

Drew University Library

Policies and Procedures for Assigned Carrels

Effective Date: August 26, 2024

Changes effective August 26, 2024 are being adopted on a trial basis for one year.

The Drew University Library has a limited number of private study carrels. The following policies and procedures are designed to administer assigned carrels as equitably as possible.

ASSIGNED CARRELS:

General Information and Eligibility:

- Carrels are assigned as available at the beginning of each semester on a first-come-first-serve basis, to eligible Caspersen and Theological School students pursuing PhD, DLitt, and DMH degrees.
- After October 1st each year, remaining available Baldwin carrels may be assigned to other Caspersen and Theological School students pursuing other graduate degrees.
- The assigned term for carrels is dependent upon academic status:
 - PhD degree candidates may have a carrel for a period of up to three years or for several periods of time that add up to 36 months.
 - DLitt and DMH degree candidates may have a carrel for a one-and-one-half-year period or for periods of time that add up to 18 months.
 - Students in other Caspersen or Theological School degree programs may have a carrel for one year or for periods of time that add up to 12 months.
 - Students completing a master's level program and entering a doctoral program may re-apply under their new student status.
- Drew staff or faculty members (even if they are also students) are not eligible for carrel assignments. A minimum of five E-Level Closet Carrels will be available for use by all students as Day Carrels. Other unassigned carrels may also be designated as Day Carrels at the discretion of the Head of Access Services and Library Director.
- When there is a waiting list for carrels, anyone who is not fully utilizing their carrel will be contacted to assess if they are truly in need of a carrel. If not, they may be asked to vacate their carrel. Assignees with low usage may be asked to vacate for other eligible candidates.
- Assignments are for individual use. Carrels may be used only by the assignee. Carrels are not designed to be offices or conference rooms and are not to be used as such.
- Remove recyclables and trash from your carrel space daily and place in designated receptacles. Maintain reasonable cleanliness. Keep your desk area clean.
- \$75.00 will be charged if the key to a Closet Carrel is lost to cover the cost of re-keying the lock. The replacement charge for a lost or damaged Baldwin Carrel drawer key is \$25.00. A \$50.00 lamp replacement fee will be assessed if the Library-owned lamp provided in each E-Level Closet carrel is removed by the assignee. Other fees may be assessed if a carrel is damaged by an assignee beyond normal wear and tear; such fees will be determined by the Facilities Department.
- A carrel not vacated *within 2 weeks of written notification* will be cleared of all materials; items not picked up after 30 days will be donated to charity. A \$25.00 fee will be assessed to any assignee who does not

completely clear a carrel when their assignment ends (whether the assignee voluntarily leaves or whether the assignment is withdrawn).

Minimum Carrel Usage Requirements:

- A carrel assignee must check out a Carrel Time Card from the Circulation Desk before reporting to their carrel every time they use their carrel. This card is to be returned when the assignee is finished using their carrel for the day.
- Carrel holders must log at least 450 hours per academic year (August through May), or 225 hours per semester. Usage time will be calculated by adding up the check in/out times for assignees' Carrel Time Cards on their respective library accounts at the end of each month. Failure to meet these minimum requirements may result in loss of carrel assignment.
- A carrel no longer needed for Library-based research is to be relinquished even if the assigned term has not expired.

Furniture and Equipment in Carrels:

- Standard equipment is a chair, a built-in work surface, and a file cabinet.
- Noisy, hazardous or otherwise inappropriate equipment is prohibited. This includes, but is not limited to, electric heaters and fans, coffee and tea pots, hot plates, copiers, printers, microwaves, toaster ovens, popcorn poppers, refrigerators, toasters, blenders, and typewriters. Extension cords may *not* be used but surge protectors may be used.

Use of Library Resources:

- Circulating Library materials **must be checked out** at the Circulation Desk before being placed in carrels.
- Periodicals, reference materials, and other non-circulating materials may not be kept in carrels.
- **Any items not checked out and any periodical, reference, or non-circulating items found in a carrel or locker will be removed and re-shelved.**

Food and Drink Policy:

- Please keep the library neat. Library users must clean up after themselves: dispose of trash in appropriate containers at the front doors or remove it from the building as you leave.
- Drinks should be covered to prevent spills and to protect our materials.
- Please report large spills to Circulation as soon as possible. Paper towels are available in all restrooms for cleaning up small spills.
- Food delivery: if you have ordered food to be delivered, you must meet the vendor in the lobby or outside after the doors are locked. Circulation staff cannot direct, escort, receive, or hold deliveries.
- No alcoholic beverages.

Miscellaneous:

- Applications are required. Eligibility will be confirmed by Library staff before assignments are made.
- Cell phones must be set to 'vibrate;' laptops should be muted.
- Library personnel will not take telephone messages for assignees or refer visitors to carrels.

- Carrels are only to be used to house research materials, not to store personal belongings.
- Library personnel may enter without notice to retrieve recalls, to check on maintenance and cleaning, or to verify that the assignee is in compliance with carrel policies and procedures. Facilities personnel may also enter without prior notice in the performance of their duties.

Security and Safety:

- To comply with New Jersey State Fire Code; N.J.S.A. 52:27D, all door windows must remain totally uncovered at all times. No signs or other materials may be placed on the outside doors of carrels or on the outer walls of Baldwin Carrels.
- Keys may not be copied or lent to other persons.
- The Library is not responsible for property or for damage to anything placed in carrels. Possessions are the sole responsibility of the owner.
- Security problems and safety concerns are to be reported promptly to Library staff.

Assignment Revocation:

- **The Library reserves the right to revoke an assignment if a carrel is determined to have been underused or improperly used. Failure to comply with or violation of these policies and procedures will result in the loss of the carrel assignment.**
- **If there are three separate incidences of unchecked-out item(s) or non-circulating material(s) such as reference books or periodicals found in an assignee's carrel, the assignee will be evicted immediately. The assignee will not be able to re-apply for a carrel or locker.**

Appeals Process:

Students may appeal any decision affecting their carrel assignment. Appeals are first directed to the Carrel Coordinator, then to the Head of Access Services, then to the Library Director. The Library Director will consult the Dean of the student's school as needed.

Appeals from Drew staff or faculty regarding their ineligibility for carrel and locker assignments should be made to the Library Director.

Questions about carrel policies and procedures should be directed to the Carrel Coordinator.

*The Library reserves the right to add additional student academic groups to appropriate categories if the University adds new doctoral or masters-level programs requiring dissertations or theses.