for a single long term or both summer semesters. Renewals are permitted for subsequent semesters as long as a student remains enrolled or a faculty member remains appointed, and renews the assignment prior to the due date.* **Failure to renew prior to the due date will result in an automatic forfeit of the assigned space.** Students not officially registered for whatever reason will not be eligible to renew or apply for lockers, carrels or studies.

Operation of Carrels

All library materials in an assigned space must be checked out to the carrel. Items from FAL kept in carrels must have carrel charges. No material checked out from another library may be kept in a carrel. Items checked out from other UT library branches may be kept in lockers.

Operation of Lockers

Lockers are secured by key. Fine Arts Library staff will not disclose to others a student's locker number or location. **Storing food and drink in lockers is prohibited.** Violation of this prohibition may be cause for withdrawal of the assignment. Storing electronic equipment and other personal items is permissible, but the General Libraries and the University of Texas at Austin assumes no responsibility in the case of loss or damage to personal items.

Library personnel routinely inspect and remove all library materials not properly checked out; in such case, the locker is cleared as noted below and the locker assignment is immediately withdrawn.

Operation of Studies

A total of 12 individual study rooms on the 4th and 5th floors are available to enrolled Ph.D. students. Due to the limited number of rooms, there is often a waiting list. Only students who have already advanced to candidacy for the doctoral degree are eligible for study wait list and

occupancy. Studies may not be renewed beyond two calendar years from the initial assignment (i.e., total assignment cannot exceed 6 semesters -- including summer as 1 semester).

Maintenance

No library material can be retained in any locker, carrel or study if it is not checked out. Uncharged materials will be removed. The Fine Arts Library assumes no responsibility for any items left in any assigned space. Checked-out material may be kept in studies, but there is no specific "study" charge. All checked out material is the responsibility of the study holder, and not of the Fine Arts Library.

Please report problems with a locker's operation to the Circulation Desk

Renewals

Notification of the date when space may be renewed will be posted at the Circulation Desk and sent by e-mail. Responsibility for being aware of and responding to deadlines for clearing areas or renewing assignments rests entirely with the student or faculty person.

Clearing Lockers

If an assignment of library space is not renewed, the space must be cleared of any library and personal materials by the last day of the semester. If space is not cleared by this deadline, the following actions will be taken to prepare for the next assignee:

1. Library materials will be removed, discharged and returned to the shelves.
2. Personal items will be removed and sent to the UTPD Lost and Found. (471-4441)
3. Lost keys will be charged at \$15 each, plus a \$25 processing fee.

Questions?

For additional information, contact a Fine Arts Library supervisor, Fine Arts Library Circulation, DFA 3.200, 495-4480.

*Studies have a limited number of renewals, see *Operation of Studies*