

**MURPHY LIBRARY, UW—LA CROSSE
APPLICATION FOR GRADUATE STUDY CARREL USE**

Check only one: Fall _____ Spring _____ Summer _____ Year _____

Carrels are open to graduate students the first two weeks of Fall and Spring Term. Thereafter, faculty and undergraduates will be assigned in the order of application date.

Name: _____

Local Address: _____

Phone Number & E-Mail: _____

If you are a graduate student:

Graduate Program: _____ Graduate Director _____

College: _____

State concisely why you would like a carrel: _____

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: _____

For Office Use Only

Assigned Carrel Key: _____ Date Received: _____ By: _____
Date Received: _____ By: _____

**MURPHY LIBRARY RESOURCE CENTER
RULES/PROCEDURES FOR LOCKED
GRADUATE STUDENT 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. Reference books and periodicals cannot be checked out. Please do not leave them in the carrels. If you wish to use a magazine, journal, newspaper, or reference book extensively, you may want to utilize one of the Library's copiers.
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. The building has 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, however, users are responsible for network charges. Direct inquiries to the ITS Help Desk.**
9. **Carrel keys must be returned to Murphy Library (Room 111) and carrels completely cleared out by the last day of final exams. Failure to do so will result in a non-refundable fine of \$10.00. Anything left in carrels after the last day of final exams will be placed in lost and found.**

Carrels are periodically checked by library staff who report rule violations to the Administrative Office. If you violate a rule, you will be sent a warning letter. Continued violations may result in loss of carrel privileges. Thanks for your cooperation in abiding by these rules.