

## CASE LIBRARY SENIOR THESIS CARREL POLICY

Senior thesis carrels are assigned study desks for students wishing to have their own space to pursue research, to study, and to store related materials. Senior thesis carrels are located on Level 2 in Case Library and Geyer Center for Information Technology. Each thesis carrel is equipped with a desk, shelf, a lockable storage cabinet, an electrical outlet, and a network port. Seniors writing honors theses have priority in carrel assignment. Carrel assignments are for one semester. Success in securing a carrel in the fall semester does not guarantee the student a carrel in the spring semester.

### APPLYING FOR A CARREL

Thesis carrel assignment is by lottery. Seniors writing an honors or general departmental thesis may complete and submit the Thesis Carrel Application on the reverse side of this page to register for the lottery. Applications are accepted at the Circulation Desk in Case Library beginning Monday morning at 8AM on the first day of each semester and continuing for 7 days. The second Monday of the semester a lottery drawing is held and carrels are assigned to senior honor thesis students. If the number of carrels exceeds the number of honors thesis applicants, remaining carrels are assigned to seniors writing general departmental theses.

### KEYS

Keys are checked out to the successful applicant's library account at the Circulation Desk in Case Library. Keys are issued only to seniors showing a valid Colgate ID (Gate Card).

Keys returned after the due date will be assessed late fees of \$.30 per day prior to the billing/replacement plus a processing fee. Keys not returned 4 weeks after the due date will be charged a key replacement fee of \$50.00.

### STORING MATERIALS ON A CARREL OR IN ITS LOCKABLE CABINET

All library materials must be charged out to the carrel occupant's library account if stored at a carrel overnight or longer. Books not checked out are subject to removal from the carrel by library staff without notice. Library-use-only materials such as current periodicals, reserves, and reference books may not be stored and are subject to removal without notice. Books charged out to a carrel occupant are subject to recall and the student must return recalled items promptly upon receipt of the recall notice. Carrel holders are responsible for applicable fines and replacement costs for all materials not returned to the circulation desk by their due dates.

Carrel occupants are responsible for returning all books and clearing away any papers and personal belongings at the end of each semester. Personal belongings remaining on carrels after the end of the semester will be cleared be removed by library staff. Contents will be kept at the Borrowing Services Lost and Found for 60 days, after which they will be sent to Campus Safety.

### OBSERVANCE OF LIBRARY POLICIES

Library policies apply to thesis carrels as they do to other spaces in the Libraries. Among these is the Food and Drink Policy, under which consumption of food is permitted only in the Café and the Flex Room on Level Five. Non-alcoholic beverages in covered containers are permitted elsewhere, including in the senior thesis carrel areas.

# CASE LIBRARY THESIS CARREL APPLICATION

**IMPORTANT: ATTACH A BANNER LIST OF THE COURSES IN WHICH YOU ARE ENROLLED TO VERIFY YOU ARE CURRENTLY WRITING A THESIS.**

**Please print**

Name		Date
Phone	CU Box #	Check One: <input type="checkbox"/> I am writing a senior honors thesis. <input type="checkbox"/> I am writing a general departmental thesis.
Advisor Name		Advisor Signature
I have read the Senior Thesis Carrel Policy on the reverse side of this application:  STUDENT SIGNATURE _____		

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FOR CIRCULATION STAFF USE:

CARREL # \_\_\_\_\_ CIRC STAFF INITIALS \_\_\_\_\_

KEY BARCODE \_\_\_\_\_