

Sterling C. Evans Library at Texas A&M

## Carrel Checkout Form

### Faculty

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

*Only a staff member may check out a carrel to a patron. After confirming in Voyager and the Staff Directory that patron is Texas A&M Faculty (not staff) in good standing, have patron read Carrel Guidelines and Procedures. (Staff members requesting a carrel must be approved by Rameka or Joyce.) Then have patron fill out the following form.*

Name:	UIN:
Email:	Phone:
Department:	Position:

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.

Place the completed form and the empty packet in the wire drawer under the Forms on top of the wooden cabinet.

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