

# Library Senior Thesis Carrel Application

## Academic Year

*Requests are considered on a first-come, first-served basis*

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ID# \_\_\_\_\_ CELL PHONE \_\_\_\_\_ BOX# \_\_\_\_\_

THESIS DEPARTMENT \_\_\_\_\_

TOPIC \_\_\_\_\_

THESIS ADVISOR \_\_\_\_\_

THESIS DUE DATE \_\_\_\_\_

### **Read the following responsibilities before signing below.**

- BOOKS CHECKED OUT FOR MY THESIS ARE **SUBJECT TO RECALL** AND I AM OBLIGATED TO RETURN THEM IMMEDIATELY IF RECALLED.
- ITEMS CHECKED OUT ON MY ACCOUNT WILL **NOT** BE GIVEN EXTENDED DUE DATES. The one exception is the key to my carrel, which will be due on the date my thesis is due. It is my responsibility to renew books or other items **BEFORE** they come due, via MY MIDCAT online, or by bringing books to the Circulation Desk.
- I WILL ATTACH A BANNERWEB PRINT-OUT OF THE CLASSES I AM ENROLLED IN THIS TERM TO THIS APPLICATION in order to verify that I am currently writing a thesis.
- ALL LIBRARY BOOKS ON MY THESIS CARREL MUST BE CHECKED OUT. Library books that are not checked out are **not permitted** on thesis carrels. Personal books are welcome. Coffee pots and hot water boilers are **not permitted** on thesis carrels. Reference books, periodicals, and other non-circulating materials may NOT be kept in carrels.
- I am liable for replacement cost of library materials and my carrel key if they are not returned to the Circulation Desk by the stated due dates.

NAME (please print) : \_\_\_\_\_

CARREL # \_\_\_\_\_ is reserved for your use through \_\_\_\_\_

1. Your Carrel is assigned for the duration of your thesis. If your thesis has been extended, and you would like to continue to reserve your carrel space for the next semester, you will need to confirm your carrel reservation. Stop by the Circulation desk, **before the end of the current semester**. Carrels that are not confirmed may be cleared for other students to use.
2. When your thesis is completed, please return all books and clear away papers and personal belongings. You are liable for replacement costs, unless all library materials are returned to the Circulation Desk.
3. All circulating library material left on carrels must be checked out.
4. Reference books, periodicals, and other non-circulating materials may NOT be kept in carrels.
5. With continuing reports of thefts of laptop computers on campus, such equipment should not be left unattended at your carrel. Valuables are at risk if left on carrel tops and shelves; please store your valuables in the lockable carrel cabinet. The library is not responsible for loss of items.

Please sign below to signify that you have read and understand all information above.

STUDENT SIGNATURE \_\_\_\_\_

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**FOR CIRCULATION STAFF USE:**

Thesis Due at end of (circle one):    Fall    Winter    Spring

Circ staff initials and date: \_\_\_\_\_