



# Ekstrom Library Research Carrel Application

CARREL NO. \_\_\_\_\_

Check one:  Faculty  Doctoral student  Master's student  Other

**Please Print**

Last name \_\_\_\_\_ First name \_\_\_\_\_ MI \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School and Department \_\_\_\_\_

Phone numbers Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

UofL ID #: \_\_\_\_\_

UofL email address \_\_\_\_\_

Request for: Fall semester 20 \_\_\_\_\_ Spring Semester 20 \_\_\_\_\_ Summer Semester \_\_\_\_\_

All research carrels have wireless internet access. A limited number of carrels have Ethernet lines. While we will try to accommodate your request, there is no guarantee that a carrel will be available or that you will be assigned a carrel with an Ethernet line.

I am requesting a room that has an Ethernet line: Yes \_\_\_\_\_ No \_\_\_\_\_

**Note: Please bring your current UofL ID card when submitting this form.**

I have read the Research Carrel Policy and agree to comply with ALL regulations stated therein. Failure to comply may result in the termination of carrel privileges.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Assignment date: \_\_\_\_\_ Reassignment date: \_\_\_\_\_

Unassigned persons authorized to use the carrel:  
(Must be accompanied by a memo from Carrel Holder)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Tumbler No. \_\_\_\_\_

August 2010

**THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED.**

Faculty: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time

Rank: \_\_\_\_\_ Professor \_\_\_\_\_ Associate Professor \_\_\_\_\_ Assistant Professor \_\_\_\_\_ Instructor  
\_\_\_\_\_ Other. Explain: \_\_\_\_\_

Please indicate the purpose for which the carrel is needed. Describe the current or projected re-  
search relating to the use of the library's collections / facilities:

### Signature of Department Chair Required

\_\_\_\_\_ Doctoral candidate \_\_\_\_\_ Master's candidate \_\_\_\_\_ A&S Honors Student  
\_\_\_\_\_ Other. Explain: \_\_\_\_\_

#### Department Chair

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature : \_\_\_\_\_

Check all activities the applicant is currently engaged in:

_____ Course Work	_____ Dissertation Research
_____ Thesis Research	_____ Dissertation Writing
_____ Thesis Writing / Proposal	_____ Data Collection / Analysis

Notes:

Research carrel applications are kept on file until the beginning of the fall semester. Anyone not  
receiving a carrel at the beginning of the fall semester MUST complete a new application.

August 2010



# Ekstrom Library

## Research Carrel Policy

### I. PURPOSE

Research Carrels are intended to be used for research that requires extensive use of library resources. Carrels are NOT intended to be used as offices for course-related study or as lockers.

### II. ELIGIBILITY

Graduate students working on thesis research are eligible to apply for carrels. Information supplied on carrel application must be confirmed by signature of the Department Chair or Faculty Advisor.

Employment as a teacher or research assistant alone does not qualify a person for carrel assignment. University faculty members, including emeritus faculty and visiting scholars, are eligible to apply for carrels. No member of the faculty will be entitled to a carrel based solely on rank or position.

### III. APPLICATIONS

Application forms are available in the Office of the Dean, University Libraries, Ekstrom Library, Room 203 or online <http://louisville.edu/library/ekstrom/policy/>. Completed applications must be returned to this office. Incomplete applications will not be considered. No application will be kept on file for more than one year. A copy of your UL /ID card is required.

### IV. CRITERIA FOR ASSIGNMENT, IN ORDER OF PRIORITY

Research Carrel assignments will be made on a first come, first served basis for completed applications.

1. PhD candidates working on their dissertation (2 years)
2. Master candidates working on their thesis (2 years)
3. Faculty members engaged in library research
4. Emeritus and visiting scholars engaged in library research
5. Special requests

The Office of the Dean, University Libraries will assign carrels.

### V. LENGTH OF CARREL ASSIGNMENT

Carrel assignments are made for one academic year. Carrels will be assigned by August 20. All carrel assignments expire on May 15, *regardless of when they are assigned during the year*. Those assignments that are not renewed must vacate by June 30. Exceptions may be made under unusual circumstances.

### VI. RESTRICTIONS

- Alcohol and smoking are prohibited in carrels.
- Immersion heater or other liquid warmers, cooking appliances or utensils are prohibited in carrels.
- Carrels may be shared if the person assigned to the carrel has provided a written statement authorizing another specific individual use of the carrel.
- Carrel windows must be left uncovered.

## VI. RESTRICTIONS (cont'd.)

- Conversations and typing are permitted if they do not disturb other carrel users.
- Only radios or audio players with headset may be used in the carrels.
- No library furniture should be moved into carrels; if additional furniture is required, the Library Administration Office (Room 203) should be contacted for permission.

## VII. KEYS

Authorized carrel holders may pickup their carrel key at the Circulation Desk (1st Floor – West) by showing their university identification card. An attendant will check the name and identification before releasing the key. **THE KEY MAY NOT BE REMOVED FROM THE LIBRARY.** There is a \$5 charge for a carrel key that is lost.

## VIII. CIRCULATION POLICY

All circulating materials kept in a carrel must be charged out at the circulation desk to the carrel user(s). All non-circulating items (particularly bound volumes of periodicals) used in the carrel must be removed from the carrel before the user leaves the building. Library personnel, who check carrels throughout the semester, will remove materials not checked out or overdue and return them to the stacks.

## IX. CARREL SECURITY

Although all carrels are provided with lock guards or plates and removable tumbler locks, carrels are not burglar proof. Irreplaceable or expensive items should not be kept in the carrel. Carrel break-ins should be reported immediately after they have been discovered to the Office of the Dean, University Libraries or the Circulation Desk after 5 pm.

## X. ACCESS TO CARRELS

The Office of the Dean, University Libraries will permit access to carrels or provide carrel assignment information only to persons who (1) are currently assigned to that carrel, or (2) have written authorization on file in the Office of the Dean, University Libraries signed by the current carrel holder.

## XI. REASONS FOR TERMINATION OF CARREL ASSIGNMENTS

- A. Expiration of the assignment period, unless assignment is renewed
- B. Failure to comply with carrel policies
- C. Non-use of an assigned carrel
- D. Duplication of carrel key or removal of key from the library
- E. Provision of false information on application forms
- F. Consent for unauthorized persons to use the carrel (see X).
- G. Evidence of alcoholic beverages, drugs or smoking within the carrel

### QUESTIONS, SUGGESTIONS, OR COMPLAINTS CONCERNING CARREL POLICY SHOULD BE SENT TO:

Research Carrels  
Office of the Dean  
Ekstrom Library, Room 203  
University of Louisville  
Louisville, KY 40292  
**OR CALL (502) 852-8704 / (502) 852-6745.**

(Revised August 2009)