



Atlanta University Center Robert W. Woodruff Library

Clark Atlanta University • 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.

