

## Study Carrel Policy

Recognizing the need for **QUIET** study areas\*, the Lamar Soutter Library has set aside study carrels on the 2<sup>nd</sup> and 3<sup>rd</sup> floors for our students' use. Each carrel has a lockable space\*\* for personal items.

We regret that we do not have enough study carrels to accommodate every student in GSBS, GSN, and the Medical School. Therefore, we ask that out of consideration for your classmates, you request a carrel **ONLY** if you plan to use it for study purposes. Carrels should not be used as lockers. We strongly encourage students to share or "double-up" when possible. Please note that we reserve a percentage of carrels for each student group depending on the number of students registered in each school. Eligible students include first and second year medical students, first and second year GSN students, and first year GSBS students.

Please do not lock Library materials in your carrel unless they are checked out.

### How to Request a Carrel:

- At the beginning of each semester, the library will send students an email with a link to a Study Carrel Request Form. If you would like a study carrel, please complete the form.
- Carrels will be assigned randomly once all forms are submitted. The form submission period is one week. The results will be posted in the library, and students will receive notification via email.
- Once all carrels have been assigned, the remaining names will be added to a wait list in random order. If a carrel becomes available, we will notify the first person on the wait list. Those on the wait list who do not get a carrel this semester will be first to be assigned a carrel next semester.
- If you are assigned a carrel, come to the Circulation Desk to pick-up your key. Please bring your UMMS ID, with your Lamar Soutter Library barcode. You may keep the key until the end of the semester.

### Frequently Asked Questions:

Q. What if I lose my key?

A. Report the loss at the Circulation Desk. The key replacement fee is \$10 plus a \$25.00 processing fee.

Q. May I turn in my key before the end of the semester?

A. Yes. Just bring it to the Circulation Desk and inform a staff member there.

Q. May I extend the use of a particular carrel past the end of the semester?

A. No, all keys must be returned at the end of the semester. However, next semester you may participate in the program again if you meet the eligibility guidelines.

Q. If I am assigned a carrel halfway through the semester, may I retain use of the carrel into the next semester?

A. No

Q. May I eat and drink in my carrel?

A. Yes, but please do not leave any food or spills that may cause odors or draw insects.

Q. What if I want to switch carrels with another student?

A. You may switch carrels as long as both parties come to the Circulation Desk in person with their UMASS IDs.

Q. Can I put my name on the wait list anytime?

A. The wait list will be open for one month from the date that the carrels are assigned during the fall semester only.

Q. Will anyone else have access to my assigned carrel?

A. If you are not using your carrel, other patrons will be allowed to sit there. However, no other patron will have access to your locked materials.

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\* Socializing or group study can be done on the first floor and in the common study area on the mezzanine level.

\*\* The Library assumes no responsibility for items that are damaged in or stolen from the carrels.  
**Do not leave laptop computers or other valuable items unattended in the carrels. Thefts have occurred in the past.**

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**Questions, comments, or concerns?** Contact Jane Fama, Access Services Manager: 508-856-2099 or [Jane.Fama@umassmed.edu](mailto:Jane.Fama@umassmed.edu).