

Eligibility Guidelines for Carrels, Lockers and Group Study

Effective: June, 2012

TYPE OF STUDY SPACE	TERM/REQUIREMENTS	WHO IS ELIGIBLE
Group Study Rooms	Term: 2 Hours. May be renewed once per group if no one is waiting to use the room. Check out a key at Reserves.	Drew Students and Drew Faculty: Groups of 2 or more. For academic purposes
Day Carrels in the Baldwin Room (Unassigned E-Level Closet Carrels may be converted into Day Carrels as conditions warrant).	Term: 1 Day. Check out an 'occupied' card and a key at Reserves.	Drew Students: Quiet, private study space for academic purposes.
Baldwin Carrels	Maximum Term*: 3 years (36 months) for PhD candidates 1 1/2 years (18 months) for DLitt and DMH candidates Minimum Usage Requirement: 85 hours per month. (see policy for exceptions). Application required.	PhD degree candidates who have completed course work and language exams. DLitt and DMH degree candidates who have completed course work.
E-Level Closet Carrels	Maximum Term*: 3 years (36 months) for PhD candidates 1 1/2 years (18 months) for DLitt and DMH candidates Minimum Usage Requirement: 85 hours per month. (see policy for exceptions). Application required.	PhD, DLitt, or DMH degree candidates who have a prospectus signed by their Committee AND who are working on a dissertation.
Day Lockers: Locked file cabinets are on Level C, in the Cornell staircases off the Kean Reading Room	Term: 1 Day Check out a key at Reserves.	Drew Students and Drew Faculty
Lockers: Locked file cabinets are on Level E, in the Cornell Staircases between the Cornell and Pilling or the Pilling and Baldwin Rooms	Term: 6 months Minimum Usage: 2 times per week (see policy for exceptions). Application required. May be renewed.	Dissertation and Thesis Candidates in the PhD, DLitt, DMH, MA, MMH, and MLitt programs who are not eligible for a carrel assignment or who are waiting for an assignment. All Caspersen and Theological School students, commuting students in any school, faculty on sabbatical, and CLA-BA Honors students become eligible on October 15 th each year.

***Maximum Carrel Terms:** PhD candidates who have completed course work and language exams are eligible for carrels for a three-year period or for several periods of time that add up to 36 months. DLitt and DMH candidates who have completed course work are eligible for carrels for a one-and-one-half-year period or for periods of time that add up to 18 months. *The 3 and 1 ½ year periods apply to any COMBINED use of Baldwin and E-Level Closet carrels. Therefore, the maximum length of time that any doctoral candidate may have ANY assigned carrel is 3 or 1 ½ years, depending on the degree being pursued. There are no renewals.*

***MAXIMUM TERM LIMITS CURRENTLY SUSPENDED:** Assignees who meet the minimum usage requirements may be allowed to retain their assignments even if they have exceeded their 36- or 18-month term limit cap.

Renewals of locker assignments may be granted upon assignee request when the current term expires. Renewal applicants must still be academically eligible, must have met the minimum usage requirements during the current and/or prior semester or year, and must not have committed serious policy infractions to be eligible for renewal.

Appeals for exceptions may be directed to the University Librarian.