

# PRINCETON UNIVERSITY – FIRESTONE LIBRARY

## Graduate Study Room Desks

### CHARGING BOOKS TO BE USED IN STUDY ROOMS

Books to be used in Firestone Library Graduate Study Room desks must be brought to the Circulation Desk, along with a valid University ID card, for charging. This ensures that our Library catalog accurately reflects the current status of our collection.

- Only regular Firestone stack books may be charged and left on study room desks. Reserve materials, Reference books, and other material that are designated “NOT TO CIRCULATE” may not be left on desks. Any such book found on a desk will be removed and returned to its proper location.
- Library material may not be placed on the floor.
- Should a book be requested by another borrower, a RECALL notice will be sent to you by email. Desk occupants are required to return recalled books to the Circulation Desk by the new due date to avoid the fines (of one dollar per day) and the suspension of your library privileges.

**Please note: Library staff will regularly check the graduate study rooms, desks and shelves and remove any library books which are not charged out to you.**

### CLEARING DESKS FOR ASSIGNMENT TO OTHER USERS

When relinquishing your assigned desk, all library materials must be returned to the Circulation Desk in order to verify that no further books, charges, or fines are associated with your record. Personal belongings left on desks after the clearance date will be discarded. The Library is not responsible for personal property left on the desk.

### FOOD AND DRINK

- **Food:** While small snacks are generally allowed, open meals are strictly prohibited.
- **Drink:** Non-alcoholic drinks in approved, spill-proof containers are generally allowed in most campus libraries. Containers not considered acceptable include open cups or mugs, aluminum cans, or glass bottles.