

Monthly/quarterly carrel application 2018/2019

Fill in this form and return it to the Welcome Desk, C Block, Ground Floor, Templeman Library.

You must also get your supervisor to complete an Academic School Authorisation form at least once in each academic year. Please tell Welcome Desk staff about 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 keep your carrel, you need to reapply before the expiry date. Due to demand, we cannot guaranteed renewal.

Your 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 while in the Library? Yes No
(If yes, please give details on a separate sheet)

I understand that the number of applicants for carrels normally exceeds the number of carrels available. If I am 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

Your signature Date

Please turn over.

Administrative use only

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

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 at least 10 days in each calendar month, and for at least two hours for each of these days.
2. You can only keep library materials in your carrel overnight if you have borrowed them on your library account.
3. You can only bring cold food into the library; drinks must be in containers with secure lids. You must not leave food in the carrel overnight.
4. If your carrel is in a silent study zone, you must follow the silent zone rules, which include not making voice calls.
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. When you're not using the carrel, you must return the keys to the Welcome Desk.
7. You must not lend or share the carrel key with anyone.
8. You must not let anyone who is not part of a carrel rental agreement use your carrel.
9. You must not leave any valuable personal possessions in your carrel.
10. You must not take any library furniture or fittings into or out of your carrel.
11. You must close all windows, switch off lights and lock the door when leaving your carrel.
12. You must leave your study carrel at least 10 minutes before the library closes and never stay in your carrel outside of library opening hours.
13. You must keep your carrel in a condition that allows for routine cleaning: keep the floor clear and put your litter in the library recycling or waste bins.

Please note:

- If you breach any of these regulations, we may cancel your carrel rental; if this happens, no payments will be refunded.
- If your carrel rental is cancelled due to a breach of these regulations, we reserve the right to reject applications for the use of a carrel for the next six months.
- As a carrel user you are bound at all times by the library regulations.
- We do not accept responsibility for the loss or damage of personal possessions kept in carrels. It is your responsibility to look after your possessions while in the library.
- We may ask you to leave your carrel for short periods during the year to allow for cleaning or maintenance work.
- We reserve the right to enter and inspect a carrel at any time.
- Report any problems relating to carrels or their use to the Welcome Desk.

I have read and understand the conditions governing the use of library carrels and agree to use the carrel allocated to me responsibly.

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

Name

Signature Date

August 2018

www.kent.ac.uk/library
Information Services

University of
Kent