



University of Wisconsin-Milwaukee Libraries Policies & Procedures for the Assignment & Use of Carrels

1. All members of the UWM faculty and staff are eligible to apply for the use of a carrel. Priority assignments of carrels are given in this order: 1.) Current faculty and academic staff engaging in research and writing that requires extended use of library resources; 2.) UWM graduate students, with written approval from a sponsoring faculty member; 3.) Retired faculty and academic staff engaging in research and writing.
2. Current UWM graduate students must have a sponsoring faculty member write a letter or memo stating the reason the carrel is needed. The correspondence must be on departmental letterhead and be directed to the UWM Libraries' Facilities Manager (Kim Silbersack). The faculty member writing a letter/memo on behalf of the student is in essence vouching for that student's responsibility.
3. Application forms for carrels are available at the Libraries' Main Circulation Desk, located on the first floor of the west wing.
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 on reserve for such short-term use.
5. Carrel users receive renewal applications in early September, at the start of the new academic year. **To avoid losing your carrel assignment, accruing fines, and/or having an academic hold placed on your records you must fill out and return the renewal application as requested.**
6. Whenever possible, carrel assignments are made in the user's most preferred area.
7. Due to a limited number of carrels, a user may only have one carrel assignment.
8. Carrels are to be a place of research and writing. They are not offices or storage lockers.
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, it is their responsibility to return the key to the Main Desk. Please keep in mind that others would like the opportunity to use a carrel to complete their assignments.
11. **For safety reasons space heaters, coffee pots, water warmers, candles and refrigerators are not allowed, and will be removed if found in carrel.**

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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 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. Libraries' staff periodically access carrels, mainly to assure that all items are checked out.
4. All non-circulating items (e.g., reference books, current periodicals, indexes), any overdue materials, and ALL materials not checked out are removed from the carrels.
5. **Please be advised: 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 become null and void.**

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. 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. Furniture that is in the carrel must remain there. Other furniture a user may want to bring into the carrel must meet the approval by 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 Facilities Management office.
7. All carrel users must observe the UWM Libraries' Rights and Responsibilities.

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