



Graduate Research Carrel

APPLICATION

Carrel # _____

PLEASE PRINT.

Key # _____

Name _____

E-Mail Address _____

Local Address _____

Permanent Address _____

Phone Number _(____)_____ Social Security Number _____ - _____ - _____

Status Verified by _____ Assignment End Date _____

Date: _____ Key Issued Date: _____ Key Return Date: _____

(OVER)

LIBRARY GRADUATE STUDENT RESEARCH CARREL POLICY

DEFINITION: GRADUATE STUDENT RESEARCH CARREL

Library Research Carrels are individual units with a work surface and a small lockable storage area for books and papers. Electrical and data outlets are available for the use of individually owned computers. Research Carrels are for the use of graduate students engaged in research projects where access to the Library collections and services would be of significant benefit.

METHOD OF ASSIGNMENT

Students who wish to be assigned a research carrel will complete the application and submit it to the library for carrel assignment. Priority will be given to graduate students enrolled in research courses. At the beginning of the third week of the semester, other graduate students requiring use of a research carrel will be considered for assignment.

LENGTH OF ASSIGNMENT

Library Graduate Research Carrels will be assigned for one academic year as long as graduate enrollment status is maintained.

KEYS

Keys to the locking bin must be returned at the end of the assignment period. Failure to return the key by the designated semester end date will result in a fine of \$5.00, and a hold will be placed on the student's record; thus, grades and transcripts will not be available until the hold is cleared.

USE OF LIBRARY MATERIALS IN THE GRADUATE RESEARCH CARREL AREA

Library materials placed in the locking bin of the carrel must be properly checked out in order for them to remain there. The carrel will be checked regularly by Library staff members, and materials not properly checked out will be removed. Materials that do not circulate; e.g. periodicals and reference materials cannot be left in the carrel.

RESPONSIBILITY FOR ITEMS IN THE STUDY

Although the binder bin of the research carrel can be locked, the Library cannot assume responsibility for damage or loss of any items left in the area. The carrels are open to the public so access to the work surface will be possible.

REGULATIONS

1. All Library materials in the carrel must be checked out or they will be removed and reshelved.
2. Non-circulating Library materials may not be left in the carrel.
3. Carrels may not be used by someone other than the person(s) assigned.
4. Foods, beverages, and smoking are not permitted in the carrel.
5. The carrel may only be used during the hours that the Library is open.
6. Students using the carrels will not be paged for phone calls or messages.
7. Carrels may not be used for consultations.
8. Students should not leave any personal items unsecured in the carrel.
9. Failure of students to conform to research carrel regulations will result in cancellation of the assignment.

I agree to adhere to the policies and regulations concerning the use of Library Research Carrels and to acknowledge receipt of my own copy of these policies and regulations.

Signature

Date