

Feinberg Library Carrel Request Form

Carrel Reserve Policy

Please read the following policy before applying for a library carrel:

- Carrel hours are the same as Library hours.
- Carrel assignments are for one semester at a time for graduate students and annually for faculty.
- If demand for carrels is high, you may be asked to share the carrel.
- No covers or obstructions permitted on any windows in a carrel.
- Circulating library materials left in carrels must be charged out.
- Carrels will be assigned on a first-come, first-served basis.
- Access to *Advanced Honors Undergraduate Student* carrels are for a limited timeframe.
- Carrel assignments may be carried over from semester to semester on reapplication two weeks prior to the end of the semester.

I have read the Carrel Policy. YES _____ NO _____

STATUS: Faculty_____ Graduate Student_____

FACULTY:

Name_____

Department_____

Campus Address_____

EMAIL Address_____

Campus Telephone _____

Library Number_____

GRADUATE STUDENT:

Name_____

Academic Major_____

Home Address_____

EMAIL Address_____

Home Telephone (_____)_____

Library Number_____

Are you willing to share a Carrel? YES _____ NO _____

Reapplying for a carrel? YES _____ NO _____

Semester_____ Today's Date_____

Submit (strackds@plattsburgh.edu)

Darlene Strack, Feinberg Library, Room 203/Ext. 5199