

Date turned in application:

Carrel Assigned

APPLICATION FOR LIBRARY STUDY CARREL

Full Name: _____ Student ID#: _____

Email: _____ Phone: _____

Current Address (Temporary)

Mailing Address (Permanent)

Degree Program (circle one) Ph.D. Ed.D. D.Min. Th.M. Other _____

Major Professor: _____ Date Entered Program: _____

Expected Graduation Date: _____

Carrels are assigned based on degree program, need, and use. Please describe your reasons for reserving a carrel (small children at home, commuting to campus, etc.) and the pattern of use you anticipate: _____

Are there only certain months that you will be on campus for intensive seminars, such as the Ph.D.

Modified Residency program? _____

Do you have an office space already on campus? _____

Please fill out application completely, sign Use Agreement, and return to:

Heather Teater, Administrative Assistant
The Library at Southeastern
114 N. Wingate Street, Wake Forest, NC 27587
Phone: (919) 761-2250, Fax: (919) 761-2150
hteater@sebts.edu

Key Checkout
Date checked out: _____
Paid \$5.00? (\$10 typing room)
Date returned: _____
Returned \$5.00?

STUDY CARREL USE AGREEMENT

1. **Check out all library materials taken to a carrel.** In searching for lost books, the Circulation Department and Administrative Assistant reserve the right to check carrels for catalogued or stamped SEBTS materials.
2. **Periodicals and reference books should be used on the first floor.** A graduate student may be permitted to check out periodicals/reference materials to an assigned carrel for a short period of intensive use with permission of the Reference Coordinator.
3. Keys for the carrel lockers may be checked out in the Administrative Assistant's office with a \$5.00 key deposit. The three typing rooms are a \$10.00 key deposit.
4. The Library assumes no responsibility for personal equipment or materials used or left in the carrel. Small fans, heaters, and lamps are permitted; please **unplug** these items every time you leave your carrel. Please refrain from moving the desks in the study carrels. This is dangerous, as they are made of heavy metal.
5. Please help maintain a quiet study atmosphere on the 3rd floor. You should feel free to ask others to refrain from disturbing activity and to ask for help from library staff if needed. Carrels are not to be used for meeting spaces.
6. The Library closes for Chapel every Tuesday and Thursday from 10:30 AM - 11:30 AM during the Fall and Spring semesters. You will not be permitted to remain in the Library during those times.
7. Drinks with spill-proof lids are allowed, along with food. Food may not be stored in a carrel. Of course, please clean up after yourself thoroughly. No tobacco may be used or stored in a carrel.
8. Carrels may not be shared unless two people are assigned to one space. To discuss sharing a carrel, please see the Administrative Assistant.
9. Carrels are assigned based on degree program, need, and use. If needed, a carrel assigned to a Th.M. student may be recalled for assignment to a Ph.D. student. A graduate student must be actively enrolled or participating in continuous enrollment or dissertation writing in order to use a study carrel.
10. Notify the Administrative Assistant when a carrel is no longer needed (see contact information on carrel application), or if there are any complaints/suggestions regarding carrels.

I agree to abide by the guidelines stated above, and I understand that failure to do so could result in the loss of library privileges or forfeiture of the carrel.

Signature

Date