GRADUATE STUDENT CARREL POLICY & APPLICATION

Application for Research Carrel in J. D. Williams Library

Printed Name: ________________________________

University ID#: ______________________________

Department: _________________________________

Campus Phone: _______________________________

Local Phone: _________________________________

E-mail Address: ______________________________

Local Address: _______________________________

Semester Needed: ______ Fall 2015 ______ Spring 2016 ______ Summer 2016

Please circle if you have a disability that requires a carrel for the disabled: Yes  No

There is a $35 one-time fee payable when Carrel key is issued. ($30 refundable key deposit when original key is returned and a $5 non-refundable use fee.) If you should misplace your key, you will not be eligible to receive a refund of your key deposit.

Graduate Student Carrels are renewable each semester by contacting Library Administration at 915-7091 or you may email your name and Carrel number to baswindl@olemiss.edu. Once you complete Graduate School we ask that you return your key promptly.

Library policy states that books and other library materials kept in a research carrel should be properly checked out. Library staff reserves the right to check carrels periodically and to remove material that has not been properly checked out. Also, there will be ABSOLUTELY NO APPLIANCES (coffee pots, microwaves, toasters, heaters, fans, refrigerators, etc.) allowed in the carrels. Violation of this policy will result in immediate termination of carrel privileges. The Library will not be responsible for any materials (books, papers, computer equipment, etc.) which could be stolen or damaged due to incidents beyond our control. Carrel keys are not to be duplicated. Contact Library Administration at 915-7091 to report lost or stolen keys.

Applicant Signature: ________________________________ Date: ____________