Graduate School
Educational Services Bldg., Suite 301
New Mexico State University
P.O. Box 30001 MSC 3GS
Las Cruces, NM 88003-8001

DOCTORAL STUDY CARREL REQUEST FORM

Doctoral candidates may use this form to request a research study carrel. Before submitting your request, please read the NMSU Library policy, *Doctoral Study Carrels*, policy #52.

The Doctoral Study Carrels are located in the "Study Rooms" area on the N.E. side of the Zuhl Library, 2nd floor.

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

- Carrel assignments are for one year. Carrels may be renewed once, for another year.
- 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 to 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. Exceptions must be cleared with the Library Department Head of Access Services.

I have read the NMSU Library Doctoral Study Carrels Policy #52 _____ YES _____ NO
(Please initial one)

Full Name: _____
Aggie ID Number: _____
Graduate Program: _____
Home Address: _____
Email Address: _____
Telephone Number: (_____)_____

For more information about study carrel reservations contact the Graduate School at gradschool@nmsu.edu or 575-646-5746.

Approval: _____

Enrolled: _____Yes _____ No