

Graduate Carrels Policy

Policy Statement

The number of graduate carrels in the AUC Library is limited and, therefore, priority is given to graduate students in thesis writing stage. The 30 carrels are assigned for one semester for the following three periods: fall semester, spring semester and the summer session. Graduate students may renew a carrel once.

Reason for Policy/Purpose

The purpose of this policy is to provide graduate students with a space to organize their thoughts and papers in a quiet academic environment.

Who Approved This Policy

Dean of LLT, Library School Council and the Office of Grad Students

Who Needs to Know This Policy

Department chairs, faculty members and graduate students

Web Address for this Policy

<http://schools.aucegypt.edu/library/services/Pages/grad-carrel.aspx>

Contacts

Responsible University Official: Amany Mikhail (Carrel Coordinator)

Responsible University Office: Main Library – Access Services

If you have any questions on the policy or procedure for [graduate carrels] policy, you may:

1. Call Amany Philip at 2615-3397
2. Send an e-mail to library@aucegypt.edu

Definitions

Graduate carrel	Locked study unit
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Policy/Procedures

An **online application** for a research carrel is available from the Library Web site:

All applicants must submit the online form to be considered for a study carrel. This form should be accompanied by an email to be sent to library@aucegypt.edu from the applicant's major department confirming that the applicant is registered for the thesis for the current semester. Students approved for semester carrel assignments will be notified by e-mail and must make an appointment with the Carrel Coordinator to pick up assigned keys and sign the Graduate Carrel Agreement.

Carrel Use Guidelines

Library materials kept in carrels must be checked out. Carrels will be checked by Library staff regularly. Materials not checked out will be removed from the carrel and re-shelved.

Periodicals and other non-circulating materials may not be stored in locked carrels. Carrels are furnished with a chair, desk, shelves and wastebasket. Library furniture from other areas of the building may not be moved into the carrels.

Carrels should be locked at all times when not in use. Personal belongings should not be left unattended on the carrels. The AUC Libraries is not responsible for theft and/or damage to personal or library materials in the carrels.

For security reasons, occupants of carrels should not obscure the windows in their carrels with paper or other materials.

Carrels are not sound proof. Consideration of other library users is appreciated.

The loss of keys to a carrel will result in replacement charges.

Near the end of the carrel assignment, individuals may submit a renewal application to be considered for another assignment. However, there is no guarantee of another assignment or extension.

Unless eligible for renewal, the carrel must be vacated by the end of the carrel assignment (the last exam day of classes as stated in the University calendar of the assigned semester). All Library and personal materials should be removed from the carrel by the occupant, and carrel keys should be turned in to the carrel coordinator by the end of the last day of the assignment. If the key is not returned by the date specified, the user will have a hold on his/her registration or graduation and will not be eligible to renew the carrel, materials will be removed, the lock changed, and the carrel holder billed for the charges. Personal items will be given to University Lost and Found.

Carrels will be inspected for damage when keys are turned in. If damage has occurred to a carrel, the cost to the holder of the carrel will be determined based upon cost of the repair (s).

Food and drink should not be left in the carrels. Leftover food and food waste must be disposed off in bins outside the carrel before leaving it. Hazardous material cannot be stored in carrels. Failure to comply with the policies and guidelines may result in forfeiture of the carrel.

Forms/Instructions

<https://www3.aucegypt.edu/carrel/studentlogon.aspx>

Related Information

N/A

Appendices *(optional)*

N/A

History/Revision Dates

Origination Date: Month, Day, Year

Last Amended Date: March, 12, 2017

Next Review Date: March, 2018



AUC Libraries and Learning Technologies

Application for Carrel Use for Semester **Spring 2017**

Name	<input type="text"/>
Department	<input type="text"/>
Address	<input type="text"/>
Phone Number (mobile or land line)	<input type="text"/>
Email Address	<input type="text"/>
StudentID	<input type="text"/>
Date	3/12/2017

<input type="button" value="Submit"/>	<input type="button" value="Reset"/>
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An email should be sent to Ms. Amany Philip: amany@aucegypt.edu from the applicant's major department confirming that the applicant is registered for the thesis for the current semester.