Robert W. Woodruff Library
Policies on Assignment and Use of Woodruff Library Open Carrel

Congratulations on your new carrel assignment. Listed below are library regulations that apply to carrels and further information.

Carrels are assigned with the intention of facilitating the research and scholarship activities of Emory faculty, students and visiting Professors. Carrels are assigned for one year. You will be asked to vacate your carrel by the end of your assignment date. At that time you may reapply to extend your carrel for another year. In the event that the carrel is no longer needed, please email carrels-studies@listserv.cc.emory.edu to inform us of your move.

All library materials must be checked out to you at the Circulation desk before being brought into your Carrel. To ensure the carrel holder’s privacy, library staff will not disclose the carrel number to anyone who may inquire. Messages will only be delivered in cases of emergency. Do not have any mail or packages delivered to the library.

Food and/or beverages are not allowed in carrels or lockers. Most carrels, but not all, have small lockers assigned to them. If your locker is not located directly inside the carrel, it may be located in one of the adjacent carrels. Personal books should never be left in carrels. Carrel books, like other library materials, will be checked out to your user record. It is the responsibility of the carrel owner to make sure they are renewed, if necessary, and that all recalls are returned in a timely manner. All carrel books should be checked out and have pink carrel cards placed in them. Carrel cards can be obtained from the Library Service Desk upon checkout. You may place books in your carrel or take them out of the library as you please, but be certain there is a pink card in each checked out book while it is located in your carrel. Books without pink cards, along with books that aren’t checked out, will be removed from your carrel and returned to the Stacks. **DO NOT PLACE LIBRARY BOOKS IN LOCKERS.**

Please be considerate of others when using cell phones. Please be aware that carrels may or may not pick up on the wireless network. Do not take furniture from any other part of the library into your carrel.

When the carrel holder is ready to vacate the carrel, all personal belongings must be removed promptly. Carrels that are abandoned or left unused for a long period of time will be cleaned out and reassigned. In the event that your carrel is declared abandoned and is reassigned, the contents of the carrel will be stored for 2 months, after which time they will be disposed.

If you have any questions please contact Mark Johnson at 7-7287, or email carrels-studies@listserv.cc.emory.edu.

**By accepting a carrel you have agreed to abide by this policy. Violation of these policies may result in the loss of carrel privileges.**