

Student Application for Library Carrel, Magill Library

Clearly circle or write your responses below.

Number of Applicants: 1 2 Carrel For: Fall Spring Year

Applicant Name: _____ Class: Fr So Jr Sr

E-Mail Address: _____

Co-Applicant Name: _____ Class: Fr So Jr Sr

E-Mail Address: _____

1st Choice Carrel: _____

2nd Choice Carrel: _____

3rd Choice Carrel: _____

For maps of carrel numbers and locations, visit the library website or the circulation desk.

If all of the above are unavailable, I/we would prefer a carrel located on this floor:

Basement Tier 1 Tier 3 Tier 4

The following regulations govern the use and assignment of library carrels:

1. Carrel space is limited. Therefore, carrels must often be shared, and if you do not apply with someone, another student may be assigned to the same carrel. Priority for carrels *during the first two weeks of the semester* goes first to seniors, then to students living off campus, then to others by class and date of application. Thereafter, carrels are assigned on a first come, first served basis.
2. Smoking, eating, drinking from uncovered containers and storing food is strictly forbidden in the carrels. Failure to observe this rule may result in suspension of carrel privileges.
3. The library accepts no responsibility for lost or stolen items. Library materials and personal belongings are left in carrels at your own risk.
4. Books left in carrels must be checked out at the Circulation Desk. The staff will check carrels daily for uncharged and non-circulating materials. These will be removed and returned to the Circulation Desk. You are responsible for checked-out materials as per usual.
5. If a carrel is no longer needed, please notify the Circulation Services staff so it may be reassigned. Consistently unused carrels will be reassigned as well.

In applying for a library carrel, I, the undersigned student, pledge to observe these regulations with the understanding that my carrel assignment may be revoked if I fail to do so. I further understand that accepting this application in no way constitutes a promise on the part of the library to assign a carrel to me.

Applicant's Signature: _____ Date: _____

Co-applicant's Signature: _____ Date: _____