



# GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
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(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

## APPLICATION FOR A LIBRARY CARREL PAGE 1 OF 2 - PLEASE SEE REVERSE

**Submit your application to the Graduate School (attn: Brianda Gonzalez). You will be notified via e-mail of your eligibility and carrel number if applicable.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

College: \_\_\_\_\_ Degree: \_\_\_\_\_ Other: \_\_\_\_\_

Individual library study carrels are assigned by The Graduate School for use by graduate students engaged in research. Carrels are assigned according to the following priority:

- 1) Doctoral students at the dissertation stage.
- 2) Doctoral students with active research projects (who have completed at least 45 credit hours). If at active research, please provide confirmation letter from program advisor stating that dissertation will be completed within two years.
- 3) Master's students at the thesis/final product stage.
- 4) Master's students who are not yet at the thesis stage but have completed at least 24 credit hours. A confirmation letter from program advisor must be submitted stating that thesis will be completed within a year.

If you wish to be considered for a library carrel or have questions about your carrel, contact Brianda Gonzalez (bcgonzalez@utep.edu) at The Graduate School or a member of The Graduate School staff at (915) 747-5491. The Graduate School will provide you with the necessary paperwork to initiate the carrel assignment process.

### Guidelines for Library Carrel Use:

The Graduate School determines carrel eligibility. If you are assigned a carrel, you will need a valid ID and make a \$10.00 deposit payable at the library circulation desk. Please take your payment receipt to the Library Administration Office, Room 316, Monday-Friday 8:00 a.m. – 5:00 p.m. to obtain your key.

- 1) Carrels are assigned to individuals for no more than 4 long term (Fall and Spring) semesters. Carrels are assigned by semester, but if students remain enrolled they will ordinarily retain their carrels for the academic year. Students should renew library carrels by contacting the Graduate School within 2 weeks of each semester, or your items will be removed and the carrel re-keyed.

When you graduate or leave school, please return your key immediately to the Library Administration Office and receive a \$10.00 deposit refund. If your key is not returned, a hold may be placed on your student record. If you have lost your key you will need to pay a fee for re-keying.

- 2) If you are not enrolled or attending Fall/Spring semesters you need to turn in your carrel key to Sylvia N. Marquez or Bonnie Cardona, at the Library Administration Office, Room 316.
- 3) If you find that you are not making use of your carrel, please return your key to the Library Administration Office as a courtesy to your fellow students, and advise Virginia Vargas in the Graduate School. CURRENTLY THERE IS A WAITING LIST FOR CARRELS.
- 4) Carrels are available for your use during Library open hours. Please leave your carrel promptly at closing times. Remember: Your carrel is for your use only.
- 5) For personal safety measures, carrel windows must remain unblocked at all times. To reduce fire hazards, paper clutter and drapery are not allowed. The use of space heaters is strictly forbidden.
- 6) The consumption of tobacco or alcohol products is strictly forbidden.

You may leave personal items in your carrel, but the Library and the Graduate School are not responsible for items that are lost. Please keep your carrel locked at all times, do not lend your key to other students, this is for your own protection – you are responsible for any damages.

Library staff inspects Carrels periodically and library materials that are not checked out or which are overdue will be removed. Overdue materials will be held temporarily at the Circulation desk before being returned to the shelves.

If within 3 days of receiving Library Carrel Documentation Issuance, a key has not been picked up at the Library Administration; your carrel will be issued to another student. An e-mail will be sent to Bonnie Cardona regarding Carrel issuance, requesting response within 3 working days.

Graduate School personnel verify enrollment each semester. If you are not enrolled and neglect to return your key, your carrel will be re-keyed, and any personal belongings remaining in the premise will be discarded immediately. You will receive an email a week prior to removal of any personal items. (All notifications regarding vacating carrels will be done via e-mail)

By signing this document I acknowledge that I have read, understood, and received a copy of the aforementioned use and vacating library carrel guidelines:

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

**Graduate School Internal Use Only. Carrel No.** \_\_\_\_\_

Assigned Date:	Renewal Date:	Renewal Date:
Expiration Date:	Expiration Date:	Expiration Date:

Key Returned: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Notes: \_\_\_\_\_ Received by: \_\_\_\_\_