



Faculty Research Carrel Policies and Procedures

- The Circulation Department is responsible for the maintenance and scheduling of faculty research carrels.
- Carrels are designed to facilitate research and provide a quiet atmosphere for study.
- Carrels are non-transferable and available only to full-time teaching faculty of the main Macon campus.
- The Circulation Manager coordinates all faculty research carrel activity.
- Questions about carrels are directed to Janet Gillis at gillis_jr@mercer.edu or (478) 301-2962.

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1. Faculty research carrels are generally assigned in the fall for the academic year, Fall – Spring.
 2. Carrel assignments are renewable depending on usage of your carrel and demand from other faculty members for a carrel.
 3. If you anticipate needing your carrel over the summer, please contact Janet Gillis.
 4. Only teaching faculty of the Macon undergraduate campus may obtain a Tarver Library faculty carrel. Medical and Law faculty are ineligible.
 5. Carrel privileges are non-transferable. Students, colleagues, friends, or family members should not use your carrel.
 6. Carrel keys are kept at the Circulation desk. Check out and return your key each time you use your carrel. There is a \$25 replacement fee for replacing lost keys.
 7. You may keep circulating materials in your carrel if they are properly checked out. Circulation staff will remove any library materials that are not checked out.
 8. Any non-circulating materials (periodicals, reference items, newspapers, et al) will be removed if found in your carrel.
 9. The carrel assigned to an individual is covered by the Library's Confidentiality policy. Under no circumstances will staff disclose a carrel number. In the event of an emergency, a library employee will contact you in your carrel.
 10. Carrels are not soundproof. Any conversation in your carrel can be heard in surrounding carrels. Please do not use your carrel as an office.
 11. While Tarver Library will take reasonable measures to protect the security of carrel contents, liability for personal items, such as laptop computers, left in carrels rests with the owners.
 12. Carrels are available for use during regular library hours only.
 13. If you would like to have your carrel cleaned, please contact the Circulation Department at (478) 301-2961.