

CARREL POLICY FOR SEMINARY STUDENTS

Reeves Library, Upper Level, south end, has 22 carrels which may be reserved by Seminary students.

- **7 lockable carrels**
 - First choice goes to MAPC and MATS students doing research for a thesis.
 - Carrels must be requested by October 1.
 - Any remaining lockable carrels will be made available to Credo students.
 - The library secretary registers lockable carrel users and hands out keys.
 - Lockable carrels must be emptied and keys returned to the library secretary at the end of the academic year.
- **15 open carrels**
 - May be reserved by any Seminary student doing a major research project.
 - Reference Librarians register open carrel users *at the Reference Desk* and assign a carrel number to them.
 - Carrels must be renewed each semester. If a seminarian does not renew his/her carrel, it may be assigned to someone else.
 - A card will be taped to the open carrel: **THIS CARREL IS RESERVED FOR _____** (Student's name)
 - Open carrels may be used by other students when the assigned student is not using them. However, such students may be asked to leave when and assigned student wishes to use his/her carrel.
 - Library books kept in a carrel
 - Must be *checked out to the carrel*.
 - Will be due when all other Seminary books are due.
 - Will have a *carrel flag* inserted in each book. **THIS BOOK IS CHARGED TO SEMINARY CARREL # _____** ...
 - Will not be desensitized and *cannot be removed* from the library. If the student wishes to take a carrel book out of the building, he/she must have it desensitized at the Circulation Desk.

- Carrels are periodically checked for the following:
 - Books without flags.
 - Reference books.
 - Bound and unbound periodicals.
 - If any of the above items are found, they will be reshelfed immediately.
- All carrel books must be returned to the Circulation Desk when finished or at the *end of each semester*.
- Books remaining on carrels after the due date will be cleared, checked in, and reshelfed. Cards reserving carrels will be removed.
- Personal items should not be left on open carrels.

Reeves Library assumes *no responsibility for any items* left on carrels.

5/17/05