

# Policies and Procedures for Assigned Study Carrels and Lockers

Drew University Library

Policies and Procedures for Assigned Carrels

Effective Date: January 1, 2017

Changes effective January 1, 2017 are being adopted on a trial basis for two years.

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, to eligible Caspersen and Theological School students pursuing PhD, DLitt, and DMH degrees. Eligible students receive priority in the following order:
- E-Level Closet Carrels:
  - PhD degree candidates who have an approved and signed prospectus and who are working on a dissertation.
  - DLitt and DMH degree candidates who have an approved and signed prospectus and who are working on a dissertation.
- Baldwin Carrels:
  - PhD degree candidates who have completed course work and language exams.
  - DLitt and DMH degree candidates who have completed course work.

After October 1<sup>st</sup> each year, available E-Level closet carrels may be assigned to doctoral students who do not yet have an approved and signed prospectus or who are not working on a dissertation. Eligible doctoral students will receive priority in the following order:

- PhD students who have completed course work and language exams, who currently have a Baldwin carrel assignment, and who have regularly met the minimum usage requirements and other policies.
- PhD students who have completed course work and language exams.
- DLitt and DMH students who have completed course work, who currently have a Baldwin carrel assignment, and who have regularly met the minimum usage requirements and other policies.
- DLitt and DMH students who have completed course work.

After October 15<sup>th</sup> each year, available Baldwin carrels may be assigned to other doctoral students. Eligible students will receive priority in the following order:

- PhD students who have not yet completed course work and language exams
- DLitt and DMH students who have not yet completed course work

After October 15<sup>th</sup> each year, PhD, DLitt, and DMH students who cannot individually meet the minimum usage requirements on a regular basis may apply for shared carrel assignments:

- Both partners must submit their application at the same time; eligibility will be based on the eligibility of the partner with the least eligibility.
- If one of the two partners needs to relinquish their assignment (due to graduation, a move out of the area, etc.), another partner of equal or higher eligibility must apply for the vacated assignment within one month so that the remaining partner may retain his/her shared carrel assignment.
- Each shared carrel assignee will submit their own usage online; the total usage by the two assignees will be combined in determining whether or not the monthly and yearly minimum usage requirements are being met.
- Shared carrel assignees must work out their own arrangements for dates and times of usage and for the use of desk space, drawers, and counters. Fines for policy violations will be split between the two assignees.

After December 15<sup>th</sup> each year, remaining available Baldwin carrels may be assigned to other Caspersen and Theological School students pursuing graduate degrees in the following order of priority:

- DMin/MA/MMH/MLitt students
- All other graduate students

The assigned term for carrels is dependent upon academic status:

- PhD degree candidates may have a carrel for a period of 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. There are no renewals. The assignments of students in these degree programs will be reviewed each January and July.

- The assignment periods for PhD, DLitt, and DMH candidates apply to any combined use of Baldwin and E-Level Closet Carrels. PhD, DLitt, and DMH assignees who consistently meet the minimum usage requirements may be allowed to retain their assignments even when they are at or exceed their 36- or 18-month caps. Priority for maintaining assignments will be given to PhD, DLitt, and DMH students in dissertation stage.
  - Students must provide documentation of any change their student status as it occurs, i.e., acceptance of prospectus, completion of exams, etc.
  - Students completing a master's level program and entering a doctoral program may re-apply under their new student status.
  - Short-term assignments (for one week to two months) may be made to PhD, DLitt, and DMH degree candidates who live outside the tristate area and who qualify for a Baldwin or Closet carrel.
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- Drew staff or faculty members (even if they are also students) are not eligible for carrel assignments. A minimum of four carrels will be available for use by all students as Day Carrels. Baldwin Carrels will be used for this purpose; unassigned E-Level Closet Carrels may also be used as Day Carrels.
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- The minimum usage requirement for assigned carrels is 600 hours per year per carrel. The year begins January 1<sup>st</sup> and ends December 31<sup>st</sup>; yearly usage will be pro-rated for assignments made after January 1<sup>st</sup>. There is also a minimum usage requirement of 25 hours per month, year-round, January through December.
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- Assignees agree submit their usage hours online each week by Monday at closing (for the prior week). If an assignee neglects to submit his/her hours, he/she may email the Carrel Coordinator or leave a note in the log book at the Circulation Counter.
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- Carrel assignments will be withdrawn from any assignee who does not meet the 25-hour minimum monthly usage requirement three times, whether consecutive months or not and whether or not there is a waiting list for carrels. Carrel assignments will be withdrawn from assignees who do not meet the yearly usage requirement of 600 hours per carrel per year two times.
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- When there is a waiting list for carrels, the assignee(s) with the lowest usage may be asked to vacate their carrels. Assignees who are not PhD, DLitt, or DMH candidates with low usage may be asked to vacate for other eligible candidates at any time.
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- Assignments are for individual use or specifically assigned as shared carrels. Carrels may be used only by the assignee(s). Carrels are not designed to be offices or conference rooms and are not to be used as such.
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- Remove recyclables and trash from your carrel space daily and place in designated receptacles. Maintain reasonable cleanliness.
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- \$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 (or \$15.00 per person for shared carrel keys). 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.
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- 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 his/her assignment ends (whether the assignee voluntarily leaves or whether the assignment is withdrawn).

