

Library Cubicle Policy

AA_LS_LS_60

Responsible Officer

Shelby Carroll

Responsible Office

Library

Approving Body

Board of Trustees

Approval Date

2019-11

Last Revision

2019-11

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.