

## Faculty Carrels (Tarver Library)

The Public Services Librarian at Tarver Library is responsible for the maintenance and scheduling of faculty research carrels. These carrels are designed to facilitate research and provide a quiet atmosphere for study.

- Faculty research carrels are generally assigned in August for the academic year.
- Applications will be reviewed on a first come, first served basis.
- Carrel space is not guaranteed and is dependent upon several factors including: a successful application, a recommendation from the faculty's Dean, and approval from the Public Services Librarian or Vice Provost for the University Libraries.
- Faculty/retired faculty members who currently occupy carrels, will be notified by email when their present carrel assignment term is about to end, and they may renew the agreement or terminate it.
- Faculty members who choose to terminate the agreement will have 30 days after the end date to remove their personal belongings. Afterwards, the library will discard any personal belongings remaining in the space.
- Carrel assignments are renewable depending on usage of the carrel and demand from other faculty members for a carrel.
- Only Macon-based campus teaching or retired faculty may obtain a Tarver Library faculty carrel. Medical and Law faculty are ineligible.
- Carrel privileges are non-transferable. Students, colleagues, friends, or family members may not use a faculty carrel.
- Carrel keys are kept at the Circulation desk and are checked in/out upon each instance of use. A \$25 replacement fee is charged for lost key replacement.
- Faculty may keep circulating materials in carrels if they are properly checked out.
- Any non-circulating materials (periodicals, reference items, newspapers, et al) may not be stored in carrels.
- Carrels may not substitute as office space. Faculty will not be able to host students, staff, or other faculty members in their carrels.
- While the 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.
- Carrels are available for use during regular library hours only.
- With respect to conduct while utilizing space in the University Libraries, current or retired faculty members who occupy carrels will abide by the following:
  - Agree to treat all Library staff and patrons with dignity and respect, and in accordance with stated Federal, State, and University policies.

- Agree to maintain the carrel and surrounding space in a clean and orderly fashion, suitable for a professional work environment. This includes, but is not limited to, abstaining from excessive storage of books, materials, or personal items.
- Agree that Library staff has the right to inspect all carrels, locked or unlocked, at any time without notice or faculty presence.
- Agree that library staff may confiscate any library materials which are non-circulating (Reference or print periodicals), or which have not been properly checked out.
- Agree to report any existing damage to the carrel and surrounding areas to Library administration.
- Agree that any violation of Library policy with respect to staff interactions, resources, or space will be reported to the Public Services Librarian, wherein the carrel agreement will be subject to review.
- Agree that any repeated or egregious violation(s) of Library policy with respect to staff interactions, resources, or space will be subject to immediate termination of the carrel agreement, and if necessary, expulsion from the University Libraries.