

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

Do not write above this line.

**Please print.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

USM ID No. \_\_\_\_\_

Email address: \_\_\_\_\_  
*(This will be our main means of communication, so please write legibly.)*

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Status (check one):  Graduate Student  Undergraduate Student  
 Faculty/Staff \_\_\_\_\_  
*Department (Faculty/Staff only)***Rental Fee per Semester:     \$60.00 Fall and Spring  
   \$50.00 Summer**Please check if you are interested in renting a larger carrel for \$75.00 per semester.   
Carrels will be assigned on a first-come, first-served basis.

Method of payment:

- 
- Check – when key is picked up (Faculty, Staff, or Student)
- 
- 
- Bill my USM account (Students Only)
- 
- 
- Bill via Interdepartmental Invoice - (Faculty/Staff Only)
- 
- (attach completed invoice for processing)

**I have read and understand the policy and regulations listed. I also understand that non-compliance results in revocation of research carrel privileges.**\_\_\_\_\_  
Carrel Occupant Signature\_\_\_\_\_  
Date**FOR OFFICE USE ONLY:**Your signature indicates that these items are present and damages have been noted upon receipt of key.  Filing cabinet  Bulletin board  ChairDamages: \_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Carrel Occupant Signature\_\_\_\_\_  
Date

Key returned on \_\_\_\_\_ Date \_\_\_\_\_ Admin. \_\_\_\_\_

Carrel Inspection \_\_\_\_\_ Date \_\_\_\_\_ Admin. \_\_\_\_\_



Eighty (80) research carrels are available to rent in Cook Library for researchers who require close working proximity to the library collection. Research carrels provide a controlled work space but are not designed to replace an office or conference setting.

**Carrel Rental Fee Increase: Beginning Fall 2010, the rental fee for the fall and spring will increase to \$60.00 per semester. The rental fee for the summer will remain \$50.00.****ELIGIBILITY:** Research carrels are assigned to USM faculty/staff members and currently enrolled USM students who have no outstanding library charges or fines. A valid University of Southern Mississippi identification card must be presented to receive a carrel key.**ASSIGNMENT PERIOD:** Carrels are available for assignment through the University Libraries Administrative Office. Applications for carrels will be accepted the first work day two months prior to the assignment period:**July 1 for the Fall semester  
November 1 for the Spring semester  
April 1 for the Summer semester**

A waiting list will be established when demand is greater than the number of carrels available. Assignments will be made based upon the order received. The occupancy period begins the first day of classes and ends the last day of the semester (the last day of final exams).

**ASSIGNMENT PROCEDURE:** Notification of carrel assignments is made via email. Keys not picked up by midpoint of the semester will be reassigned. Keys are to be returned to the Administrative Office at the end of the assignment period. Notices will not be sent, so be sure to note the key due date.**Return completed application form to the  
Administrative Office of Cook Library  
Room 202 or Box 5053  
or fax it to: 601-266-6033  
Phone: 601-266-4241**

**CARREL FEES:** Beginning Fall 2010, the rental fee for the fall and spring will increase to \$60.00 per semester. The rental fee for the summer will remain \$50.00. Failure to pay rental fees will result in revocation of carrel privileges. \_\_\_\_\_  
Initial above

### **CARREL BILLING PROCEDURES**

**Students:** Students may pay by check the first week of carrel assignment or reassignment in the Administrative Office of Cook Library. Students who have not paid by the 2<sup>nd</sup> week of the assignment period will be billed through the University Business Office.

**Faculty:** Faculty/Staff members may pay by check or Interdepartmental Invoice the first week of carrel assignment or reassignment. When paying by invoice, please submit it to the Administrative Office before picking up the carrel key.

### **REFUND POLICY**

#### **Unused full semester occupancy:**

The key, along with email or written notification, must be submitted to the Administrative Office by the final day of the previous semester to receive the full rental refund for subsequent semesters already paid for by the renter.

#### **Partial semester occupancy:**

Partial refunds will be prorated at \$10.00 per month until the midpoint of the semester, after which time NO REFUNDS for the remainder of the current semester will be given.

**LIBRARY EMERGENCIES:** Carrel occupants must evacuate the building when the emergency alarms are activated.

**LIBRARY HOURS:** Research carrel holders must observe library hours posted by Cook Library.

**MESSAGES:** The library staff members do not deliver messages to research carrels and do not give information concerning the location of research carrels except to security officials in emergency situations. Please supply your research carrel number and location to those you wish to find you.

**NETWORK ACCESS:** All carrels have both hard-wired and wireless internet access. For assistance with computer network access, contact the Office of Technology Resources at 266-HELP.

**PERSONAL PROPERTY:** University Libraries assumes no responsibility for personal materials left in research carrels. Materials left in the research carrel at the end of the assignment period may be claimed from the University Police Dept.

**Library personnel will conduct unannounced inspections of research carrels to ensure proper use of the facility and materials.**

## **Please read the following Carrel Regulations and initial before each one:**

\_\_\_\_\_ **ELECTRONIC EQUIPMENT:** Items such as computers, printers, and clocks may be used in the research carrels; however, items that emanate noise (radios, televisions) and items that are potential safety hazards (coffee pots, heaters) are not permitted. Please note that electricity in the research carrels may be suspended when the library is closed.

\_\_\_\_\_ **FOOD/TOBACCO:** Food is allowed in the library; however, please remember to put leftover food, food/drink containers, and other disposable items in the trash. The use of tobacco is not allowed in the library and/or in the research carrels.

\_\_\_\_\_ **FURNISHINGS:** Each research carrel is furnished with a desk, chair, and bulletin board. **Please do not add or remove furniture from the research carrel. Do not hang items on the walls, windows, or door; use the bulletin board provided.** To block the sunlight, consider purchasing a tension rod and hanging curtains. **Do not use tape, screws, etc. to hang material over window.** Do not cover any air vents. The window in the research carrel door may be covered with paper and magnets provided by the Administrative Office.

Damage to research carrel furnishings should be reported immediately to the Administrative Office. Research carrels are inspected prior to reassignment, and unreported damage is billed to the last occupant.

\_\_\_\_\_ **KEYS:** The research carrel key is the responsibility of the individual assigned the carrel and cannot be loaned to others. Only one key per carrel is issued, and the library will not open research carrels for occupants. Failure to return carrel keys by the due date results in a \$5 per day fine with a maximum fine of \$25. There is an additional \$50 charge for replacing or re-keying the lock if a key is lost or not returned within five (5) days. Please be careful to lock your carrel and take your keys when leaving.

\_\_\_\_\_ **LIBRARY MATERIALS:** Only library materials properly checked out to the research carrel holder are to be placed in the research carrel. Reference books, periodicals, and other non-circulating materials are not to be kept in the research carrel.

\_\_\_\_\_ **NOISE:** Please be cognizant of fellow research carrel holders. Do not conduct meetings or visit with others in your research carrel. Turn cell phones to silent/vibrate, and move to the lobby or stairwell to make/take phone calls.

**Failure to comply with research carrel regulations will result in revocation of carrel privileges.**