

# Library Cubicle Policy

## AA\_LS\_LS\_60

Responsible Officer  
Shelby Carroll  
Responsible Office  
Library  
Approving Body  
Board of Trustees  
Approval Date  
2019-11  
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Re-evaluation Date  
2021  
Departmental Impact  
Library

### Policy Statement

Library cubicles are available to reserve for CU students only.

### Policy Procedures

Guidelines for reserving a Library cubicle are as follows:

- Cubicles are available in the Quiet Zone and in the Silent Zone.
- A cubicle may be reserved for a period of 4 weeks.
- The Library has 6 specific Quiet Zone cubicles and 1 specific Silent Zone cubicle.
- Check with the Library for which cubicles are available.
- For information on renewing a cubicle see the Library's general policies on borrowing physical items.
- If a cubicle is not cleaned out and its key returned on time, fines accrue.
- The Library claims no responsibility for the security of any item left in the spaces.
- Food and drinks are allowed, but none may be left at closing. If left, they may be thrown away by library staff.
- All trash must be disposed of properly.
- Defacement of the cubicle is strictly prohibited.
  - In the event repairs are needed, please notify the Library staff, and it will be taken care of.
- The use of tape, white sticky tack, or 3M removable hooks is allowed.
- Books and other Library items may be kept in the space after closing, but only if checked out; any Library item not checked out may be removed by Library staff.
- Only one cubicle may be checked out by a single patron at any time.