

## Policies & Procedures for the Assignment & Use of Carrels

1. Carrels are assigned to UWM faculty, staff or graduate students who are engaged in research and writing that requires extended use of library resources. Priority for carrel assignments will be given to:  
1) Current faculty or staff; 2) UWM graduate students; 3) Retired faculty and staff.
2. The carrel application process may be completed online here: <https://uwm.edu/libraries/facilities/carrels/>
3. Carrel assignments are for the duration of one academic year (Sept. 1 to August 31). Applications for shorter periods may be accommodated based upon availability.
4. Renewal notices are sent in early September. To avoid losing your carrel assignment, accruing fines, and/or having an academic hold placed on your records, you must complete the renewal process as requested.
5. Carrel assignments will be made in the user's preferred area whenever possible.
6. Due to the limited number of carrels, a user may only have one carrel assignment.
7. Carrels are to be used for research and writing and are not to be used as offices or storage lockers.
8. Carrel users cannot reassign a carrel allotted to them by giving the key to someone else.
9. When the user is done with the carrel, it is their responsibility to return the key to the contact person listed at the end of this document.
10. Electrical appliances (space heaters, coffee pots, etc.) and candles are not allowed and will be removed if found.

## Check-out Procedures for Library Resources Used in 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 one hour must check it out at the appropriate desk.
2. Once finished using checked out materials, return them to the Main Desk for proper discharge to avoid discrepancies in the Libraries' records
3. Library staff periodically access carrels; all non-circulating items (e.g., reference books, current periodicals, indexes) any overdue materials, and ALL materials not checked out will be removed.
4. **If any of the above mentioned materials are found in your carrel, you may be asked to surrender the key and your carrel assignment will be cancelled.**

## General Information

1. One key is issued to the carrel user. There is a \$30.00 charge for lost or unreturned keys.
2. Carrels are to remain locked to prevent theft or unauthorized use.
3. Carrels are not fully secure; leave valuables at your own risk.
4. All furniture should remain in the carrel; other furniture a user may want to bring into the carrel must be approved by a member the UWM Libraries Facilities Management Office.
5. Walls and doors are to be kept free of nails, tape, or any other method of affixing objects.
6. Report any damaged furniture or equipment to the UWM Libraries Facilities Management Office.
7. All carrel users must observe the UWM Libraries' Rights and Responsibilities guidelines.
8. **For any further information please contact: Chris Baxter, Building Assistant, [baxter@uwm.edu](mailto:baxter@uwm.edu) or 414-227-3193.**