#### **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.

#### **Security:**

- 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.

#### **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.** Notification of the infraction will be given to the assignee. A fine of \$2.00 per item will be placed on the assignee's Library account.

#### **Miscellaneous:**

- Applications are required; forms may be obtained from Circulation Supervisors. Eligibility will be confirmed by Library staff before assignments are made.
- Eating, smoking, telephoning, and conversing are prohibited.
- Food and food storage containers may not be kept in lockers or carrels.
- 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:**

- 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 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.**

- A carrel no longer needed for Library-based research is to be relinquished even if the assigned term has not expired.
- Any assignee who loses (or has lost) a carrel assignment due to low usage three times (or more) may not re-apply for a carrel.

- **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 Circulation, then to the Associate Dean of Libraries. The Associate Dean of Libraries 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 Associate Dean of Libraries.

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.

### **Drew University Library Policies and Procedures for Assigned Lockers**

**June 1, 2014**

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

#### **ASSIGNED LOCKERS:**

##### **General Information and Eligibility:**

- Lockers are assigned as available, to PhD, DLitt/DMH, DMin, MA, MMH, and MLitt and candidates who are not eligible for a carrel assignment or who are waiting for a carrel assignment; eligible students in these degree programs receive priority in locker assignments in the order listed. All other Caspersen and Theological School students, commuting students in any school, faculty on sabbatical, and CLA-BA Honors students become eligible on October 15<sup>th</sup> each year. Drew staff or faculty members (even if they are also students) are not eligible.
- Locker assignments are for a six-month period. Renewals may be granted upon assignee request to students who remain academically eligible, who have met the minimum usage requirements during the current and/or prior semester or year, and who have not committed serious policy infractions.
- The minimum usage requirement for a locker is 6 times per month during September, October, February, and April. The minimum usage requirement is reduced in other months as follows: November = 5, December = 3, March and May = 4. Usage requirements are waived during January term, spring break, and the months of June, July, and August.
- Locker assignments will be withdrawn from any assignee who does not meet the minimum usage requirement six times (whether consecutive months or not) or who does not use their assigned locker at all for three months in a row.
- Assignees agree to sign in when using their locker; the log book is at the Circulation Counter.
- Assignments are for individual use. Lockers may be used only by the assignee. Combinations to locks may not be given to other persons.

- Only Library-supplied locks may be used on lockers. Combinations may only be changed by Library staff. The replacement charge for a lost or damaged combination lock is \$25.00.

- No signs or other materials may be placed on the outside of lockers.
- A locker 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 locker when his/her assignment ends (whether the assignee voluntarily leaves or whether the assignment is withdrawn).

#### **Use of Library Resources:**

- Circulating Library materials **must be checked out** at the Circulation Desk before being placed in carrels or lockers.
- Periodicals, reference materials, and other non-circulating materials may not be kept in carrels or lockers.
- **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.** Notification of the infraction will be given to the assignee. A fine of \$2.00 per item will be placed on the assignee's Library account.

#### **Miscellaneous:**

- Applications are required; forms may be obtained from Circulation Supervisors. Eligibility will be confirmed by Library staff before assignments are made.
- Food and food storage containers may not be kept in lockers.
- Library personnel will not take telephone messages for assignees or refer visitors to lockers.
- Lockers are only to be used to house research materials, not to store personal belongings.
- Library personnel may enter without notice to retrieve recalls or to verify that the assignee is in compliance with locker policies and procedures. Facilities personnel may also enter without prior notice in the performance of their duties.

#### **Security:**

- The Library is not responsible for property or for damage to anything placed in lockers. Possessions are the sole responsibility of the owner.
- Security problems and concerns are to be reported promptly to Library staff.

#### **Assignment Revocation:**

- **The Library reserves the right to revoke an assignment if the locker 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 locker assignment.**
- A locker no longer needed for Library-based research is to be relinquished even if the assigned term has not expired.

- Any assignee who loses (or has lost) a locker assignment due to low usage three times (or more) may not re-apply for a locker.
- **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 locker, the assignee will be evicted immediately.** Assignee will not be able to re-apply for a carrel or locker.

**Appeals Process:**

Students may appeal any decision affecting their locker assignment. Appeals are first directed to the Carrel Coordinator, then to the Head of Circulation, then to the Director of Libraries. The Dean/Director of Libraries 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 Dean/Director of Libraries. Questions about locker policies and procedures should be directed to the Carrel Coordinator.