

# Research Carrels Policy

## UConn Library

### Purpose

Research carrels are assigned to eligible applicants who are working on research projects requiring extensive use of library materials. Research carrels are not intended for use by occupants as study, storage, or office space. Only individuals actively affiliated with the University of Connecticut are considered to be eligible.

### Research Carrel Eligibility Requirements

1. **Graduate Students:** Graduate students must have passed all comprehensive or general examinations required by their program and must be actively working on a dissertation or thesis (for master's students). All graduate students must have their applications approved by their department head or advisor. Unofficial transcripts or a signed Report on the General Examination for the Doctoral Degree is the standard proof of exam.
2. **Honors Students and University Scholars:** Honors students must be working on their senior thesis and have their thesis advisor approve their application. University Scholars must be working on their University Scholar project and have their advisor approve their application.
3. **Faculty and Visiting Scholars:** Faculty members must be working on research projects requiring extensive use of library materials and must have their applications approved by their dean or department head. Given limited availability, research carrels are not provided to adjunct faculty.
4. **Emeritus:** Emeritus must have been officially designated by the Board of Trustees as an emeritus faculty member.

Research Carrel Allotments by User Group		Length of Carrel Assignment	
Graduate Students	60	Doctoral Students	Two Calendar Years
Honors Students and University Scholars	28	Master's Students	Two Academic Semesters
Faculty and Visiting Scholars	17	Honors and University Scholars	Two Academic Semesters
Emeritus	5	Faculty and Visiting Scholars	Two Calendar Years
Per Diem Carrels	47	Emeritus	Two Calendar Years

### Assignment Periods

Research carrel assignments expire each year on May 15<sup>th</sup>. Carrels not renewed must be vacated with all personal items removed and keys returned by May 31<sup>st</sup>. Personal items not removed by May 31<sup>st</sup> will be collected by the Library. Please contact Library Security to retrieve your items by going to the iDesk or calling 860-486-3099. Items not claimed by June 30<sup>th</sup> will be disposed of.

### Renewals

Renewals are initiated by Library Administration. If the Library is able to accommodate renewals, the following guidelines apply. Doctoral students are eligible for a one-time, one-year renewal. Faculty, Visiting Scholars and Emeriti are eligible to renew in two year increments.

### Sharing of Research Carrels

Requests to share a research carrel may be made by two eligible applicants if both parties agree and are willing to share responsibility for use of the carrel. Both individuals must submit applications to be considered.

### Research Carrel Fines and Misuse of Research Carrel Privileges

All keys must be returned at the end of an assignment or the occupant will be issued a \$100.00 key replacement fee. If a key is lost or stolen during an assignment, the occupant will be fined the \$100.00 key replacement fee and a new key will be issued. The key replacement fee is subject to change as determined by UConn Facilities Operations.

All research carrel assignments are contingent upon adherence to Homer Babbidge Library Policies found at <http://lib.uconn.edu/about/policies/> and the Research Carrels Policies and Guidelines on Use found at <http://lib.uconn.edu/about/rooms/carrels.html>.

Please note, any damages to a research carrel will be assessed and applied to the occupant's university account.

For questions regarding the Research Carrel Program, please contact Kim Giard, Payroll & HR Processing Specialist, Office of the Dean, UConn Library at 860-486-4503 or [kim.giard@uconn.edu](mailto:kim.giard@uconn.edu).