

## Study Carrel and Locker Policy

**Library Study Carrel:** 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. The carrels circulate for one semester at a time and are distributed by lottery at the start of each semester. There are no as-needed carrels available to check out this semester. **All carrels are in the lottery.**

**Library Lockers:** The library has lockers available on the 2<sup>nd</sup> floor for students to store educational materials. The lockers circulate for one semester at a time and are distributed by lottery at the start of each semester.

All SOM, GSN, and GSBS students are eligible to use the carrels/lockers.

Keys **MUST** be returned at the end of the loan period. Please consider your peers and return your key on time!

- You are responsible for keeping your carrel clean and free of trash. Please do your part by removing your trash before leaving each day.
- **Do not leave laptop computers or other valuable items unattended in the library/carrels/lockers.**
- We will erase any profanity or inappropriate content on the whiteboards. Please be respectful of your peers.
- Note: At some point during Spring Semester 2020, we will replace the old lockers with new lockers. If you have a locker key at that time, we will ask you to remove any items for the duration the install. Afterwards, we will issue you a new key!

**At the end of the semester anything left will be collected and thrown away. The library is not responsible for lost items or items left in the carrels and lockers. \*\***

### Lottery:

- 112 carrels and 52 lockers will be available for the lottery at the beginning of each Fall and Spring semester.
- Keys will be due at the end of each semester, June 30<sup>th</sup> in the Spring, and December 30<sup>th</sup> in the Fall.
- If you return the key after a month, it will be assigned to the next person on the wait list.
- You can forfeit your assigned carrel or locker. This key will go to the next person on the wait list.
- You can share a carrel with one other person. Both of you must come together to the library with your UMMS IDs. We will check out a second key to the second person.

**NOTE: If a carrel or locker is significantly overdue, library staff will remove all items from the carrel and charge you to replace the key.**

### How to Request a Carrel/Locker:

- At the start of the Fall and Spring semesters, you will receive an email with a link to the Study Carrel and Locker Request Form. Complete this form!
- We will randomly assign all carrels and lockers after one week. We will notify you via email.
- If you are assigned a locker or carrel, come pick up the key! Bring your library barcode and UMMS ID. You can keep the key until the end of the semester.
- If you are not assigned a locker or carrel, you will be placed on the waitlist. We will notify you as soon as a carrel or locker becomes available, according to your place on the waitlist.

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

## Frequently Asked Questions:

Q. What if I lose my carrel/locker key?

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

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

A. *Yes, just bring it to the Library Service Point Desk and inform a staff member.*

Q. May I extend the use of a particular carrel/locker 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. 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. May I hang a curtain over the door or block visual access into my carrel in any way for increased privacy?

A. *No, carrels must remain open and free of barriers at all times for safety reasons.*

Q. May I use candle in my carrel?

A. *No candle in the carrels. this is a fire hazard.*

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 UMMS IDs.*

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

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 or materials stored in your locker.*

**Questions, comments, or concerns?** Contact Vivian Okyere- Library Manager 508-856-2080 or [vivian.okyere@umassmed.edu](mailto:vivian.okyere@umassmed.edu).

\* 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/lockers. **Do not leave laptop computers or other valuable items unattended in the library/carrels/lockers. Thefts have occurred in the past.**

Revised 1/9/2020