Wolfson College **Library Carrels** *Revised August 2020*

*Effective August 2020*

*Carrels are provided for members of College without access to suitable private study space. Please follow the guidance below so that you and other users can enjoy working undisturbed in a congenial environment.*

1. **Contents**

All carrels should contain a desk chair, waste bin, & five shelves. A fitted angle poise desk light is provided

*except for those carrels on the Ground Floor (Level 2).* No other college furniture should be moved into carrels.

1. **Liability** Occupants are liable for loss or damage. Please keep your carrel locked when not in use.
2. **Food and drink etc.**

Food and drink (except water in sports bottles or drinks in College/University Keep cups) are not allowed anywhere in the Library. However, a ***kitchenette for Library users,*** with sink, fridge and kettle is available on the second floor of A Block. You can take the drink into the Upper Common Room.

1. **Electrical appliances**

You are welcome to use your computer in the carrel. If you need to use any other electrical appliance you should request permission from the Accommodation Office. The electricity supply is 230/240 volts 50 Hz (cycles per second). All private electrical appliances must be registered upon arrival with the Housekeeping Office on the form provided. See separate sheet for full details about College Electrical Regulations. The maintenance and cleaning staff are instructed to report equipment that appears to be faulty. Equipment found to be faulty will be removed. If you have any doubts about your own equipment please do not hesitate to consult the Maintenance Department.

1. **Noise**

Please avoid disturbing other Library users, and keep your door closed while you are using keyboards and printers. There should be no talking in either carrels or the Library.

**6.**

**Mobile Phones**

Use of mobile phones is **not** permitted in carrels or anywhere else in the library.

**7.**

**Smoking**

Smoking is not allowed in the Library or in the carrels. Smoking is only permitted in designated areas on College Grounds.

**8.**

**Cleaning**

You are responsible for cleaning your carrel. Please leave your waste bin outside the carrel door by 11am on Wednesday mornings so that it may be emptied.

**9.**

**Heating and Energy conservation**

If your carrel is too hot, please turn the heating down, or off, instead of opening the window.

1. **Faults**

Faults, including problems with the heating in your carrel, should be reported through the Property Maintenance Request system which can be found on the Internal page of the Wolfson website <https://www.wolfson.ox.ac.uk/maintenance>

1. **Fire precautions**

In your own interests, it is important to familiarise yourself with the Fire Safety notice in your carrel.

1. **Usage**

Carrels are normally offered for one year maximum, or less depending on circumstances. Having one now means you are unlikely to get one in future years. If you are likely to be away from Oxford for some time (i.e. more than a month) it is expected that you will give up your carrel as there is usually a heavy demand for them. You can, of course, reapply for one in the normal way on your return. A Deposit of £50.00 will be charged for the key. This will be refunded, via battels, when you return the key.

Your carrel should not be used for storing material that is not related to your academic work.

1. **Access by College staff**

The College reserves the right of entry at any time for such purposes as redecoration, maintenance, repairs,

emergencies and checking for "lost" Library books.

Library Carrel allocation details are displayed on the website. Senior Tutor