

Semester Carrel Application

Semester: _____

Due Date: _____

Carrel Number: _____

The primary function of semester carrels is to provide students and faculty with space in the library for study and research. Semester carrels are initially assigned at the beginning of each semester on a first come first served basis. Applications may be accepted throughout the semester based on carrel availability. To be considered for a semester carrel, please complete this application and submit it to the Periodicals/Media Desk staff. **You will be notified via email within 5-6 business days of date of application if your application has been approved. You must return to the Periodicals/Media desk within 5-6 business days of email to sign out your key. Keys not picked up within that time period will be re-assigned to other applicants.**

Name: _____

Date: _____

SUNY ID Number: _____

Local Phone: _____

Email address: _____

Circle the number of credit hours you have completed to date.

Faculty Grad. Fr. (0-26) Sop. (27-56) Jr. (57-85) Sr. (86 or more)

Presidential Scholar yes no McNair Scholarship yes no Honors Program yes no

SEMESTER CARREL POLICY

Loan Period

1. Carrels are assigned for one semester unless there are library or carrel violations. The carrel assignee retains the key for the whole semester.
2. Carrel keys should be returned to the Periodicals/Media desk before 4:00 PM on the last day of this semester. An overdue fine will be charged for a key returned late. If the key is not returned or paid for, the assignee's registration for next semester can be blocked or access to his/her transcripts denied.
3. The library does not have duplicate keys. If a key is lost, the assignee may not have access to his/her carrel until the key is replaced. A fee of \$10.00 will be charged for key replacement.
4. You may request a specific carrel #.

Request for Carrel # _____

Request for floor _____.

A semester carrel application will be denied for the following reasons:

- * Applicant violated carrel policy during the previous semester and continued to violate the carrel policy after 2 written warnings.
- * Applicant has overdue library materials or an outstanding fine (return overdue items and clear all fines before applying).
- * Applicant failed to complete the application or gave incorrect information.
- * If you have been denied a carrel, or had one revoked for any of the above reasons, you may re-apply the following semester.

The library will make every effort to respect your privacy, be aware, however, that the carrels are checked by library support staff on a regular basis.

I have read the carrel policy and regulations and agree to abide by it.

Signature: _____