

Monthly/quarterly carrel application 2011/2012

Please complete this form and return it to the Welcome Desk, Level 1 Centre, Templeman Library.

You must also get your supervisor to complete an Academic School Authorisation form at least once in each academic year. Please notify Welcome Desk staff of any change of registration or circumstances.

Rental charges are £15 per calendar month or £45 per quarter. The quarterly rental periods are October-December; January-March; April-June and July-September.

If you wish to retain your carrel, you need to reapply before the expiry date. Due to demand, renewal cannot be guaranteed.

Applicant's details (please complete all fields)

Period applied for

Name Kent email

Student number Expiry date

Academic school

Degree or diploma for which registered Full-time Part-time

Do you have any medical condition which may affect you whilst in the Library? Yes No
(If yes, please provide details on a separate sheet)

I understand that the number of applicants for carrels normally exceeds the number of carrels available. Should I be allocated a carrel, I expect to make regular use of it. (See 1 overleaf)

Is this rental shared with another postgraduate? Yes No
(For a joint rental, each applicant must complete and submit all required forms).

Name of joint applicant

Applicant's signature Date

Please turn over...

Administrative use only

Period	£	Method	Staff signature	Date	Period	£	Method	Staff signature	Date
Oct		card/cash/ cheque			Apr		card/cash/ cheque		
Nov		card/cash/ cheque			May		card/cash/ cheque		
Dec		card/cash/ cheque			June		card/cash/ cheque		
Jan		card/cash/ cheque			July		card/cash/ cheque		
Feb		card/cash/ cheque			Aug		card/cash/ cheque		
March		card/cash/ cheque			Sept		card/cash/ cheque		

Date Renewed Not renewed Cancelled by IS

Study carrel regulations

Please sign this declaration and return it with your application form.

As a user of the Templeman Library carrel service:

1. You must use your carrel for a minimum of 10 days in each calendar month and for a minimum of two hours for each of these days.
2. You must not keep unissued library materials in your study carrel over night. Materials retained in carrels must be issued in the normal way.
3. You must not eat or store food in a study carrel and no drinks are allowed except for those in screw-top bottles.
4. You must comply with the Library zoning rules regarding noise and mobile phone use according to the zone in which your carrel is located.
5. You must never allow more than one person to be in a carrel at a time.
6. You must never take the carrel key out of the Library and carrel keys must be returned to the Welcome Desk when the carrel is not in use.
7. You must not lend or share the carrel key with anyone.
8. You must not permit individuals who are not part of a carrel rental agreement to make any use of your study carrel.
9. You must not leave any valuable personal possessions in your study carrel.
10. You must not take any Templeman Library furniture or fittings into or out of your study carrel at any time.
11. You must close all windows, switch off lights and lock the carrel door when leaving your study carrel.
12. You must leave your study carrel at least 10 minutes before the Library closes and never occupy your study carrel outside of Templeman Library opening hours.

Please note:

- Breaches of any of the above regulations may lead to the cancellation of the carrel rental and, in these circumstances, no payments will be refunded.
- If your carrel rental is cancelled due to a breach of these regulations, Information Services reserves the right to reject future applications for the use of a carrel within a six month period.
- The Templeman Library Regulations apply to carrel users at all times.
- Information Services does not accept responsibility for the loss or damage of personal possessions kept in carrels. It is the responsibility of individuals to look after their personal possessions at all times they are in the Templeman Library.
- Carrel users may be asked to vacate carrels for short periods during the year in order to enable cleaning or maintenance to be undertaken.
- Information Services reserves the right to enter and inspect a study carrel at any time.
- Any problems relating to carrels or their use should be reported to the Templeman Library Welcome Desk.

I have read and understand the conditions governing the use of Library carrels as set out above and undertake to use the carrel allocated to me in a responsible manner.

I also agree to abide by the Library regulations: www.kent.ac.uk/is/regulations/library

Name

Signature **Date**