

**2018-2019
STUDY CARRELS
NED R. MCWHERTER LIBRARY**

General Library Carrel Policies

The purpose of assigned library carrels is for research and study. They are not to be used for conference space or for storage of materials. 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 this University. Applications for carrels are available from the Circulation desk or online at www.memphis.edu/libraries/. Questions should be forwarded to Sharon Tucker, stucker@memphis.edu, or 678-8248.

I. Priority of Assignment

Carrel assignments are made according to date of application on a first-come, first-served basis:

II. Loan Period and Overdue Fines

The loan period for study carrels to graduate students is one semester with the option to renew for one additional semester. When carrel keys are returned and checked in, one may apply again.

Fines will be assessed at \$12.00 per day past the carrel due date, with a \$50.00 replacement fee for lost keys.

III. User's Responsibilities

A carrel is to be used for individual study exclusively by the person to whom it has been assigned and cannot be loaned or transferred to another party.

Nothing is to be posted or attached in any way to the inside and outside of the carrel door or window. Posters, papers, a filing cabinet, etc. may not block the glass window.

Personal equipment such as a desk model PC, typewriter, desk lamp, calculator, or desk clock is permitted. All other electrical appliances and personal furniture are subject to approval. (**Note:** *Do not leave a laptop, phone or backpack unattended in a carrel even momentarily.*)

Smoking or tobacco products are not allowed in study carrels. (University Procedure #2A:04:04A)

Snack food is allowed in library carrels. *See Food, Drink, and Tobacco Policy of the library website.*) Possession and/or use of illegal or controlled substances is strictly prohibited.

Cellphone usage in the carrels is not allowed since carrels are not soundproof. Please move to the elevator area for incoming or outgoing calls. Failure to comply puts tenure in a carrel under review. Your consideration and cooperation is appreciated.

IV. Library's Responsibilities

Assignment of study carrels is intended to accommodate the need for a place where the assigned student can work on a specific project or research on a regular basis during the period for which the carrel is assigned.

Library staff will not divulge carrel assignments. This is confidential information.

The Library will not be responsible for damage or loss of any personal property or other items left in the carrel.

Carrels may only be used during the Circulation Department's operating hours. Carrels may not be used as a mailing address location. Mail addressed to a carrel will be returned to the sender. Messages will not be delivered to carrels, nor will assignees be paged.

All circulating library materials in the library carrel must be properly checked out to the assigned occupant. All items will be subject to regular loan provisions and overdue fines and fees will be assessed on overdue materials.

Periodicals, Reference books, and other non-circulating materials may not be left in the study carrel. Use such material only for the same day retrieved and return to its designated area before leaving the library prior to closing.

V. Carrel Inspections

Periodic inspections of carrels are made by library staff. All library-owned materials will be removed if not properly checked out or if overdue. Fines and fees will be assessed on overdue materials. Any prohibited materials will be removed and held at the Circulation desk.

VI. Reassignment of Idle Carrels

If, during the periodic inspection, it is determined that a carrel is no longer being used, that carrel will be reassigned to the next person on the waiting list. Study materials and signs of usage must be visible at all times in assigned carrels.

VII. Carrel Keys

Carrel keys may not be duplicated or loaned to other individuals. Keys must be returned to the Circulation Desk at the end of the loan period. A charge of \$50.00 will be billed to the assigned occupant for unreturned keys.

Lost keys should be reported immediately to Sharon Tucker at 901-678-8248 or stucker@memphis.edu. Replacement keys will be made available after payment of required charges.

VIII. Renewals

Students' carrel assignments may be renewed according to policy based on continuing need and affiliation with the university. At the end of each fall, spring or summer semester of the academic year, renewal notices are sent via email.

IX. Cancellation of Carrel Assignments

If there is evidence a carrel is no longer being used for research or if policy is being or has been violated, the carrel will be reassigned to the next applicant on the carrel waiting list. Infrequent use of assigned carrels is cause for assignment review.

Violation of any rules above may result in immediate forfeiture of carrel privileges.