

# RESEARCH CARREL POLICY

**Louis L. Manderino Library**  
California University of PA  
California, PA

**Note:** Research Carrels will **NOT** be available until the construction project on the 3<sup>rd</sup> and 4<sup>th</sup> floors of the library is complete.

## Definition:

A carrel is "a private cubicle provided in a library for use by a reader" or researcher (OED). This policy covers the forty small, enclosed, lockable rooms—or carrels—available in Manderino Library.

1. Thirty-six (36) of the forty (40) research carrels will be assigned to faculty members and graduate students. Faculty carrel assignments are for one academic year and graduate student carrel assignments are for one semester. Faculty **MUST** renew their carrels via e-mail, phone or in person at the start of each new academic year. Students **MUST** turn in their keys at the end of the semester and may request the same carrel for the next semester depending upon availability. They then can pick up the key at the start of the next semester. Students failing to turn in their key will have their academic records sealed until their key is returned. Assignments are made using a lottery system. Those individuals interested in securing a carrel must complete a research carrel request form. Request forms can be obtained from the office of the Dean of Library Services, room 117, first floor.
2. Four (4) carrels are retained for assignment by the Dean of Library Services at his discretion. An application form must be completed if requesting one of the discretionary carrels.
3. Carrels assigned to faculty are not to be used as adjunct offices.
4. A fee of \$15 is charged for lost keys to cover the cost of replacing locks and having new keys made.
5. No individual assigned a carrel can house or use library books and materials in the carrel which have not been charged out properly through the library circulation system. Violation could result in eviction from the research carrel.
6. No food or beverages are permitted in these carrels. Smoking is also not allowed.
7. It is to be understood by those assigned carrels that the library retains the right to inspect the carrels at anytime. Additionally, the Dean of Library Services has the authority to suspend privileges to a research carrel at anytime.