Monthly/quarterly carrel application 2014/2015

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. There is no discount for part month rental.

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 .................................................. Academic school ..........................................................

Name ................................................................. Kent email ..........................................................

Student number ................................................. Expiry date ..................................................

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 ☐

(IIf 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 ..........................................................

*Because of the potential disruption to carrel users caused by the Templeman Development Project, IS has agreed to offer a 1/3 discount on carrel charges this year (2014/15) as a goodwill measure and on the basis that users who wish to hire a carrel understand that there may be some noise and disturbance at times during the year. It is our expectation therefore that the discount will compensate carrel users for such disturbances. All regulations, including the minimum occupancy each month, remain in effect.

Administrative use only

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Date .................................................. Renewed ☐ Not renewed ☐ Cancelled by IS ☐
Templeman Library

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.
13. You must keep your carrel in a condition that allows routine cleaning to be undertaken; litter should be placed in the bin provided and the floor kept clear.

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 ..........................................................

August 2014

www.kent.ac.uk/library

Information Services