Mercer University—Swilley Library
Application for Faculty Carrel

Date of request _____ **Carrel Room #**_____

Term Requested **Fall** ☐ **Summer** ☐ **Spring** ☐

Faculty Information – PLEASE PRINT

Name (Last, First, MI)	
Department	Phone
Campus Address	
Email Address	

Office Use Only

Carrel Assigned by	
Loan Period for Carrel _____ to _____ (Date) (Date)	

Carrel Checkout Polices:

1. Carrels are available for use during library hours only.
2. Carrels should be checked out upon visit to the library and the carrel unlocked by a Circulation Assistant.
3. Only library items that have been checked out and personal items should be kept in the locked carrel. Journals and non-circulating materials should be returned to the Circulation Desk after each visit.
4. No food or drink is allowed in the carrels.
5. The library is not responsible for items left unattended in the carrels.
6. All library policies and procedures apply to the use of this room.

I have read the policies concerning faculty carrel use.

Signature: _____ Date: _____

21-Sep-04