

Sterling C. Evans Library at Texas A&M

## Carrel Checkout Form

### Graduate Student

Date: \_\_\_\_\_

*Only a staff member may check out a carrel to a patron. After confirming in Voyager and the Student Directory that patron is a graduate student in good standing with the library and does not have a locker already checked out, have patron read Carrel Guidelines and Procedures. Check that carrel request letter is current, is on official department letterhead, and specifies that student has completed their classes and is working on their thesis/dissertation. Then have patron fill out the following form.*

Name:	UIN:
Email:	Phone:
Department Head:	Letter:
Email:	Phone:

Reason I need the Carrel: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

I have read and agree to the Carrel Guidelines and Procedures.

Signature: \_\_\_\_\_

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*Library use only.* Charge carrel key to patron's account and fill in the following information.

Carrel/Key #: \_\_\_\_\_ Due date: \_\_\_\_\_

Staff Member's initials: \_\_\_\_\_

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Write the carrel number and due date on the Carrel Guidelines and Procedures and give it and the key to the patron.

Staple the completed form to the front of the request letter and place them and the empty packet in the wire drawer under the Forms on top of the wooden cabinet.

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