Study Carrels Definition and Purpose

McKeldin Library currently has twenty-seven study carrels available for semester-long reservation by select users. They are intended to provide a quiet place for uninterrupted study by users who are engaged in research and/or writing with a goal of publication.

The policies below apply only to the study carrels on the seventh floors of McKeldin Library. Carrels on the third, fourth, and sixth floors, and in other campus libraries, may be subject to different policies. The Libraries reserve the right to modify these policies at any time.

Eligible Users

The study carrels on the seventh floor of McKeldin Library may be reserved by University of Maryland College Park Faculty and Doctoral Students in candidacy only. They are not available to other students or staff at College Park, users from other institutions (including University System of Maryland, Big 10/CIC, CIRLA, or others), or the general public (including Community Borrowers, Community Researchers, Alumni Association members, Friends of the Libraries, and others.)

Carrel Application Process

University of Maryland College Park Faculty and Doctoral Students in candidacy may apply for a study carrel by completing the online form on the UMD Libraries website. Applicants will receive an automated notification when the application has been received. The notification will include a deadline by which the applicant should receive confirmation of a study carrel assignment.

Carrel Assignment Process

Applications will be reviewed and carrels assigned on a first-come, first-served basis. Libraries staff will verify each applicant’s status and will check for outstanding library or campus fees. For Faculty, Libraries staff will confirm the applicant’s status via the University Directory and/or Warehouse on the Web (WoW). For Doctoral Students, Libraries staff will confirm the applicant’s status via the Student Information System (SIS) and will follow up with the advisor listed in the application, if necessary, to confirm candidacy status. Applicants whose status cannot be confirmed via these methods will have their application canceled without notice. Carrels will not be assigned to applicants with outstanding library or campus fees.

To accommodate as many users as possible, Libraries staff may assign more than one person to a carrel. The Libraries will share the email addresses of all applicants assigned to the same carrel. Carrel co-
holders are encouraged to share their schedules via email and work out an equitable arrangement for
use of the carrel. Libraries staff will not mediate disputes among carrel co-holders.

Libraries staff will notify successful applicants of their carrel number, door combination, and co-holder
name(s) and email address(es) (if applicable) via email. Carrel assignments are final once they are
distributed for the semester. Libraries staff will not reassign carrels on the basis of preferences for
windows, proximity to other carrel holders, carrel-mate gender, etc. The exception is carrel holders with
a disability who provide documentation from campus Disability Support Services that their carrel
assignment is unacceptable for a reason related to a disability; in such cases Libraries staff will attempt
to accommodate requests for carrel assignment changes.

Length of Occupancy and Renewal Policies

Carrels are assigned for one semester at a time. At the end of the semester, eligible carrel holders will
be given the opportunity to renew their assignment by submitting an online request form. If the
occupant does not submit a renewal request by the specified deadline, the carrel will be released and
assigned to another user. The door combination will be changed and any personal items not removed by
the deadline may be discarded.

Carrel holders may renew carrels up to a maximum total of nine consecutive semesters (Fall, Spring, and
Summer). Faculty and Doctoral Students who will need carrels for certain stages of their research and/or
writing should plan their carrel use accordingly. When the nine semester limit is reached, carrel holders
must vacate the carrel and re-apply using the online form. Carrels will be assigned to these users only
after a set date (typically three weeks after the start of each semester).

Carrel Use Policies

1. The Libraries assumes no responsibility for personal property left in the carrel, including
   computers or other valuables. We suggest that laptops be secured with a security cable, which
   carrel users must supply.

2. Carrels are to be used only by the individual(s) assigned. Carrel occupants who allow
   unauthorized use of their carrels are subject to termination of their carrel privileges.

3. Carrels are for quiet reading, writing and research only. Carrels may not be used for group
   studies, meetings or office hours.

4. All library materials kept in the carrels must be charged out to the carrel occupant’s University
   Libraries account. Reference materials, periodicals and other non-circulating materials cannot
   be kept in the carrels. Study carrels are checked on a regular basis. If uncharged library material
   is found in the carrel, it will be removed.

5. Libraries staff may remove library materials (including Interlibrary Loan items) that are more
   than 30 days overdue or that have been requested or recalled by other library users.

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

7. Exterior windows must remain locked. Do not cover or block door windows.
8. Library carrels are not soundproof. Audio devices are not permitted. Cell phone and other conversations must be brief and quiet.

9. Food preparation devices such as coffee pots, hot plates, or microwaves are not permitted. Heating and cooling devices such as space heaters are also not permitted.

10. Storing food in the carrels is not permitted. Please help us keep the library free of pests by removing food and beverages promptly and by cleaning up after yourself.

11. Libraries staff closely monitors carrel use. The Libraries reserve the right to revoke the carrel privileges of occupants who do not abide by the above carrel policies or who do not use their assigned carrels for extended periods of time.