

STERLING C. EVANS LIBRARY CARREL GUIDELINES AND PROCEDURES

1. Carrels are workspaces provided to meet special scholarly research needs of faculty and graduate students. Two persons are assigned to each carrel on a first-come, first-serve basis. Carrels are not meant to be used as general office space. No carrel access will be permitted when the library is closed.
2. Faculty members are assigned carrels for specific research projects. Faculty members requesting carrels must provide a brief written request for the carrel that documents the specific research need and how long the carrel will be needed.
3. Graduate students are assigned carrels for the purpose of conducting specific research and writing on a thesis or dissertation. All classwork should be completed before requesting a carrel, and status (working on a thesis or dissertation research) must be verified in writing by the chair of the student's committee or department head on departmental letterhead.
4. Computers, calculators, reading lamps, library materials (checked out to the patron), and other items deemed necessary for the direct benefit of research and study are permitted to remain in carrels. All carrels that have windows are equipped with blinds for privacy. No other window coverings are allowed.
- 5. Carrel occupant MUST NOT TAMPER with any building alarm or sprinkler system installed in the carrel.**
6. Carrel occupants must follow the same general guidelines pertaining to food and drink which are listed in the library policies: *"Food is permitted in the libraries, however, we ask that you help us maintain a clean and pest-free environment to aid in the preservation of the library's collection and keep your study spaces looking nice. Please dispose of all trash in the appropriate containers. Report any spills that you cannot effectively clean up to the AskUs service desk so that appropriate action can be taken."* Personal items that establish any form of housekeeping, especially food preparation, are not permitted at any time (including coffee pots, hot plates, refrigerators, and sleeping gear or cots).
- 7. All library materials in a carrel must be checked out.** Carrels are checked on a regular basis and any materials not checked out will be removed and returned to the stacks. The library is not responsible for personal items left in the carrel. When carrels are shared by two or more people, care should be taken to provide room for both carrel mates to work and study. Carrel mates are encouraged to coordinate the use of the carrel with regards to the shelf and desktop space.
8. Carrels can be renewed remotely like other library materials. However, if a carrel has been checked out for a long time past the estimated time of need, the patron will be contacted and required to bring in new documentation to confirm their ongoing need for the carrel. A \$10.00 replacement fee will be charged for lost keys.
9. Carrels can be cleaned on a periodic basis by university staff. Patrons are reminded not to leave valuable items in their carrels. Patrons should also report any lighting problems to the Evans AskUs Desk as soon as possible.
10. If a carrel is not renewed within 90 days of the due date, it will be considered abandoned and reassigned. The patron will be charged for a lost key. If personal items are left in a carrel that has been abandoned, they will be removed and held for one week in the Library Lost and Found. Articles will then be sent to the Memorial Student Center Lost and Found.

IF YOU HAVE ANY QUESTIONS ABOUT CARREL USE, PLEASE CONTACT THE EVANS
ASKUS DESK AT 845-3731.

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