STUDY CARRELS - POLICIES 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 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](http://www.auctr.edu)) under the **Services** 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.
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. Non-payment of carrel fee and failure to observe library carrel policies and procedures will result in termination of carrel agreement.
9. Key deposit will be refunded when key is surrendered at the end of term paid. **Please allow two (2) weeks for refund.**
10. The library has open carrels available for undergraduates to use for up to three (3) hours. These carrels can be identified by Information Services staff on the Main Level.

**Note:** Adhere to the Library’s Food and Beverage policy at all times.

Revised 8/12
APPLICATION FOR CARREL ASSIGNMENT

[ ] Student [ ] Faculty

Institution: ________________________________

(check one)

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______________________________/________________________/_____________

Street City/State Zip Code

TELEPHONE ______________________/____________________/____________________________

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______________________________

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