



Atlanta University Center Robert W. Woodruff Library

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

STUDY CARRELS - POLICY AND PROCEDURES

There are more than 80 study carrels designed to accommodate graduate students and/or faculty engaged in research and writing. The procedures for carrel assignment and usage are as follows:

The carrels are available to Atlanta University Center graduate students and/or faculty. The fee to rent a study carrel is **\$25.00 per semester (Spring and Fall) and \$10.00 for the Summer semester** plus a onetime **key deposit of \$25.00** (Money Order or Debit/Credit card only). A **\$25.00** replacement fee is charged for a lost key. The carrels will be assigned for the current academic year, August 15th -- July 31st, (renewals are possible).

Procedures

1. Applications are available on the library's website (www.auctr.edu) under the *Reserve Room Study Individually* link.
2. Applicants submit completed application to the Office of the Library Director/CEO for approval. Completed applications may be faxed to 404-577-5158 or e-mailed to adminres@auctr.edu.
3. The applicant will be notified by e-mail when application is approved.
4. Applicant may select and inspect the carrel prior to signing the Carrel Agreement form.
5. Applicant pays a **\$25.00 per semester fee (Spring and Fall) and \$10.00 for the Summer semester** plus a **onetime \$25.00** key deposit. Fees must be paid before a carrel is assigned and key is issued. The \$25.00 key deposit is forfeited if the key is not returned.
6. Carrels may be checked by staff, for uncharged library materials. Uncharged materials will be removed and returned to the shelves. **Circulating library materials must be charged out if there is a need to use them for more than one day. Violation of this Circulation policy will result in termination of carrel agreement.**
7. Staff may enter without notice to check on maintenance and/or cleaning, or to verify that the assignee is in compliance with carrel policies and procedures.
8. **Assignee must adhere to the Library's policies including Food and Beverage Policy.**
9. Non-payment of carrel fee and failure to observe library carrel policies and procedures will result in termination of carrel agreement.
10. Key deposit will be refunded when key is surrendered at the end of term paid. **Please allow ten business days for refund.**
11. The library has open carrels available for undergraduates to use for up to three (3) hours. These carrels can be identified the open signs in the Carrel windows.
12. Assignee will be notified by email when rental term is ending. Assignee may renew the rental or return the key to terminate the agreement. Assignees will have 30 days after the rental end date to return the key and remove their personal belongings. Thereafter the library will retain the key deposit and discard the assignees personal belongings.



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APPLICATION FOR CARREL ASSIGNMENT

[] Student [] Faculty (check one)

Institution: _____

FEE: Rental \$25.00 per Semester; \$10.00 for Summer - Key Deposit: \$25.00/Refundable (One Time)
Payment Method: Money Order, Debit/Credit Card Only

NAME _____ Date _____

LOCAL ADDRESS _____ / _____ / _____

TELEPHONE _____ Street _____ City/State _____ Zip Code _____

Local Business E-Mail Address

INSTITUTION WITH WHICH AFFILIATED _____

DEPARTMENT _____ POSITION _____

PURPOSE FOR CARREL _____

SUBJECT OF RESEARCH _____

EXPECTED COMPLETION DATE OF RESEARCH (Month & Year)

December _____ May _____ July _____

Signature _____

Date _____

I recommend the approval of this application for a study carrel assignment for the purpose stated above.

Department Chair or Academic Dean

Date

LIBRARY USE ONLY

[] Approved Carrel Number _____ Rental Dates: _____ / _____

From To

[] Not Approved Renewals _____