



Graduate Research Carrel

APPLICATION

DATE: _____

Carrel # _____

PLEASE PRINT.

Key # _____

*Name _____

*MTSU E-Mail Address _____

*Local Address _____

Permanent Address _____

*Phone Number _(_____)_____ *M Number _____

*Required Information

CARREL KEYS ARE DUE BACK AT THE CONCLUSION OF EACH SEMESTER.

This section is to be completed by Service Desk staff:

Status Verified by _____ Assignment End Date _____

Date: _____ Key Return Date: _____ Staff Initial: _____

Fall Semester

Spring Semester

Summer Semester

INFRACTIONS:

LIBRARY GRADUATE STUDENT RESEARCH CARREL POLICY

DEFINITION: GRADUATE STUDENT RESEARCH CARREL

Library Research Carrels are individual units with a work surface and a small lockable storage area for books and papers. Electrical and data outlets are available for the use of individually owned computers. Research Carrels are for the use of graduate students engaged in research projects where access to the Library collections and services would be of significant benefit. Work surface is open to public use when not attended.

METHOD OF ASSIGNMENT

Students who wish to be assigned a research carrel will complete the application and submit it to the library for carrel assignment. Carrels are assigned on first come, first served basis.

LENGTH OF ASSIGNMENT

Library Graduate Research Carrels will be assigned for one semester and must be renewed at the beginning of each semester as long as graduate enrollment status is maintained.

KEYS

Keys to the locking bin must be returned at the end of each semester. Failure to return the key within a three-day grace period of the designated semester end date will result in a **fine of \$1.00 per day. Billing price is a total of \$70 (\$50 for rekeying the carrel and a \$20.00 replacement fee.** A hold will be placed on the student's record; thus, grades and transcripts will not be available until the hold is cleared. **INITIAL _____**

USE OF LIBRARY MATERIALS IN THE GRADUATE RESEARCH CARREL AREA

Library materials placed in the locking bin of the carrel must be properly checked out in order to be kept there. The carrel may be checked periodically by Library staff members, and materials not properly checked out will be removed. Materials that do not circulate; e.g. periodicals and reference materials cannot be left in the carrel.

RESPONSIBILITY FOR ITEMS IN THE STUDY

Although the binder bin of the research carrel can be locked, the Library cannot assume responsibility for damage or loss of any items left in the area. The carrels are open to the public so access to the work surface will be possible.

REGULATIONS

1. All Library materials in the carrel must be checked out or they will be removed and reshelved.
2. Non-circulating Library materials may not be stored in the carrel.
3. Carrels keys may not be shared by multiple students.
4. Pre-packaged foods and beverages with lids may be consumed while at the carrel. Food must not be stored in the carrel.
5. The carrel may only be used during the hours that the Library is open.
6. Students using the carrels will not be paged for phone calls or messages.
7. Carrels are for individual study ONLY and may not be used for meetings or consultations.
8. Students are advised against leaving any personal items unsecured in the carrel.
9. Failure to conform to research carrel regulations will result in cancellation of the assignment. Multiple offenses may result in permanent loss of privileges.

I agree to adhere to the policies and regulations concerning the use of Library Research Carrels and to acknowledge receipt of my own copy of these policies and regulations.

Signature

Date