

## INDIVIDUAL GRADUATE RESEARCH CARREL POLICY

### **Policy:**

The University Library has 26 individual graduate research/study carrels. These research /study carrels have been set aside to facilitate scholarly research using the materials located in the library. The carrels are not intended to be used as alternate office space. Two of the carrels are reserved, as needed, for handicapped services. Four carrels are set aside for Library assignment. Twenty individual research carrels may be set aside for graduate students doing scholarly research. Priority on the assignment of individual carrels will be given to graduate students working on theses or dissertations, or a major research project. The carrels will be assigned on a first-come, first-reserved basis by application to the Head of Access Services. The carrels are assigned on a semester basis. Use during the summer will be available at the discretion of the University Library.

### **Application Procedure:**

#### **Application processing is done during regular business hours:**

1. Graduate students must complete the application form issued by the Library which requires identification of the applicant, research project, and supervisory faculty member. Return the form to the Head of Access Services. Assignment of carrels will then be made by the Head of Access Services on a first-come, first-reserved basis. The graduate student will be notified when the assignment is made.
2. A key to the carrel will be assigned by the Circulation Unit. A \$10.00 deposit is required when the key is issued. This key may not be duplicated. This key must be returned at the end of each semester. The \$10.00 deposit will be refunded when the key is returned. If after two weeks, in any semester, the key is not returned, the patron's library record will be Sanctioned and the deposit forfeited. The later return of the key will remove the Sanction but not the forfeiture of the deposit.

### **Rules for Use:**

1. Privileges may be suspended for infractions of these regulations.
2. **No curtains, window covers, or objects should be hung or mounted to the walls, doors or interior of the carrels.**
3. No Library books may be kept in any carrel without first being checked out at the Circulation desk.
4. No serial material may be kept in any carrel.
5. No electrical appliances are allowed in the carrel, e.g. coffee makers, hot plates, etc.
6. The individual to whom the carrel is assigned is responsible for any infraction of the regulations or damage to the facility. Any damage must be reported to Circulation Unit as soon as possible.
7. The University Library maintains the right to check a carrel for any reason it deems necessary and to remove serials or books that are not checked out.
8. The Library is not responsible for loss, theft, or damage to any material left in the Library carrel.
7. Library rules on food, drink, smoking and other activities apply in the Carrels/Group Study Rooms.