

Carrel #: _____
Semester: _____
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Semester: _____

Carrel Request Form

Student Name _____
Univ. ID #: _____
Local Address: _____
Email: _____
Course (if applicable): _____

I agree to the following policies and understand that I may lose the use of the carrel if I fail to abide by them:

- All books stored in carrels must be checked out. Otherwise, library materials that are showing to be available (“not checked out” in the online catalog) will not be accessible to other patrons. Any library materials found in a carrel that are not checked out will be removed & reshelved.
- Library items that are checked out & left in your carrel will accrue standard fines when overdue, if not returned or renewed.
- Please do not store your Interlibrary loan materials in your carrels. Interlibrary loan materials found in carrels will be removed and returned to the lending library. We have contractual obligations with these libraries & must respect their property.
- Please do not leave your valuables (purse, wallet, keys, laptop, etc) unattended in your carrel. The library is not responsible for any items left in the carrels—this includes personal items as well as checked-out library materials, which will be billed to the student if not returned.
- Students do not “own” the carrel for the semester. When the student is not present, other students may use the carrel, but may not leave materials in the carrel.
- Please keep your carrel as neat as possible when you are not using it, i.e. stack your papers and books in a corner.
- Violation of any of these policies may result in suspension of this privilege.

_____/_____
Student signature Date

Library staff initials _____
Date _____