

**MURPHY LIBRARY  
UW-LA CROSSE  
APPLICATION FOR GRADUATE STUDY CARREL USE  
FACULTY**

Carrels are assigned on a semester by semester basis and faculty can use them for consecutive semesters if there are open carrels after 2 weeks into the semester. When you no longer need the carrel, we would appreciate your returning the key.

Name:

\_\_\_\_\_

Campus Department and Address:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

E-mail Address:

\_\_\_\_\_

Please read the "Rules for Locked Carrels" on the back of the form and sign below to signify that you have read and agree to abide by the rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Assigned Carrel Key: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_ Given by Staff Member \_\_\_\_\_  
Date Returned: \_\_\_\_\_ Rec'd by Staff Member \_\_\_\_\_

Starting Semester: \_\_\_\_\_

Ending Semester: \_\_\_\_\_

**MURPHY LIBRARY RESOURCE CENTER  
RULES/PROCEDURES FOR FACULTY USING  
LOCKED STUDY CARRELS**

Carrels are assigned on a semester by semester basis. The following rules/procedures apply:

1. You must check out any books you are using in your study carrel. Carrels are checked frequently by the library Circulation staff and books which are not checked out to the borrower will be returned to the shelves.
2. Materials such as Reference books that do not circulate should not be left in carrels.
3. **SMOKING, FOOD, AND BEVERAGES ARE PROHIBITED IN THE CARRELS except for spill proof containers.**
4. The windows in the carrels must be left uncovered so that the carrels can be monitored especially in cases where the building has to be evacuated for fire or bomb threats.
5. Do not stick anything to the walls or door of the carrel as this may damage them. Inspections are conducted periodically and the user is liable for repairs due to damage.
6. Personal valuables should not be left in the carrels.
7. Murphy Library is not responsible for damage to computers stemming from electrical surges.
8. Effective Fall 2003 the building will have wireless service available to those with a computer card device that will pick up the transmission frequency. For information on the computer card required, please contact the ITS Help Desk, 5-8774. Carrel Internet connections are also available. Users are responsible for network charges. Direct inquiries to the ITS Help Desk.

Carrels are periodically checked by library staff who report rule violations to the Administrative Office. Thanks for your cooperation in abiding by these rules.