OBERLIN COLLEGE SCIENCE LIBRARY
CARREL APPLICATION

Student name (please print) ____________________________________________

Major (declared science majors are given priority) _________________________

OCMR Box No. __________ E-Mail _________________________________________

Assignment of carrels will be made in anticipation of substantial and steady use. If you
do not use a carrel regularly, please do not request an assignment. If you do receive a
carrel and do not use it, it will be reassigned to someone else.

How many college semesters have you completed?

What courses are you taking this term?

Do you have a carrel assigned to you in another library on campus?  YES  NO

If you have a preference, please provide the name of the person with whom you would
like to share a carrel: ___________________________________ or indicate:
NO PREFERENCE

State your preference for a specific carrel or general area. The carrels are numbered
beginning near the Compact Shelving area on the northeast side of the library.
   Carrel number ____________ or indicate which carrel area you prefer:
   Carrel area (circle one):  NORTH  EAST  SOUTH  INDEX AREA
   NO PREFERENCE

✱PLEASE READ THE CARREL REGULATIONS ON THE BACK OF THIS FORM.
Your signature below indicates that you have done so. Please include today’s date.
   I have read and agree to abide by the Science Library carrel regulations.

Signature / Date

If requests exceed the number of available carrels, a lottery will be used to help
determine the assignments.
1. All library materials left in the carrel must be signed out to you and marked with completed green carrel charge slips. Library books (including those from other campus libraries) which are not signed out and marked with slips will be removed regularly without notice.

2. Reference books and periodicals cannot be left overnight in your carrel. Please return them to the circulation desk for re-shelving when you are finished with them.

3. Observe the library’s Food and Drink guidelines, as posted at the library entrance. Carrel privileges will be revoked if the Food and Drink guidelines are disregarded.

4. Please use book ends to properly support library books at your carrel. Ask for a bookend at the circulation desk.

5. Do not leave valuables in your carrels (including textbooks in high demand). The library is not responsible for the loss of personal belongings.

6. If you need to consult a book that is signed out to another person’s carrel, please do so at that carrel without removing the book. Remember that the person who signed out the book is responsible for it. Likewise, do not pass along books to others if they are still signed out to you.

7. Books signed out to carrels will not be “de-sensitized” unless requested by you. This will prevent someone from leaving the library with books signed out to you. Circulation assistants will most likely double-check to make sure the book is checked out to you before de-sensitizing. If you take a book out of the library that is assigned to your carrel, please leave the green carrel slip in the book.

8. It is your responsibility to clear your carrel at the end of the semester. Bring all library materials to the circulation desk. If you need to keep books into the new semester, they must be renewed. Cleaning fees may be charged if you fail to clear your carrel.

9. If a group is sharing a carrel with you, it is your responsibility to submit names of all members of your group to the circulation supervisor. You are ultimately responsible for maintaining the carrel. A carrel user will be permitted to take out of the library only those books that are checked out to her/him.