

Study Carrel and Locker Policy

Open Study Carrels

Open study carrels are small study desks at Zimmerman Library. These carrels are assigned to individual UNM graduate students and faculty members for individual study. Assignments cannot be made to departments or colleges of the University, and are not transferable.

Assignments are made for one semester only, but may be renewed as long as continued need is demonstrated. Occupants should make use of their assigned study space. The Library staff will maintain occupancy checks, and any carrel not used regularly will be subject to reassignment to the next candidate on the waiting list. Obtain application forms at the circulation desk. The library assumes no responsibility for any materials left in a carrel.

Locked Study Carrels

Locked carrels are small study rooms at Zimmerman Library. Carrels are assigned to individual UNM doctoral candidates enrolled for dissertation hours (course number 699). Since requests for carrels significantly outnumber the carrels available, assignments are made on the basis of demonstrated need for extensive research use of library materials. Assignments cannot be made to departments or colleges of the University, and are not transferable. Applications from doctoral candidates will be accepted when the candidate is accepted to the doctoral program, but an assignment will not be made until the candidate is actively engaged in writing a dissertation. Assignments are made on a first-come, first-served basis.

Assignments are made for one year but may be renewed. Applicants may reapply for a carrel after their one year assignment is complete. Occupants should make use of their assigned study space. The Library staff will maintain occupancy checks, and any carrel not used regularly will be subject to reassignment to the next candidate on the waiting list. Each carrel will normally be assigned for the use of two persons. This will necessitate cooperative schedules for use and sharing of storage space.

Individual rooms (locked carrels) are also available for checkout to students of the Anderson School of Management. Information about these rooms can be obtained from the Service Desk at the Parish Memorial Library.

University Libraries will check out the key to your carrel to your library account. This key will be due one year after the date of issue. In the event that the key is not returned, a replacement fee will be charged to your account which may result in a hold being placed on your transcript. A lost key should be reported to the Service Desk at Zimmerman Library immediately. Any personal materials left in a carrel after an assignment has expired or has been terminated will be stored for a short length of time. The library will not be responsible for such materials after a written notification to this effect is mailed. The library assumes no responsibility for any materials left in a carrel. UL safety and security policy prohibits covering the windows of locked carrels. All group study rooms, including closed carrels assigned to graduate students, need to have clear visibility into each room so that staff evacuating the building, along with the fire/police departments can visually confirm that each room is cleared properly.

Lockers

Lockers are available for library patrons on a per semester basis. Lockers must be renewed each semester. Failure to renew your locker by the designated renewal date will result in the forfeiture of your locker. Books may not be checked out to lockers. Only library books currently checked out to your personal account can be placed in your locker. The only lock which may be used on your locker is the lock which has been issued to you by the Library. Non-Library locks will be forcibly removed from Library lockers. Your name will automatically be added to the large locker list when a small locker has been assigned to you.