

Guin Library- Policy on Library Carrel Use -- March, 2006

The Guin Library Carrels are primarily for short-term use (three to six months) by Oregon State University faculty and graduate students as well as visiting researchers and students. Longer-term use (six to twelve months) is on an “as available” basis. Assignment of the Carrels is at the discretion of the Librarian. Priority goes to graduate students studying for comprehensive examinations or finishing theses, and faculty members working on short-term projects.

Carrels are not substitutes for offices. The Graduate Loft is available for regular graduate student offices. Faculty planning on extended stays at HMSC should request office space through the HMSC Director.

Graduate Students

Carrels are available to graduate students who are studying for oral or written examinations, or who are in the final phases of their writing and research. The student must submit a letter from their major professor stating why there is a need. All renewals of space must be written and sent to the Librarian.

OSU and HMSC Faculty

Carrels are available for both short-term and longer-term use. The Librarian will assign carrels as available. For long-term use, the faculty member must discuss his/her need with the Librarian. All renewal requests must be written and sent to the Librarian.

Visiting and Affiliated Researchers and Students

Carrels are available for short-term use as available. Requests are made to the Librarian. Renewals of the space is discouraged.

Rules on Use:

1. All library materials kept in the carrels must be checked out. The library staff reserves the right to inspect carrels at any time and will remove library materials that have not been checked out.
2. If violations are observed, you will be notified. If violations are severe enough, your carrel privilege may be revoked.
3. The Custodians do not clean the carrels. Please recycle your paper and dispose of your trash regularly.
4. Walls and windows are to be kept clean and free of any postings, artwork, etc. If you post material and damage the walls, you will be responsible for those damages.
5. The library is not responsible for personal belongings left in the carrels.
6. Contact the Director's Office about telephone installation. Associated costs are your responsibility.
7. Data connections are active except in carrels 6-9. You must register your computer with the HMSC IT Support Person and negotiate for computer network access if not covered under another account.
8. If you do not use your carrel regularly, at least once a week, you will be asked to relinquish it.