

UNM SCHOOL OF LAW LIBRARY
STUDY CARREL REQUEST
Fall 2017 & Spring 2018 Semesters

Date: _____

Student Name: _____

Faculty Member or Journal I work for: _____

Faculty Member's Signature: _____

Study Carrel Process:

- ✓ Complete a Study Carrel Request form, with all required signatures.
- ✓ If you are a research assistant or journal staff member (does not matter what year you are), bring the completed form to the Circulation Desk to select an available carrel, on a first come, first served basis, starting at 8am Monday Aug. 21, 2017 through Sunday August 27, 2017. After that time unassigned carrels will be available to any 3L.
If you are a 3L, any unassigned carrels will be available for you to select, on a first come, first served basis, starting 8am Monday August 28, 2017 - Sunday September 3, 2017.
- If you are a 1L or 2L, any unassigned carrels will be available for you to select, on a first come, first served basis, starting 8am Tuesday September 5, 2017.
- ✓ We'll continue taking forms until all carrels have been assigned.
- ✓ The master list of study carrels is kept at the Circulation Desk (and maintained by Rob Thomas, Circulation Specialist). When you submit your form you will be given the master list to see *available* carrels, then you can select the available carrel you would like. You will write your name on the master list, next to that carrel number, and return the list to Circulation.
- ✓ Name Tags will be given out at the time you sign-up for a study carrel.

Policy for Study Carrels:

Research assistants and journal staff who present a signed Carrel Request Form from the professor they work for or from the appropriate journal advisor are assigned a carrel, on a first-come, first-served basis, during the first week of Fall semester. After that time, if any carrels are unassigned, they will be made available to any law student, on a first-come, first-served basis. Carrels are assigned for the academic year (Fall, Spring and Summer semesters) unless the student no longer meets the criteria for having an assigned carrel. UNM Law School December and May graduates who are studying for the bar exam also qualify for carrels upon submission of a Carrel Request Form. Library materials may not be left in assigned carrels unless the material is checked out to the person assigned to that carrel.