Study carrels in Watson Library total 32 on the second floor and 28 on third floor. These are private study carrels with locks. Carrels are assigned for one semester. A request must be made for each assignment of a carrel. A non-refundable one-time fee of $10.00 is charged when the carrel assignment is made. If the carrel key is lost, another $10.00 fee will be charged. All patrons requesting a carrel assignment must fill out application form and file it with the Director’s Office (309). Preference in assigning carrels is based on the following criteria:

1. Faculty members working on dissertations.
2. Faculty members doing special research.
3. Graduate students working on thesis and dissertations.
4. Undergraduates working on research project.

In all cases, the degree of need shown for the use of library resources is the primary consideration in the assignment of carrels.

All carrel assignments are made subject to the following conditions:

1. Students requesting a carrel must be enrolled at Northwestern during the semester of the request.
2. All carrels are subject to scrutiny by authorized library personnel equipped with a master key.
3. Only the person assigned to the carrel may utilize it.
4. All library materials taken into a carrel must be properly charged. The presence in a carrel of material not charged results in revocation of carrel assignment.
5. Food & beverages are allowed in the carrels, please clean up your area.
6. No smoking is permitted in the carrels.
7. Windows in carrels are not to be covered.
8. Furniture and fixture are not to be removed from the carrel.
9. Waste paper is to be placed in the wastebaskets in the book stacks room.
10. Persons using the carrels must leave promptly when the building closure is announced.
11. The carrel door is to be locked at all times when the carrel is not in use.

Library personnel will monitor the use of study carrels by the following procedures:

1. At least twice a semester the stack supervisor will check all carrels for violations of use agreement.
2. The stack supervisor will remove any materials found in the carrel, which are not checked out or non-circulating and will leave a form of explanation.
3. The stack supervisor will evaluate each carrel for cleanliness. Violations such as spoiled food or drink will be noted.
4. The stack supervisor will give a report of the carrel check to the head of reference, which will handle any complaints or appeals. The head of reference also will keep a record of each violation and the offender.
5. The head of reference will report the third violation to the library secretary.
6. A third violation will result in a permanent suspension of carrel privileges. Library office personnel will notify the offender and request the return of the carrel key.
# Carrel Violation Form

Date: ___________________________

Name ___________________________                  Carrel # ____________

The following items were found in your carrel during a routine carrel check. These materials are not checked out or are non-circulating items. They have been removed and returned to their proper location. Three offenses of this nature will result in a denial of carrel privileges.

If you have any questions about this procedure, please contact the head of the reference division.

**Items:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Offense</th>
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<tbody>
<tr>
<td>1)_______________________________</td>
<td>____not checked out ____non circulating</td>
</tr>
<tr>
<td>2)_______________________________</td>
<td>____not checked out ____non circulating</td>
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<tr>
<td>3)_______________________________</td>
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<td>11)______________________________</td>
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</tr>
<tr>
<td>12)______________________________</td>
<td>____not checked out ____non circulating</td>
</tr>
</tbody>
</table>

**Food/Drink**

_____was _____was not found in your carrel. **No food or drink products are to be left in the research carrels.** Three offenses of this nature will result in a denial of carrel privileges.