



Patron Application to Check Books Out to a Carrel

Name _____ Date _____

Phone Number _____ Email _____

For UM Law Students only:

Expected graduation date [m/yy] _____ Active Bar card ___ Collection use pass ___ 7-day pass ___

Please take the time to read this carefully before signing.

I acknowledge that:

- Law Library books may NOT be taken out of the Law Library. This policy is designed to enable patrons to recall checked out books as quickly as possible. Carrel shelves are assigned as places to keep Law Library books once the books are checked out and flagged at the Circulation desk on sub-2. (The Hold shelf at the Circulation desk is an alternative to a carrel if only a few books are needed for a week or less.)
- I will check out any Law Library books at the Circulation desk before putting them in the carrel. Law Library books requested through the online catalog will be checked out and delivered to the carrel by the Library staff. Since carrels are monitored for stray books, I will keep checkout flags visible in Law Library books to prevent them from being reshelved by mistake.
- I am aware that as the need arises, another patron may be assigned to share the shelves (designated A and B) in the carrel. Assignment of a carrel also does not restrict others from sitting there so books should be kept on the shelves and not left on the desktop. If someone is seated in the carrel to which my books are assigned, I may ask that person to sit elsewhere if I need to use the books or I may take the books elsewhere in the Library, returning the books to the carrel before leaving.
- When I submit this application to the Circulation desk on sub-2, I will receive a carrel assignment for the entire semester. At the end of the semester, I will receive an email asking whether I need to extend the expiration date (or reapply for a pass). If I no longer need the carrel mid-semester, I will return all books to the Circulation desk, notify the desk staff, and clear the carrel of printouts.
- I should never leave personal items, especially valuables, unattended in the carrels. Theft is prevalent, including textbooks.**

I am applying for permission to check out books to a carrel. I agree to the above statements.

Name: _____ Agreed to on this date _____
[Signature]

To be completed by Circulation Desk Staff

Change Expiration date to end-of-term. *[Double-click on **Exp date** and use date from top of carrel list. If patron has a 7-day pass, use date on pass.]*

If **Pcode2** is **x**, change **P type** from **6** to **4**. If **Pcode2** is **b, c or d**, change **P type** from **7** to **10**.

“Carrel 2- _____(A/B)” *[Add name to carrel # on list. Insert phrase into **a/address** field & press **OK**.]*

“Carrel assigned <use today’s date m/d/yy>” *[Insert this phrase into **x/circ note** field & press **OK**.]*

Put photocopy of this application in Supervisor’s box and give original to patron. CDA initials _____