



California University of Pennsylvania

RESEARCH CARREL POLICY Louis L. Manderino Library

A. Purpose & Scope:

The Purpose of this policy is to address the use of the individual research carrels located in Manderino Library. This policy covers the twenty small, lockable rooms (carrels) in Manderino Library on the third and fourth floors.

B. Definition:

A carrel is "a private cubicle provided in a library for use by a reader" or researcher (OED).

C. Policy:

1. Sixteen (16) of the twenty (20) research carrels will be assigned to staff, faculty members and graduate students. Staff and faculty carrel assignments are for one academic year and graduate student carrel assignments are for one semester. Students failing to turn in their key will have their academic records sealed until their key is returned.
2. Four (4) carrels are retained for assignment by the Dean of Library Services at his discretion. An application form must be completed if requesting one of the discretionary carrels.
3. Carrels assigned to faculty are not to be used as adjunct offices.
4. Carrels are not to be used for storage rooms.
5. Carrels can only be used during library operating hours.
6. A fee of \$15 is charged for lost key or failure to request renewal of use each academic year.
7. The library will retain a copy of Cal card on file until the key has been returned.
8. Library books and materials cannot be kept in the carrel unless they have been properly charged out through the library circulation system. Violation could result in eviction from the research carrel.
9. It is to be understood by those assigned carrels that the library staff retains the right to inspect the carrels at anytime. Additionally, the Dean of Library Services has the authority to suspend privileges to a research carrel at any time.
10. Periodically ALL carrels will be recalled and the key must be returned to the Dean of Library Services.
11. The library is not responsible for personal property left in the carrel.

D. Procedures:

Complete a Research Carrel Application and submit to the Library Administration office, Manderino 117 or Campus MB #15.

Approved applicants will be issued a key to a carrel by the Dean.

Students MUST turn in their keys at the end of the semester.

Staff and faculty MUST request to renew their carrels via e-mail or in person at the start of each new academic year.

E. Effective: May 2013

Adopted: May 2013

by: Dean of Library Services

Amended: October 23, 2015

Research Carrel Application

Name _____	E-mail _____
Phone _____	
Status <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> GA	Dept _____ Ext _____
Reason for use _____	
I have read and agree to the <i>Manderino Research Carrel Policy</i> and hereby request usage of a carrel,	
_____	Date _____
Signature _____	

For office use only	Approved _____	Research Carrel Assigned _____	Date _____
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Revised: 10/15