Assignable Carrels

Study Carrel assignments are issued to EWU faculty and students. Faculty and graduate students currently preparing their thesis or graduate research projects, are given first assignment priority, followed by other graduate students (who are currently admitted to an EWU graduate program).

Carrel assignments may be issued to undergraduate students based on specific, academic-related need, such as work on projects requiring significant numbers of library resources. Applications received from undergraduate students are considered after all pending faculty and graduate student applications are processed.

Applications are generally processed in order of their application dates, within their respective categories.

Assignment Periods

**Faculty/Graduates:** Up to one academic year (fall, winter, and spring quarters), expiring no later than the last day of spring quarter. Upon request, an extension may be provided for the concurrent summer quarter. Summer extensions are accepted within 30 days of the due date.

**Undergraduate Students:** Up to one academic quarter.

Renewals

Carrel assignments may be renewed on a quarter by quarter basis, provided there is not a waiting list. If there is a waiting list, renewal applications are placed at the end of the list. Renewal requests are accepted within 30 days of the due date.

Applicants are notified by the library when a carrel becomes available and are provided two weeks from the date of notification to claim their assignment. Carrel assignments not claimed within the two-week period may be passed on to the next person on the waiting list.

Carrel assignees are responsible for the acquisition, maintenance, and return of their carrel keys. Assignees must return their carrel keys on or before the expiration date. Carrel assignees are responsible for all fines and recore charges associated with lost or late keys.

Up to three assignees may be assigned to one study carrel. Carrel assignees are responsible for arranging usage schedules among themselves. Conflicts or problems should be brought to the attention of the Circulation Manager.

The library reserves the right to enter and inspect the study carrels at any time.

Carrel assignees may be asked to maintain a usage log. Usage logs are retained in the carrels and should be updated with each use.

Food may not be consumed in a carrel. Drink is permitted only in library-approved, spill-resistant containers, in accordance with the library's food and drink policy. Smoking anywhere in the library is not allowed.
Library materials retained in a carrel more than 24 hours must be checked out to the assignee. Non-circulating materials, such as reference materials or periodicals, may not be retained in the carrel overnight. Library materials kept in a carrel in violation of the carrel policy will be removed by library personnel.

Leaving personal items in a carrel is at the owner’s risk. The library is not responsible for lost, stolen, or damaged items left in a carrel.

Pictures, posters, or other items may not be attached to the painted walls within the carrels or to the windows. Carrel windows may not be covered (except with the existing blinds). Additional chairs may not be placed in the carrel without receiving prior approval from a circulation department staff member.

Carrel assignments that are used infrequently, as determined by the usage log, may be revoked and assigned to someone else.

Assignees may be charged for damage done to a carrel.

Carrel assignments may be altered or revoked at any time, with or without cause.