

## **Kelvin Smith Library**

### **Graduate Study Carrel Policy Statement**

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Graduate study carrels are located on the 1<sup>st</sup> and 3<sup>rd</sup> floors around the perimeters of the shelving areas, and inside the 3<sup>rd</sup> floor Quiet Study room. They provide temporary storage for your research materials, with two locking upper bins. Carrels are assigned for one academic year and keys are returned in summer, to prepare for the fall carrel assignments. You may apply each year for the possibility of being assigned a study carrel.

#### **Graduate Study Carrel Assignments:**

You are eligible if you are currently enrolled and in good standing in **The College of Arts and Sciences, the Weatherhead School of Management, or the Case School of Engineering**. Students in other graduate programs are supported by other campus libraries and are not eligible for a carrel at KSL.

- Email notices for carrel recipients are only sent to @case.edu email addresses.
- Carrels are assigned for one academic year, from fall term through the end of summer term.
- Applications can be submitted any time during the year. A wait-list will be created, if needed.
- If an assigned carrel is not claimed within two weeks of notification, the carrel will be assigned to other students.

#### **Picking Up & Returning Carrel Keys**

- An email will be sent to tell you when & where to pick up carrel keys
- Carrel keys are checked out on your library account. There is no charge for the use of the graduate study carrel. Please note: **Lost or damaged keys cost \$35 each**. Fines are non-refundable.
- Keys are the property of the Kelvin Smith Library, and original keys must be returned. Keys may **not** be copied or modified.
- Return assigned carrel keys at any time during the year, if it is no longer needed. Keys are returned to Library Administration or the staff at the Service Center. Applications will be accepted in the fall. Your original carrel keys must be returned in good condition.
- You will receive a courtesy email notice to your @case.edu email one week before the keys are due.

## **Rights of Use:**

- The student assigned to the carrel has first rights to its use. A small sign will be attached to the carrel letting others know it is one that has been assigned for the year. Please contact Library Administration for any issues regarding your carrel.
  - Library staff reserves the right to inspect the graduate carrel at any time.
  - The carrel assignment will be revoked immediately if the staff finds within the carrel:
    - any circulating library property that is not properly checked out
    - non-circulating items such as reference materials and journals
    - unwrapped or loose/open food and beverage items
  - The carrel assignment will be revoked and Security will be contacted if the staff discovers alcohol, firearms, explosives, or any other material deemed dangerous, illegal, or contrary to university policies. An immediate \$70.00 fine will be in effect if this happens.
  - Personal belongings may be kept in the carrel's locking bins; however, neither Case Western Reserve University nor the Kelvin Smith Library assumes any responsibility for damage, theft, or loss to personal property kept on or in the carrels.
  - Library materials left unattended on the carrel work surface will be collected and re-shelved during the regular course of library operations. Check out books if they are important to your work, and keep them inside the carrel.
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**Your signature on the following application means you have read the application, are aware of the policy, and agree to the policy terms (fines, requirements, etc.) in entirety.**

**The signed application will remain on file with Library Administration staff for the full assignment period.**

**Thank you for reading the Graduate Study Carrel Policy.**