

APPLICATION  
FOR CLOSED CARREL  
WRIGHT LEARNING AND INFORMATION CENTER

Guidelines:

1. I understand that closed study carrels are assigned based on need and for the purpose of study, not simply for convenience or storage of personal items. I agree that I will use my carrel regularly or may be asked to surrender the carrel to someone else who has a greater need.
2. I will ensure that all library materials left in my carrel are checked out on my account or returned to the library services desk to be reshelved before the end of the day.
3. I will not decorate my carrel and will not use tacks, nails, tape, or glue on carrel surfaces since these can cause damage.
4. I will not leave valuables in my carrel and agree that the Wright Learning and Information Center is not responsible for lost or stolen items. I will not duplicate study carrel keys.
5. I agree that while using my assigned study carrel I will abide by library policies, including those regarding food, drink, and noise level.
6. I understand that I am responsible for the key and will pay a \$10 replacement fee (\$25 for key cards) if the key is lost or stolen.

\_\_\_\_\_  
Please complete the application form below and return it to David Schmerral, Access and Instruction Librarian. Application deadline is \_\_\_\_\_. Those assigned a carrel will be notified by email within three business days.

By signing this form, I agree to adhere to the guidelines listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

APTS Status: M.Div: (Junior \_\_\_\_; Middler \_\_\_\_; Senior \_\_\_\_ ) MATS/MAMP/MAR \_\_\_\_\_  
MAYM \_\_\_\_ DMIN \_\_\_\_ Special \_\_\_\_\_

Please indicate why you need a closed library study carrel (mark all that apply; you may also use the back of this form).

	I have small children at home		My home does not offer an environment conducive for studying
	I am a commuter		I have a large project that requires extensive use of library resources over a long time
	I have learning disability or other challenge		I frequently take part in online classes or meeting and need a place where I will not disturb others
	Other (please elaborate)		

