



Fenwick Library Graduate Student Reserved Carrel Drawing Form

Mason graduate students in good standing with the University and the University Libraries are eligible to participate each semester in the Graduate Student Reserved Carrel Drawing to use a reserved carrel (Floor 5, Fenwick Library). To enter the drawing, please complete this form and return it to the Fenwick Library Information Desk (Fenwick Atrium).

Graduate Student Reserved Carrel Policies

1. Fenwick Library provides open reserved study carrels with two lockable storage units (Floor 5, New Addition) for one academic term.
2. Cynthia Bentley, Library Administration Office, 4100A Fenwick Library, provides keys for the lockable units. **The Reserved Carrel key must be picked up within 2 weeks of receiving your carrel assignment or you forfeit use of the carrel.** Keys must be returned to Cynthia Bentley by the end of the use period (see # 4 below). A \$100 replacement fee is assessed for an overdue key.
3. Graduate Student Reserved Carrel Entry Deadlines (Carrel drawing conducted within 3 business days of deadline).
 - a. **Fall Term (August): Form is due by August 10.**
 - b. **Spring Term (January): Form is due by January 10.**
 - c. **Summer Term (May): Form is due by May 10.**
4. Graduate Student Reserved Carrel Use Period and Access (regardless of date the carrel is assigned.)
 - a. **FALL Term:** First day of fall semester classes to 5 p.m. on 2nd Friday in January.
 - b. **SPRING Term:** First day of spring semester classes to 5 p.m. on last day of spring finals.
 - c. **SUMMER Term:** First day of summer session to 5 p.m. on last day of summer finals.
 - d. **HOURS:** Reserved Carrels are available for use only **during library open hours** as posted on library.gmu.edu.
5. **The Reserved Carrel must be locked at all times.** The Library is not responsible for any personal valuables/items used and/or left in storage units or in the carrels. The Library is not responsible for any damage to and/or loss of personal property.
6. Reserved Carrel assignees **are not permitted to**
 - a. Use another carrel/or swap study carrels or storage spaces.
 - b. Share the assigned carrel with another student.
 - c. Store food or beverages in the carrels.
 - d. Use the Graduate Student Research Zone for group study/collaborative work sessions; meetings; office hours; interviews; media viewing/listening; gaming, or to meet child care needs.
 - e. Use any type of electrical equipment in the area such as space heaters, fans, cooking equipment, hot plates, printers, etc.
7. Reserved Carrel assignees **are required to check out any library materials** s/he stores in a carrel.
 - a. Failure to check out materials before storing them in assigned Reserved Carrel is a violation of this policy.
 - b. If two violations are recorded, Reserved Carrel space privileges will be permanently revoked.
 - c. Inspections of Reserved Carrel spaces are conducted regularly by authorized Library staff to remove materials that violate regulations, including library materials not checked out. If two violations are found during Reserved Carrel inspections, Reserved Carrel privileges will be permanently revoked.
8. Students are informed by email if they are assigned a Reserved Carrel. **The Reserved Carrel key must be picked up within 2 weeks of receiving your carrel assignment or you forfeit using the Reserve Carrel.**

Student Name (Print)		Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Today's Date
		Year:	
College/School	Department		Degree Program
I UNDERSTAND AND AGREE TO OBSERVE ALL GRADUATE STUDENT RESERVED CARREL POLICIES.			
Signature		Mason NetID / Mason e-Mail	G Number
Library Staff Only			
Date & Time Received	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Staff Initials
	Year:		
Carrel #	Key #	Space Use Expiration Date:	