



**FACULTY & DOCTORAL STUDENTS
IN CANDIDACY**

Spring Semester 2012

University of Maryland, Public Services Office
4119 McKeldin Library, College Park, MD 20742
Phone No. (301) 405-9251
Fax No. (301) 405-9191

STUDY CARREL APPLICATION
(RETURN THIS PAGE ONLY)

Name (Please Print): Ms. First Name: _____ Last Name: _____
Mr. First Name: _____ Last Name: _____

Home Address: _____
(Street Address) (City) (State) (Zip Code)

First time _____ Had it before _____ When is the last Semester you occupied _____

Please Check One: **FACULTY & DOCTORAL STUDENTS IN CANDIDACY**

- | | |
|---|---|
| <input type="checkbox"/> UM Professor | <input type="checkbox"/> UM Candidate - (Full-time) (with advancement to Candidacy) |
| <input type="checkbox"/> Visiting Professor | <input type="checkbox"/> UM Candidate - (Part-time)(with advancement to Candidacy) |
| <input type="checkbox"/> UM Associate Professor | <input type="checkbox"/> UM Instructor - (Full-time) |
| <input type="checkbox"/> Visiting Associate Professor | <input type="checkbox"/> UM Instructor - (Part-time) |
| <input type="checkbox"/> UM Assistant Professor | <input type="checkbox"/> UM Scholars |

Department: _____ Campus Phone: _____ Home Phone: _____

Library Bar Code (Back of ID card): _____

Semester Requested For: _____ E-mail: _____

I have received a copy of the study carrel regulations and agree to abide by the established rules. (Please remember: **These rooms are assigned for the purpose of individual study/research, use as a group study room is prohibited.**)

In accepting this assignment, student understands and agrees that use of the carrel is subject to compliance with the Library's stated terms and conditions of use, and may be revoked by the Director based on non-compliance with such terms and conditions. Student also understands and agrees that the assignment is based on availability and subject to competing University needs.

PLEASE SIGN HERE: _____ DATE: _____

Doctoral students in candidacy are required to attach a copy of their candidacy letter along with this application.

SIGNATURE OF DEPARTMENT HEAD: The undersigned verifies that to the best of her/his knowledge the above information is correct.

SIGNATURE: _____ DATE: _____

DEPARTMENT STAMP:

-----DO NOT WRITE BELOW THIS LINE-----

<u>Semester</u>	<u>Assigned Carrel #</u>	<u>Shelves</u>	<u>Key #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Regulations regarding the assignment and use of locked study carrels at the University of Maryland at College Park Libraries.

I. USE OF STUDY CARRELS:

A. Use By Other Persons

All carrels are shared. A carrel space may **not** be used for team or group student projects, or meetings of any kinds. The combination to the door may **not** be disclosed to another person.

B. Library Materials in Carrels

All library material must be checked out at the Circulation Desk. Reference materials, current periodicals and other non-circulating items cannot be kept in carrels. Public Service staff will regularly check and clear carrels of uncharged items.

C. Storage Areas/Personal Belongings

Study materials may be kept in the carrel only on the desk surface or shelves. Users are urged not to leave valuable or personal materials in the study carrels. The libraries are not responsible for missing or stolen items. We suggest that laptops be secured with security cable. **See Public Services Office for more information**

D. Smoking

The libraries, including all carrels, are non-smoking areas.

E. Windows and Doors

Windows must remain locked. Please do not cover the door window.

Violations of this policy may result in loss of carrel privileges.

II. ASSIGNMENT OF THE STUDY CARREL SPACE:

A. Applications

Applications for study carrel may be obtained in the Public Services Office located in 4119 McKeldin Library.

B. Assignment Periods

Carrel space are assigned annually for faculty and doctoral students in a candidacy and assigned on a semester basis for masters student and doctoral students **not** in candidacy.

C. Renewal of Carrel Assignments

- ❖ **For doctoral students not in candidacy and masters students:** If requested, carrel space may be renewed for two additional semesters (for a total of three consecutive semesters), after which a new application has to be submitted.
- ❖ **Faculty and Doctoral Students in Candidacy:** After one year of carrel occupation, users may reapply by submitting a new application.
- ❖ **All applicants: The maximum total number of semesters one can occupy a carrel is nine.**

D. Vacating carrels

Before the end of each semester, each carrel user will be notified of the deadline to vacate the carrel. Eligible carrel users will be given the opportunity to renew. If no renewal is submitted; the carrel space may be assigned to another user. If the assignee does not vacate the carrel, the library system will make every effort to protect the assignee's property, **but** The Public Services Office will not be responsible for items left in the carrel.

By requesting use of a study carrel, the assignee agrees to abide by the library code of conduct

Revised on 11/19/2010