



## University of Wisconsin-Milwaukee Libraries

### POLICY FOR THE ASSIGNMENT AND USE OF CARRELS

1. All members of the UWM faculty and staff are eligible to apply for the use of a carrel. Current faculty and academic staff engaged in research and writing that requires extended use of library resources have first priority. Carrels may also be available to retired faculty and academic staff.
2. For current UWM graduate students, a faculty member must give approval by directing a letter to the UWM Libraries' Facilities Manager. This letter must be on departmental letterhead, have the faculty's original signature, and must specify the reason why a graduate student needs use of a carrel. A faculty member may only grant carrel assignments for two students at any given time.
3. Application forms for carrels are available from the Facilities Management office or at the main Circulation Desk.
4. Carrel assignments are for the duration of one academic year (September 1 to August 31). Applications for shorter periods (a few weeks or months) are accepted. Several carrels are reserved for such short-term use.
5. Carrel renewal applications for the following academic year will be sent out to users in early September. Subject to #1, above, a carrel is renewable indefinitely to current faculty and staff; however, failure to renew will result in losing the carrel assignment to another user. **To avoid losing the carrel, fill out and return the renewal application when requested to do so.**
6. Whenever possible, assignments will be made near the area housing the resources the user intends to use.
7. Only one carrel will be assigned per user, due to the limited number of carrels.
8. Carrels are not for use as an office or storage locker, only as a place of research and writing.
9. Carrel users cannot reassign a carrel allotted to them, by giving the key to some other user.
10. When a carrel user has completed his or her work, and does not use the carrel any longer, it is the responsibility of the carrel user to notify the Facilities Management office, and to return the key promptly.

**POLICY FOR THE ASSIGNMENT AND USE OF CARRELS  
-CONTINUED-**

***Check-out Procedures for Library Resources Used in the Carrels***

1. Materials used in carrels are governed by the UWM Libraries' loan policies. Any carrel user planning to use an item for more than two hours must check it out at the main Circulation Desk. Materials from the Music and Curriculum Libraries must be checked out in those areas.
2. Materials are checked out to individuals with proper identification, and not to carrels.
3. All checked out materials must be returned to the main Circulation Desk. This will help to avoid discrepancies in the Libraries' records and incorrect overdue notices/charges.
4. Non-circulating items (e.g., reference books, current periodicals, or indexes) and any overdue materials will be removed from the carrels. Library staff periodically inspects carrels for this purpose.

***General Information***

1. Only one key can be issued to the carrel user. There will be a \$15.00 charge for lost or unreturned keys.
2. Carrels are to remain locked to prevent theft or unauthorized use.
3. The carrels are not fully secure, and leaving valuables in the carrels is at your own risk.
4. Carrels have been furnished and equipped for faculty and academic staff use. No furniture may be moved from or introduced into the carrels, except by arrangement with the UWM Libraries' Facilities Management office.
5. Walls and doors must be kept free of nails, tape, or any other method of affixing objects.
6. Report any damaged furniture or equipment to the Facilities Management office (6206).
7. All carrel users must observe the UWM Libraries' Rights and Responsibilities.

