

Joyner Library Procedure Manual

Subject: Study Carrels

300.46

Title: Assignment and Use of Study Carrels

Operational Procedure – Date Adopted By the EHRA Assembly: September 2, 1982

Administrative Procedure – Date Issued by Administration:

Date Revised: November 9, 2000; March 3, 2011; August 16, 2012; December 6, 2012; December 6, 2018

Study carrels are available in Joyner Library for use by ECU faculty, visiting faculty, ECU graduate students, and ECU undergraduate Honors College students. Study carrels may also be assigned to upper-level ECU undergraduate students requiring advanced research support or other ECU undergraduate students at the discretion of the Assistant Circulation & Interlibrary Loan Department Head. The Circulation & Interlibrary Loan Department is responsible for assigning study carrels.

Study carrel reservations are made on a first-come, first-served basis. Carrels may be renewed as needed. Upon request, multiple patrons may be assigned to the same study carrel. When not physically occupied by the assigned patrons, other patrons may use the study carrel. However, assigned patrons have priority for the use of the study carrel.

Patrons requesting to use or renew a study carrel must complete the Joyner Library Study Carrel Form. Forms may be obtained at the Circulation Desk or accessed from the library website. A patron cannot be assigned a study carrel or receive a renewal of a carrel if their library account is delinquent or barred.

Upon assignment, patrons must sign the Study Carrel Agreement form which outlines the conditions of study carrel assignment and use. Circulation will issue study carrel keys at the time of carrel assignment. A courtesy email will be sent before the end of the assignment period to alert the assigned patron of the need to renew or vacate the carrel and return the key. A replacement charge will be assessed to the patrons' library account for the key if it is lost or not returned by the assigned due date. The fee for the replacement key will be stated on the library website. Replacement fees for keys returned within 10 days of the initial billing date will be cancelled; after 10 days, the charge will be sent for formal collections. Refunds for keys paid for and later found will not be provided since replacement keys and/or cabinet locks will be promptly reordered.

Library materials used in the study carrels must be checked out by the patron if the period of use is for more than one day. The library retains the right to enter study carrels and cabinets and remove materials not checked out to the assigned patron. Storage of food and/or drinks in the study carrels is not permitted. Carrels will be checked by the Study Carrel Manager at the start of each term (summer, fall, and spring).

Academic Library Services is not liable for damage or loss of personal belongings stored in the study carrels.