

**UConn Library**  
**Research Carrels – Lost Key Form**

**Carrel Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Key Number (if available):** \_\_\_\_\_

**Key Reported Lost By:** \_\_\_\_\_

\_\_\_\_\_  
Research Carrel Assigned To (Please Print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address 1

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

---

If you currently have a key deposit on file, please note that by submitting this form you are waiving your right to receive a refund. If you do not have a key deposit on file, you will be issued a \$100.00 key replacement fee. The key replacement fee is subject to change as determined by UConn Facilities Operations.

Would you like to request an additional key?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

Please note that if you decide to decline the replacement key, your Research Carrel will be forfeited.

---

Please submit this form to the Homer Babbidge Library, Office of the Vice Provost Reception Desk. If you have any questions or concerns, please contact Kim Giard at [kim.giard@uconn.edu](mailto:kim.giard@uconn.edu) or 860-486-2219. Thank you.