

Library Graduate Student Carrels Policies and Procedures

The graduate student carrels in the Hugh M. Morris Library are assigned by the Library Administration Office to graduate students who have a valid University of Delaware I.D. and who have followed established procedures for assignment of carrels. The following regulations govern the application, assignment, and use of graduate student carrels.

Application

University of Delaware graduate students interested in obtaining a library carrel should obtain a copy of the Application for Graduate Student Carrels which is available in the Library Administration Office, Room 210. A copy of "Library Graduate Student Carrels Policies and Procedures" is given to each applicant and includes an application. The completed application should be submitted to the Library Administration Office during standard office hours. Completed applications are required to have the chairperson or faculty adviser of his/her department sign the form, endorsing their active graduate student status and need for a carrel.

Assignment

1. Library graduate student carrels are assigned for one academic year. The assignment year expires on the last day of the Spring semester. A Graduate student may apply to renew the assignment if:
 - A. the graduate student continues active graduate student status at the University of Delaware,
 - B. the graduate student has complied with the policies and procedures for use of the carrel, and
 - C. the graduate student has submitted his/her completed application for renewal consideration by the designated deadline.Carrels will continue to have a renewal process unless there are outstanding applications for a carrel which have never had an assignment. In that event, priority will be given to graduate students who have not had a carrel assignment over graduate students who have been long-time carrel occupants.
2. Carrels are assigned on a "first come, first served" basis.
3. Two graduate students will be assigned to each carrel. Information regarding the colleagues sharing a carrel will be provided only to its occupants. Responsibility for scheduling use of the carrel lies with the occupants. Each occupant is entitled to one shelf in the carrel.
4. When assignment is made to a carrel, the applicant will be sent notification. The applicant must come in person to pick up the key and/or carrel card.
5. By assignment of a graduate student carrel and with receipt of its key, the graduate student agrees that:
 - A. He/She will not lend the key or permit it to be duplicated.
 - B. He/She will immediately report its loss to the Library Administration Office.

C. He/She will return the carrel key and card to the Library Administration Office when the term of the graduate student carrel assignment expires or the individual leaves his/her graduate student status at the University of Delaware.

Application for Renewal

1. As previously mentioned, graduate student carrel occupants, who desire the continued use of a carrel may apply to renew the carrel for the next academic year, must complete a new Application for Graduate Student Carrel and submit it to the Library Administration Office by the designated deadline. Applications for Graduate Student Carrels are placed in each carrel in April to allow sufficient time for renewal. Renewal requests must be submitted to the Library Administration Office on or before the last day of exams of the Spring semester to avoid loss of the carrel assignment and deposit forfeiture.
2. If approved for renewal, the graduate student will be sent appropriate correspondence. The carrel holder's expiring carrel card must be presented in person by the designated deadline. Assignment paperwork will be completed at that time. Lack of action by the designated deadline is grounds for relinquishing the carrel assignment.
3. In the event that an assignment is not renewed, appropriate correspondence will be sent to the carrel occupant stating the reason for no assignment at this time.

Carrel Use

1. The Morris Library currently contains two types of graduate student carrels:
 - A. Semi-enclosed oak carrels, located on the second floor, are equipped with two unique locking shelves and electricity.
 - B. Newer semi-enclosed models, which are located on the third floor are equipped with sound panels, task lighting, electricity and have wireless access. Laptop connections to the campus network are available.

Since the semi-enclosed carrels are available to any library user when the occupant(s) are not present, the library does not permit the hanging or posting of any materials on the carrel.

2. All University of Delaware Library materials that are to be used and left in a graduate student carrel must be charged out to the carrel card. All library materials charged to the carrel must be used within the building and should not be taken out of the building. Any materials to be used outside the building must be charged on the student's University I.D. or re-checked from the carrel card to the student's University I.D.

3. Monographs may be charged to a graduate student carrel at the Circulation Desk by presenting the books and the carrel card to staff at the Circulation Desk. All materials are charged to a carrel card on extended loan, that is, the academic semester. Periodicals, Reference material, certain government documents, and material on course reserve may not be charged to a carrel. Books charged to a carrel will be removed by the library staff when recalled by another patron.
4. University insurance does not cover the contents of a graduate student carrel. Individuals assigned to a carrel are responsible for its contents.
5. Food and beverages are not permitted in graduate student carrels. Smoking is not permitted in any carrel or in the library.
6. It will not be possible for library staff to take or deliver messages for individuals assigned to graduate student carrels.
7. Graduate student carrels will be inspected by library staff monthly to ensure that all books are properly charged out. Books which are not charged out will be removed.
8. Failure to observe these regulations will result in cancellation of the graduate student carrel assignment.
9. If repeated inspections indicate that a graduate student carrel is not being used the student will be asked to relinquish the carrel in favor of the next person to be assigned a carrel.
10. To prevent unauthorized use of the graduate student carrel, please remember to keep your carrel locked when you are not using it.

To Vacate Carrels

1. Return all library books to Circulation Desk.
2. Remove all personal possessions.
3. Leave graduate student carrel clean and locked.
4. Return graduate student carrel key and card in person to the Library Administration Office in room 210.

PLEASE RETURN YOUR GRADUATE STUDENT CARREL KEY AND CARD WHEN YOU NO LONGER HAVE USE FOR YOUR CARREL.

Attachment: Application for Graduate Student Carrel
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