

**University of Memphis
McWherter Library
STUDY CARREL APPLICATION**

Study carrels on the third and fourth floors of the Ned R. McWherter Library are available for individual assignment to support study and research by graduate students of the University of Memphis. These carrels are most useful for students in the process of writing their thesis or dissertation. Applications may be submitted to the Circulation Desk or emailed to lib_circulation@memphis.edu. The carrel is private and locked; however, it is not a fully secured environment. **While you should make the carrel look occupied, please do not leave purses, laptops, or other valuable items unattended.** Each carrel is equipped with a lockable cabinet where belongings can be secured. All library materials left in the carrel must be properly checked out. Reference books and other non-circulating materials are not to be left in carrels. All carrels are subject to periodic general search by authorized library personnel. Carrels showing no signs or regular use are subject to being recalled and will be reassigned to the next person on the waiting list. Beginning Fall 2017, carrels are checked out for one semester with a one-renewal option.

Name: _____ Dept. _____ ID Barcode 22109 _____

(Last name first)

Telephone (home) _____ (cell) _____

Home Address _____ City/State/ Zip _____

UUID Number _____ U of M Email _____

Semester for which you request a carrel: _____ Fall _____ Spring _____ Summer

Classification: (Please check one)

Graduate Student

Visiting Faculty

Visiting Scholar

Other, please explain _____

I have read the policies that govern the use of carrels at the Ned R. McWherter Library. Upon assignment of a carrel, I agree to abide by the policies of the University Libraries. I understand that failure to abide by the governing policies may result in cancellation of my carrel assignment.

Signature _____ Date _____

For additional assistance, contact Sharon Tucker, stucker@memphis.edu, 678-8248

FOR OFFICE USE ONLY

Keys issued _____ **Date** _____

Keys Returned _____ **Date** _____

Library Employee