

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 Dean Reception Desk. If you have any questions or concerns, please contact Kim Giard at kim.giard@uconn.edu or 860-486-2219. Thank you.