

## 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.

All SOM, GSN, and GSBS students are eligible to use the carrels. There are two categories of carrels with different loan policies. Keys **MUST** be returned at the end of the loan period. Please consider your peers, and return your key on time. Carrels will be cleaned on a regular basis. Please do your part by removing your trash before leaving each day.

### Lottery:

- 92 carrels will be available for a lottery at the beginning of the fall and spring semesters
- Keys will be due at the end of each semester.
- If a carrel key is returned early, the carrel will be used *as needed* for the rest of the semester.
- In the summer, all **lottery** carrels become *as needed* until the next lottery.

### As Needed:

- 20 carrels will be available all year for *as needed* loan – first come first served.
- Student will determine the loan period, with a maximum of 4 weeks; renewal allowed if no one is waiting.
- Student can choose from the available *as needed* carrels.
- If all carrels are being used, we will place a hold for the student. The next available (*as needed*) carrel will go to the next person on hold.
- Student cannot reserve a carrel for a later time.

### 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 to participate in the lottery for a semester study carrel, please complete the form.
- Carrels will be assigned randomly once all forms are submitted. The form submission period is one week. Students will receive notification via email.
- If you are assigned a carrel, come to the Library 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.
- If you are not assigned a carrel and find that you need one during the semester, come to the Library to choose from available As Needed carrels.

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

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### Frequently Asked Questions:

Q. What if I lose my key?

*A. The key replacement fee is \$10.*

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

*A. Yes. Just bring it to the Library and inform a staff member.*

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. As-needed carrels are available all year.*

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 or share a carrel with another student?

*A. You may double up or switch carrels as long as both parties come to the Library in person with their UMASS IDs.*

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.**

**Questions, comments, or concerns?** Contact Jane Fama, Associate Director: Library Operations 508-856-2099 or [Jane.Fama@umassmed.edu](mailto:Jane.Fama@umassmed.edu).