

**REGENT UNIVERSITY LIBRARY  
ASSIGNED STUDY CARRELS POLICY AND REQUEST FORM**

**POLICY**

Carrels 125-150 on the second floor General Collections area are available to be reserved to current **Regent students** in good standing with the library.

Law students should consult with Law Library staff if desiring a study carrel in the Law Library. A maximum of six (6) carrels per semester on a space available basis will be allocated for current law students. All assignments are at the discretion of the Public Services staff.

- If your request is approved, you may check out 25 library books to your carrel provided you leave them in the library on your carrel. Each book will need a yellow charge slip.
- Yellow charge slips must be filled out by a library employee at the circulation desk. Please keep the charge slip visible in your book or it will be returned to the shelf.
- Please note that Regent Library items checked out to your personal account may be left in your study carrel, but you **MUST** have your library receipt visible in the book.
- Reference books and library journals should be used in the Reference area on the first floor, not brought to the carrel.
- Regent University Library is not responsible for any personal items left at the carrel. Leave At Your Own Risk!
- When finished with the checked out books, please return them to Circulation to be checked in and your account cleared.

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**REQUEST FOR LIBRARY STUDY CARREL**

Student \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

School \_\_\_\_\_ Phone \_\_\_\_\_

Please write the **year** in the blank beside the semester for which you are applying:

20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
Fall Spring Summer

I UNDERSTAND THE LIBRARY STUDY CARREL POLICY AND AGREE TO COMPLY WITH THESE GUIDELINES. \* Required for processing \*

\*Signature \_\_\_\_\_ \*Email \_\_\_\_\_

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**FOR STAFF USE ONLY**

Approved by: \_\_\_\_\_ Carrel Assigned: \_\_\_\_\_ Notified Date: \_\_\_\_\_

Milcirc Entry: \_\_\_\_\_ Name Tag: \_\_\_\_\_