

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 2nd and 3rd floors for our students' use. There are two categories of carrels with different loan policies: semester long assignments and as needed. Students may only have a lottery carrel OR an As Needed carrel OR a locker.

Library Lockers: The library has lockers available on the 2nd floor for students to store educational materials. Lockers are available for the 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. Carrels/lockers will be cleaned on a regular basis. Please do your part by removing your trash before leaving each day. **

Lottery:

- 92 carrels and 52 lockers 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 key is returned early, it will be assigned to the next person on the wait list.
- Students may choose to forfeit an assigned carrel or locker. This key will go to the next person on the waitlist.
- If a student chooses to retain an **as needed** carrel instead of taking a lottery key, the 4-week loan period is maintained. Continued use of the as needed carrel **cannot** be guaranteed.
- Students may choose to share a lottery carrel with one other person. Both students need to come to the library with UMMS IDs. The additional key will be checked out to the second person.

As Needed Carrels:

- 20 carrels will be available all year for **as needed** loan – first come first served.
- Students may determine the loan period, with a maximum of 4 weeks; renewal is only allowed if there is another available carrel.
- Students can choose from the available **as needed** carrels.
- Students cannot reserve a specific carrel for a later time.

Note: If a carrel or locker is overdue more than five days, library staff will remove all items from the carrel and reassign the carrel to another student.

- **1st OFFENSE WILL RESULT IN A YEAR BAN OF LOCKER/CARREL PRIVILEGES**
- **2nd OFFENSE WILL RESULT IN LOSS OF ALL BORROWING PRIVILEGES.**

How to Request a Carrel/Locker:

- At the beginning of each semester, the Library will send students an email with a link to a Study Carrel/Locker Request Form. If you would like to participate in the lottery for a semester study carrel or locker, please complete the online form.
- Carrels/Lockers 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/locker, 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, you will be placed on the waitlist. However, you can check out an As Needed carrel.

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 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. 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. 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. 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.

* 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 8/14/17