

STUDY CARREL REQUEST
Fall 2019 & Spring 2020 Semesters

Date: _____

Student Name: _____

Faculty Member I work for: _____

Faculty Member's Signature: _____

Study Carrel Process:

- Complete a Study Carrel Request form, with all required signatures.
- Bring your completed form to the Circulation Desk during your appointed time:
 - If you are a **research assistant** (does not matter what year you are), select an available carrel on a first come, first served basis, starting at 8 a.m. Monday Aug. 19, 2019 through Sunday August 25, 2019. 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 8 a.m. Monday August 26, 2019 –Sunday September 1, 2019.
 - 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 8 a.m. Tuesday September 3, 2019.
- 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 who present a signed Carrel Request Form from their supervising professor are assigned carrels on a first-come, first-served basis during the first week of Fall semester. Thereafter, remaining unassigned carrels will become available to any law student, on a first-come, first-served basis. Carrels are assigned for the academic year (Fall, Spring & Summer) unless the student no longer meets the criteria for having an assigned carrel. UNMSOL December and May graduates who are studying for the bar exam also qualify for carrels upon submission of a Carrel Request Form. Library material may not be left in assigned carrels unless it is checked out to the person assigned to that carrel.