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Doctoral candidates may use this form to request a research carrel.

These carrels are located on the second floor of Zuhl Library. Before submitting your request, please read the NMSU University Library policy, *Doctoral Study Carrels*, policy no 48.

All individuals assigned to a research carrel are subject to the following:

- Assigned carrels are for use only by the individual assigned to the carrels.
- Assigned carrels may be used only during posted library hours and must be vacated thirty (30) minutes before the library officially closes.
- All library materials stored in an individual’s assigned carrel must be charged out to that individual.
- The Library reserves the right to check carrels to see that all library materials are properly charged out.
- Uncharged or overdue materials will be removed by authorized library personnel.
- The safety/security of any personal property left or stored in an assigned carrel is the personal responsibility of the person assigned to the carrel. Carrel users are advised not to store any valuable property in their assigned carrel.
- Carrel users may be subject to fines for any damages done to the assigned carrel.
- Carrels are not sound proofed. Respect the privacy and need for quiet of others.
- Use of electrical equipment/appliances is limited to laptops and personal computers. All other equipment or appliances are prohibited. Carrel users are encouraged to inquire at Zuhl Library Service Desk if there is a special type of equipment or appliance needed for carrel use.

I have read the Doctoral Carrel Policy #48 _____
 (Please initial one) YES NO

Full Name: _____
 Graduate Program: _____
 Home Address: _____
 Email Address: _____
 Telephone (please include area code): _____

Contact Information

For more information about library carrel reservations please contact:
 The Graduate School
gradschool@nmsu.edu
 575-646-5745