

Application for Library Graduate Student Carrel

Directions: The first section of this form should be filled out by the University of Delaware graduate student seeking a library carrel. The second section must be completed, including signature approval, by the chairperson or faculty advisor of the graduate student's department. After the top two sections are completed, submit the form to the Circulation and Reserve Desk, Morris Library. The department recommending the assignment may submit the form via email to circulation@winsor.lib.udel.edu. The department may also submit the form to the Circulation and Reserve Desk in the Morris Library through campus mail.

Name: _____ Student ID# _____

(Please print)

Address:

Department: _____ Ext. _____

Home: _____

(Street)

(City)

(State)

(Zip Code)

Email: _____ Telephone: _____

If availability permits, do you have a location preference? Yes No

If yes, then indicate carrel number or a range of carrel numbers below. You may also include floor number (**two** or **three**) or other preferences such as general areas where the graduate carrels are.

If availability permits, do you have a preference for top or bottom storage bin? Yes No

If yes, then indicate your preference here: Top Bottom

I have read the policies governing the application, assignment, and use of the library graduate carrel and agree to comply with them.

Date: _____ Applicant's Signature: _____

(To create a digital signature, use the **Fill & Sign** options in Adobe Acrobat XI Pro. Otherwise, the form may be signed by hand.)

Department Recommendation

Please recommend library graduate student carrel assignments only for those graduate students who have University of Delaware graduate student status and who require library-related research.

I recommend assignment of a graduate carrel to: _____

Master degree candidate

Doctoral degree candidate

Expected degree completion date: _____

Department: _____

Chairperson or Faculty Advisor Printed Name _____

Chairperson or Faculty Advisor ID # _____

Chairperson or Faculty Advisor Signature: _____

Date: _____

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Once this form has been completed, the department recommending the assignment may email the form to the Circulation and Reserve Desk in the Morris Library at circulation@winsor.lib.udel.edu. The form may also be sent to the Circulation and Reserve Desk through campus mail.

For Library Use Only

Date Application Received: _____ Graduate Carrel Number _____
Date Graduate Student Status Confirmed _____ By _____

Revised: 10/20/2018