TITLE                Study Carrels
DESCRIPTION           This document provides information on the management of Library study carrels.
TARGET AUDIENCE       Townsville Health Library staff

Study Carrels are provided for all patrons and cannot be reserved.

- All property left in the Library is at the owner’s risk. A storage area for personal effects is available in the photocopy room. Valuables must not be left unattended at any time.
- Personal belongings are not to be placed on the floor adjacent to the carrel as they pose a risk of injury.
- Electronic cords must not extend outside the carrel.
- Food and drinks are not permitted in the Library, other than water bottles and hot drinks with lids.
- Books or journals used in the library are to be returned to the shelving trolley near the computers.
- Unattended library books or journals in carrels will be collected on a regular basis and placed on the shelving trolley.

The Library is a quiet study area. Phone calls in the Library should be kept to a minimum. It is courteous for colleagues to speak briefly in a low voice, or exit the Library.

REVIEW OF DOCUMENT
The WPI is reviewed at unit level, all WPI should be reviewed at least every 3 years.