

Short Term Carrel Policy

Private study carrels are available on the 3rd floor for temporary use by faculty, staff and students of the University of Memphis. Carrels are available on a first come first served basis, with preference given to student use. Keys are checked out at the Circulation Desk with a valid University of Memphis ID card.

Check-out options for the short term carrels are 4-hour, 1-day, 3-day and 7 day. They are not renewable, nor can another carrel be checked out when the key to one is returned. Students must wait 24 hours after returning a carrel key before checking out another one. Failure to return a carrel key on time or loss of a key may result in the loss of carrel checkout privileges.

The fine for an overdue carrel key is \$10.00 per hour or portion of an hour. Carrel key replacement is \$50.00 item charge for any key lost or not returned, plus an additional \$48 billing fee for a total of \$98.

A temporary carrel is available for one individual per carrel (not 2 or more). University Libraries reserves the right to request removal of a patron from the carrel and to void the checkout if this policy is violated.